



AGENDA

Library Board

5:00 PM - Monday, October 21, 2024
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# 815 4861 7115. 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.

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

MINUTES

Motion to approve the September 2024 minutes.

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[Library-Minutes-September 16 2024 DRAFT](#)

REPORTS

Friends of the Marion Public Library Report

Marion Public Library Foundation Report

Board Continuing Education

Art Advisory Committee Report

Finance Committee

Personnel Committee Report

Director's Report

7 - 24

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

[Directors Report October 21 2024 with charts](#)

[Budget Performance Report September 2024 FINAL](#)

[Open PO Report - September 2024](#)

Policy Committee Report

25 - 29

- Distribution and Display Policy
- Photo & Video Recording Policy
- MPL Photo Release Form - All Ages
- Social Media Policy

[Distribution and Display Policy 10-2024](#)

[Photo Video Recording Policy 10-2024](#)

[MPL Photo Release Form - All Ages 10-2024](#)

[Social Media Policy 10-2024](#)

Motion to accept all reports as presented. (Action requested)

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* – Ch. 5 (Discussion) 30 - 74
2. Strategic Plan (Action Requested)
3. Library Holiday Schedule for 2025 (Action Requested)
 - a. Spring 2025 Staff Training Day
 - b. Thanksgiving and New Year's Eve (2025 AND 2024)
4. Board Charter (Discussion)
5. PO Approval – Library Bookmobile Wrap (Action Requested)
6. Bookmobile Ribbon Cutting (Discussion and Direction Requested)
7. FY 24 Annual Report (Receive and file)

[Ch. 5 - Iowa Library Trustee's Handbook 2021 Edition](#)

[Strategic Plan Final Draft](#)

[2025 Library Holidays DRAFT](#)

[2024 Library Holidays DRAFT](#)

[Library Board Operation Mission Vision Update Draft 10-2024](#)

[Bookmobile Wrap Purchase Approval](#)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, September 16, 2024
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 16, 2024, at 5:00 PM, with the following members present:

- PRESENT: In Person: Jack Zumwalt, Sandy Rosenberger, Ross McIntyre, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt, and Cara Briggs Farmer (arrived late at 5:08 p.m. and left early at 5:22 p.m.)
Via Zoom: Okpara Rice (left early at 5:56 p.m.)
- ABSENT: Susan Kling, Kim Rose, Chelsea Nunn
- STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Sue Gerth, Ashley Osborn, Bob Reynolds, Darryn Gradhandt
- FRIENDS REP: Carolyn Stucker
- GUESTS PRESENT: In Person: Nick Tharalson, Brooklyn Coburn
Via Zoom: Unnamed guest

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.

Moved by Zumwalt, seconded by Rosenberger, to approve the agenda as presented.
Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

No comments

MINUTES

Motion to approve the August 2024 Meeting minutes.

Moved by Logan, seconded by Zumwalt, to approve the August 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Carolyn Stucker reported that the Friends will be at the Library's Adult Book Fair selling books and encouraging new Friends Memberships.
- The next Friends Booksale will be November 15-17, 2024.

Marion Public Library Foundation Report

- Three Community Foundation Grants have been submitted on behalf of the Bookmobile.
- The Foundation Board approved \$4,000 for the Library's Spring Staff Training Day.
- The Foundation Board Treasure would like to resign from her position. If any Board Members are interested in this position, or know of anyone that would be interested, please let Hilery Livengood know.
- Foundation Board regular meetings will now meet on the fourth Tuesday of odd number months from 8-9 a.m.
- The CAT Grant has been closed.

Board Continuing Education

- None to report.
- Later in the meeting Cara Briggs Farmer asked if some time she spent traveling could be counted as Continuing Education, Bill Carroll said he'd have to check with the State Library.

Art Advisory Committee Report

- This Committee will meet in October.

Finance Committee Report

- This committee did not meet but Board Treasurer Kim Rose sent this statement since she was absent from this meeting, "I have reviewed the invoices for this month, per my responsibilities as Board Treasurer. All items seem to be well within normal operating parameters."

Personnel Committee Report

- No report.

Director's Report

- Budget Update - Final Budget Reports for July are included in the Board packet.
- General Department Updates - Summer Library Program had 2,006 check-ins this summer. It was a team effort on behalf of all staff during our busy Summer time.

Policy Committee Report

- Attendance Policy - Last month, the Library's Supplemental Personnel Attendance Policy was rescinded by the Board, the Library will now be under the jurisdiction of the City's Attendance Policy.
- Circulation Policy - Tablets were added to the Checkout chart.
- Financial Policy and Procedures - Changes in language to be more specific.
- Interlibrary Loan (ILL) Policy - Removed Metro Lite Library Card as it no longer exists.
- Internet Policy - Change in language to mirror the Laptop & Tablet Loan Policy.

- Laptop & Tablet Loan Policy - Change in language to mirror the Internet Policy.
- Programming Policy - No changes suggested.
- Public Participation Policy - Suggested changes from City Legal.
- Volunteer Policy - No changes suggested.

Motion to accept all reports as presented. (Action Requested - Approval Requested)

Moved by Briggs Farmer, seconded by Rosenberger, to accept all reports as presented.

Approved unanimously

REGULAR AGENDA

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

- Follow up from the State Library from last month's meeting - Discussing the *Trustee's Handbook* at Board Meetings does count as Board Continuing Education, as do staff presentations on library services at Board Meetings.
- Jack Zumwalt mentioned this Chapter is a good guide for hiring a Library Director. Sandy Rosenberger added that we also have to follow the City HR Policy.

2. Library Board Operating Guidelines (Action Requested)

- This is the second reading to change the language in Article 3, Section 4 regarding the terms of Committee Members, from two year terms to one year terms.

Moved by Alexander, seconded by Logan, to accept changes to Library Board Operating Guidelines regarding Committee terms.

Approved unanimously

3. Bookmobile Presentation

- Staff Presentation and Discussion - Patron Services Bookmobile Team Lead Darryn Gradhandt presented about our new Bookmobile. There will always be two people on the Bookmobile at a time. We expect to start off running two days per week with approximately three stops per day, during daylight hours in the Winter. This will increase in time.
- Bookmobile Punch List (Action Requested - Receive and File) - After the Bookmobile's inspection last week, the most significant item noted on the Punch List was that the storage boxes on the outside of the Bookmobile only had a 9" clearance from the ground. The manufacturers are ordering new storage boxes that will be reduced in size, bringing them up to the 12" clearance that was called for in the specs.
- Launch Schedule (Discussion and Direction Requested) - Bill Carroll recommends to the Board that we have a Ribbon Cutting for the Bookmobile this Fall, rather than doing a soft launch with a ribbon cutting in Spring. The Board agrees with this direction. Bill will bring a list of dates for a ribbon cutting to the next Board Meeting. Sandy Rosenberger suggests the Bookmobile be in all future Marion parades.

Moved by Zumwalt, seconded by Alexander, to receive and file the Bookmobile Punch List.

Approved unanimously

4. Library Board of Trustees Open Seat (Update - No Action Required)

- Seth Moomey's resignation has left an open seat on our Library Board. The City

Clerk and City Manager's Office confirmed that any applicants that were not chosen for recent Board vacancies are still eligible if another position opens up. We had another applicant who is still interested in serving on our Board. We are hoping they can be appointed by the Mayor at the next City Council Meeting.

5. Strategic Plan (Discussion and Direction Requested)

- Board members directed that the design elements of the Strategic Plan looks nice and are easy to read. A final draft will be brought to the October Board Meeting for Board approval.
- The Board agreed that the letter looks good.
- The Board had a few suggestions on changes to the Mission and Vision.
- The Board agreed that it was appropriate to call out the extra effort put forth by Sally Reck into the Strategic Plan.

6. Library Spotlight - Brooklyn Coburn, Library Practicum Student (No Action Requested)

- Brooklyn will write and present the Director's Report at the December Board Meeting.
- Brooklyn is also organizing a Volunteer Fair at the Library on October 19.

ADJOURN

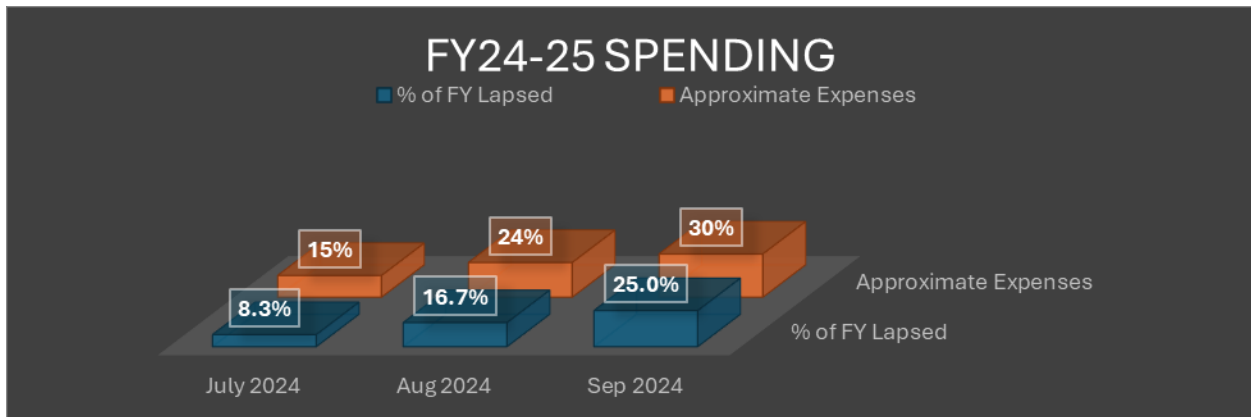
Meeting ended at 6:12 p.m. It was moved by Melissa Alexander and seconded by Sandy Rosenberger to adjourn but the motion was not carried due to lack of quorum.

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Director’s Report for the Library Board of Trustees Meeting on Monday, October 21, 2024

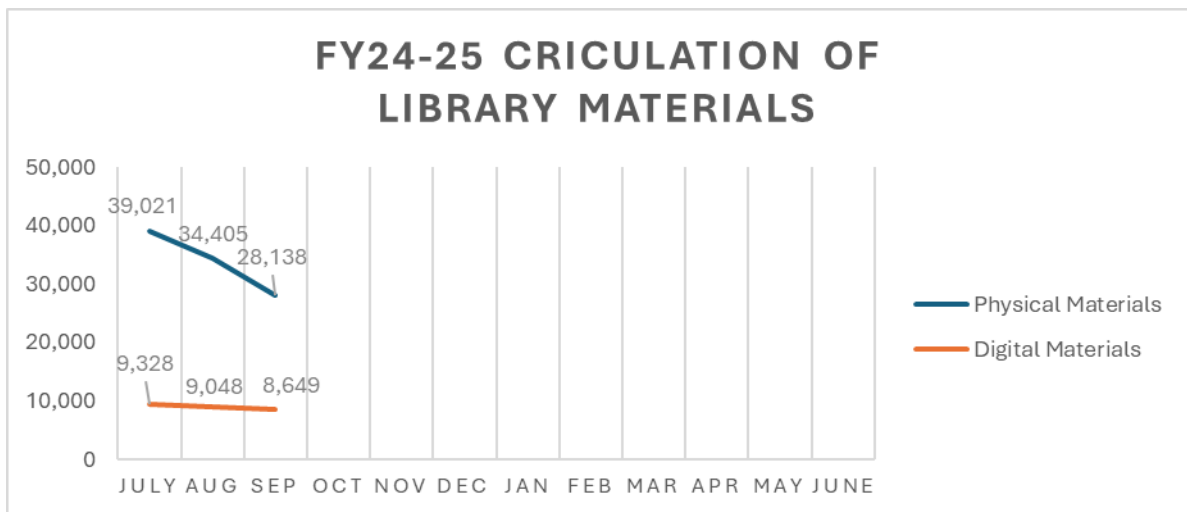
Budget Update:

- The current fiscal year has lapsed approximately 25.0% through September 30, 2024.
- As of the September 30, 2024 budget report, approximately 30% of the library’s budget was been expended for the year. This is slightly higher at the beginning of the fiscal year due to several annual contracts being paid for the year.

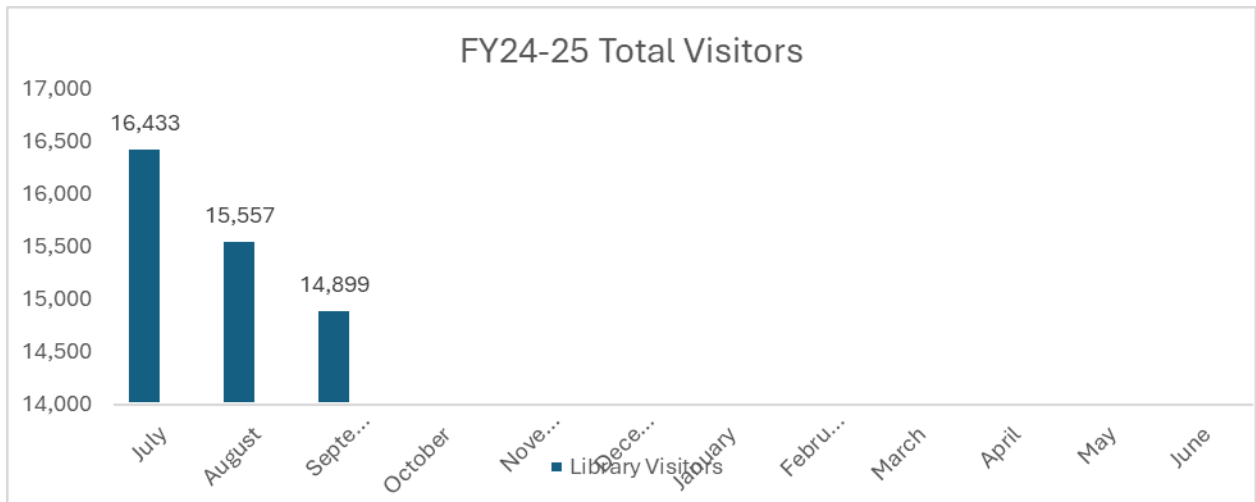


- As of September 30, 2024 budget report, revenue received increased to approximately 26% received for the fiscal year.

Statistics Highlights:



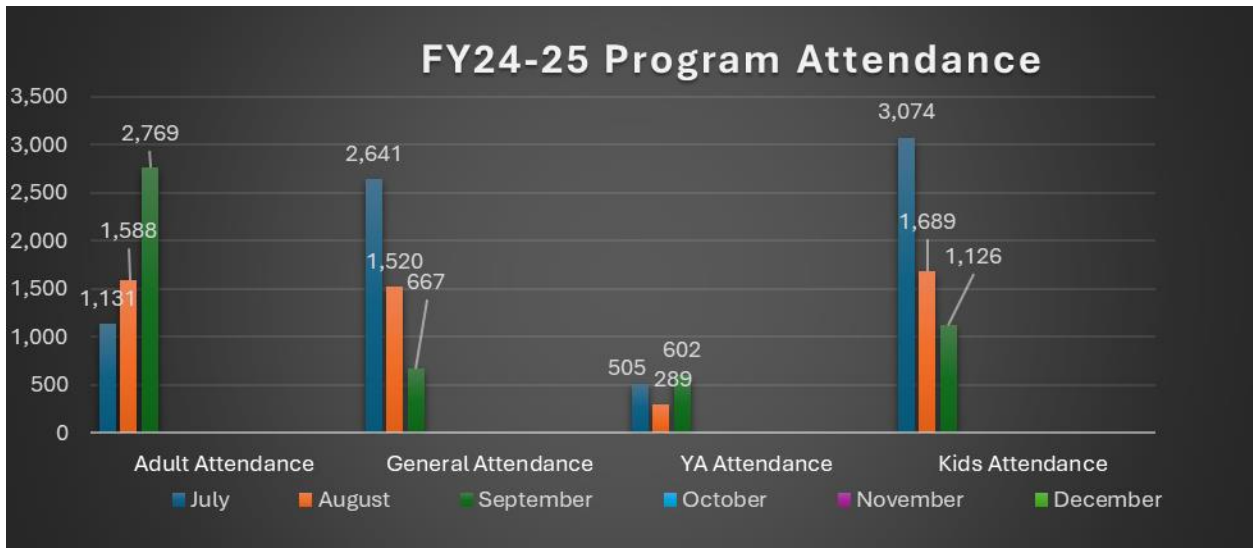
- For September 2024, circulation of physical items decreased approximately 18.2% from the previous month, having 28,138 items checked out. Circulation of physical items for the month decreased approximately 17.2% when compared with the previous year.
- For September 2024, circulation of digital items decreased approximately 4.4% from the previous month.



- The gate count for September 2024 was 14,899. The September gate count was approximately 4.2% lower than August 2024. Compared with the previous year, the gate count was approximately 6.4% higher than in September 2023.



- Programming saw an increase in the number of programs offered between September (140) and August (120). The number of programs offered in September 2024 was higher than the 122 offered in September 2023.



- Program attendees for September 2024 totaled 5,164 individuals. This is approximately 1.5% more than the 5,086 that attended programs in August. Compared with September 2023, which saw 3,352 attendees for programs, there was an approximate increase for the current year of approximately 54.1%.
- Due to a glitch with program tracking software hosted by the State Library of Iowa, there was a data-entry discrepancy discovered which showed the library over reporting program attendance by 21 patrons for September of 2023. There were a couple other minor discrepancies discovered for the previous fiscal year and these will be corrected/ reported to the Library Board in subsequent months where applicable.

General Department Updates:

- **Library Administration**
 - End of year reporting documentation continues to be organized for FY 24 and is due to the State Library by October 31, 2024. In the coming weeks we should begin to see revenue from the State Library arrive for Open Access, ILL, and Enrich Iowa Direct State Aide.
 - Budget planning for FY 26 continues and the library submitted requests for personnel for FY 26. Requests include:
 - Two part-time staff for the bookmobile
 - One full time professional librarian for the MakerSpace
 - One full time professional librarian to work at the Reference Desk
 - One full time professional librarian to assist with collection development and cataloging
 - Funding for the open deputy library director position

- Funding for a full-time shared maintenance/ custodian for the library and City Hall.
- The library director met with the other Linn County Library Directors on September 10 and discussed service updates and news from each of our libraries.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - The FY24 Annual Report is currently in production after being received by the printer. This year’s annual report – a banner pen – is set to be delivered to the library by the end of October.
 - The first part of the library’s Strategic Plan received board approval last month; edits have been made and a final draft is ready to be approved and sent to print.
 - The marketing campaign for the library’s Adult Book Fair was a tremendous success. Through a combination of print and digital advertising, paid promotions, and media spots, the campaign reached approximately 23,000 people and brought over 700 attendees to the fair.
 - Analytics for social media skyrocketed in September. In addition to the Adult Book Fair, members of the board and staff participated in a Banned Books Week campaign. These posts reached over 230,000 users between September 22 – 28, and will continue to reach more users in the subsequent weeks.
 - To provide comparison, last year’s Banned Books Week campaign reached 110,000 during the same period. The average monthly social media reach for the library is 55,000 users.
 - Open rates for all email newsletters from MPL continue to stay above industry standards and have open rates ranging from 33 – 37%.
 - Meetings & Special Events
 - 63 reservations were made for September. 56/63 reservations were completed.
 - Boardroom: 25 reservations
 - Community Room: 4 reservations
 - Community Room A: 12 reservations
 - Community Room B: 15 reservations
 - Outdoor Reading Terrace: 0 reservations
 - Media Mentions
 - September 11: Adult Book Fair Interview ([Iowa’s News Now](#))
 - September 19: MPL Relaunches 1,000 Books Before Kindergarten ([Iowa’s News Now](#))

- **Patron Services update from Bob Reynolds**
 - There were 23 Patron Incidents in September. These were mostly behavior policy breaks.
 - Rural Linn County circulation and Open Access circulation was down compared to the previous month. This is seen in comparison to a slight decrease in overall circulation as school came back in session.
 - Study Room usage decreased from the previous month. This is likely due to a portion of patrons starting school.
 - Newly created cards for the month of September were higher from last year. Our record day of card creation occurred on September 27, the day of the Adult Book Fair, with 45 total cards created that day. During the event alone, we created 30 new library cards.
- **Programming update from Kylee Pusteoska**
 - Our major success for the month was the Adult Book Fair held on 9/27. In 3 hours, we hosted **730** adult patrons! We had around 500 register so we were blown away by the success. The library provided one drink ticket where patrons could select a glass of wine, beer or water, and one pizza ticket good for a pan pizza slice. Beverages were provided by funds from the Library Foundation and Pizza Hut provided the pizza at ½ price. Shoutout to Bob Hoyt who delivered the local beer and only charged us for cans used for the event.
 - The first 200 patrons received a gift bag with a mop topper pen, library stickers and various swag. All patrons were given a door prize entry and if they stopped by the Info desk to get a library card or verify info on an existing account, they received another entry. We had premade buttons, along with creating buttons on the fly for patrons. Sue provided some reading lists for fall, along with a selection of new releases that patrons could check out. We also had several free books and stickers for attendees. We created a photo booth.
 - We invited Marion businesses to be vendors for the event. Sea Love is a shop set to open in November and they were on-hand with merchandise and folks could enter to win a door prize. Vendors with merch to sell included Roots in Bloom, HEA Book Boutique, Swamp Fox Bookstore, and Sweet Cheesecake. All those selling provided 10% of profits back to the library for programming. We are still waiting on a final total for that but we do know that Sweet Cheesecake had to leave the event to get more product and still sold out! The vendors were super overwhelmed and happy with the event. Friends also had their bookstore open, along with a secondary table where they were asking for memberships. We have sent a survey to patrons to get feedback to improve the event for next year.
 - Thank you to Sue for having the idea for the event and for Becca on the programming team for leading the charge. Despite the response, the event was

well organized and we are getting positive feedback and a hope that it becomes an annual event. Staff who worked the event did a wonderful job! We have a tentative date for 2025 and will work to make the event even bigger and better.

- **Reader's Advisory & Collections update from Sue Gerth**

- We are, as a team, working on getting all materials ready for the bookmobile! Orders are still being placed with vendors, and items are arriving every week. We are also supplementing the collection with duplicate copies of "newish" titles from our library shelves.
- Signage for our children's non-fiction area is up and looks amazing. Signs provide clear wayfinding for patrons and staff. Sue has received many positive comments from staff on the signs. We hope to do the same to children's fiction this year, if budget allows.
- Linda is working with the State Library of Iowa to better understand the process of Inter-library loans and how to create the most accurate reports for our library.
- We are hiring a part-time shelver for nights and weekends as Addison B has left the library.

- **IT and Building Maintenance from James Teahen**

- During the month of September there were a total of 26 internal technology/facilities help tickets that came in. Of the 26 tickets 20 of them were due to various technical issues that came up (printer issues, door access codes offline, self-check issues) and six were for facilities (toilets constantly flushing, replace lightbulbs, door handles loose).
- After a month of being out commission due to multiple hardware issues, the tablet kiosk is back up and function and receiving heavy usage.
- Several Windows laptops were changed out in the laptop kiosk, replacing older hardware with newer models.
- A roofing repair company came out and found another leak above the teen area. They were able to pinpoint where it was coming from and repaired the issue.
- Conducted annual hood vent and fire alarm testing with vendors.

Metro Library Network (MLN) Updates:

- MLN Library Directors did not meet in September 2024.
- The next scheduled meeting is set for October 16, 2024, in Cedar Rapids. The September meeting was cancelled due to several scheduling conflicts.



Budget Performance Report

Fiscal Year to Date 09/30/24

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										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	10,665.33
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0%	\$10,665.33
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	9,990.49	26,009.51	28	9,206.01
	<i>Intergovernmental Totals</i>	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$9,990.49	\$153,509.51	6%	\$19,871.34
<i>Charges for Service</i>										
4504	Copy Charges	5,000.00	.00	5,000.00	1,079.72	.00	2,768.49	2,231.51	55	1,630.58
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	481.38	.00	2,313.92	3,686.08	39	1,590.43
4506	Fax Revenues	.00	.00	.00	.00	.00	13.75	(13.75)	+++	1.75
4509	Rental - Community Room	4,000.00	.00	4,000.00	2,062.50	.00	4,685.00	(685.00)	117	1,987.50
	<i>Charges for Service Totals</i>	\$15,000.00	\$0.00	\$15,000.00	\$3,623.60	\$0.00	\$9,781.16	\$5,218.84	65%	\$5,210.26
<i>Misc Revenues</i>										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	100.00	.00	100.00	.00	.00	.00	100.00	0	94.97
	4702 - Penalties/Fines Totals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$94.97
4704	Misc Revenues	6,600.00	.00	6,600.00	215.99	.00	2,138.60	4,461.40	32	904.89
4708	Other Contributions									
4708.01	Other Contributions General	35,503.00	.00	35,503.00	.00	.00	35,503.00	.00	100	35,503.00
	4708 - Other Contributions Totals	\$35,503.00	\$0.00	\$35,503.00	\$0.00	\$0.00	\$35,503.00	\$0.00	100%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	.00	.00	+++	1.98
	<i>Misc Revenues Totals</i>	\$42,203.00	\$0.00	\$42,203.00	\$215.99	\$0.00	\$37,641.60	\$4,561.40	89%	\$36,504.84
	Department 410 - Library Totals	\$220,703.00	\$0.00	\$220,703.00	\$3,839.59	\$0.00	\$57,413.25	\$163,289.75	26%	\$61,586.44
	REVENUE TOTALS	\$220,703.00	\$0.00	\$220,703.00	\$3,839.59	\$0.00	\$57,413.25	\$163,289.75	26%	\$61,586.44
EXPENSE										
Department 410 - Library										
<i>Salaries</i>										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	71,559.13	.00	240,886.50	714,659.50	25	228,174.68
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	32,132.26	.00	120,382.02	450,899.98	21	119,131.82
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	20.83

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Budget Performance Report

Fiscal Year to Date 09/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Salaries Totals</i>	<u>\$1,526,828.00</u>	<u>\$0.00</u>	<u>\$1,526,828.00</u>	<u>\$103,691.39</u>	<u>\$0.00</u>	<u>\$361,268.52</u>	<u>\$1,165,559.48</u>	<u>24%</u>	<u>\$347,327.33</u>
<i>Employee Benefits/Costs</i>										
6110	FICA	73,548.00	.00	73,548.00	6,390.08	.00	22,261.36	51,286.64	30	21,438.92
6120	Medicare	22,383.00	.00	22,383.00	1,494.44	.00	5,206.32	17,176.68	23	5,013.91
6130	IPERS	126,856.00	.00	126,856.00	9,758.71	.00	34,044.30	92,811.70	27	32,578.73
6150	Health Insurance	163,431.00	.00	163,431.00	11,640.08	.00	33,496.44	129,934.56	20	38,460.75
6151	Wellness Program	308.00	.00	308.00	25.90	.00	74.00	234.00	24	77.70
6152	Life Insurance	1,545.00	.00	1,545.00	121.86	.00	363.16	1,181.84	24	372.21
6153	Long Term Disability	3,735.00	.00	3,735.00	308.43	.00	911.41	2,823.59	24	861.60
6154	Dental Insurance	3,604.00	.00	3,604.00	289.56	.00	831.96	2,772.04	23	901.20
6160	Worker's Compensation	873.00	.00	873.00	92.32	.00	400.13	472.87	46	503.97
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	7,920.00	.00	7,920.00	330.00	.00	990.00	6,930.00	12	1,980.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	2,400.00	6,600.00	27	2,250.00
	<i>Employee Benefits/Costs Totals</i>	<u>\$413,203.00</u>	<u>\$0.00</u>	<u>\$413,203.00</u>	<u>\$31,351.38</u>	<u>\$0.00</u>	<u>\$100,979.08</u>	<u>\$312,223.92</u>	<u>24%</u>	<u>\$104,438.99</u>
<i>Staff Development</i>										
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	3,825.00	.00	3,825.00	30.00	.00	165.00	3,660.00	4	.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	8,125.00	.00	8,125.00	390.00	.00	850.00	7,275.00	10	.00
6240	Travel Expenses	5,000.00	.00	5,000.00	.00	.00	2,466.44	2,533.56	49	2,782.36
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
	<i>Staff Development Totals</i>	<u>\$18,120.00</u>	<u>\$0.00</u>	<u>\$18,120.00</u>	<u>\$420.00</u>	<u>\$0.00</u>	<u>\$3,481.44</u>	<u>\$14,638.56</u>	<u>19%</u>	<u>\$2,782.36</u>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	749.07	.00	4,078.67	57,621.33	7	3,005.52
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	81.30	.00	361.80	888.20	29	.00
6331	Vehicle Maintenance	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
6350	Other Equipment Repairs	2,150.00	.00	2,150.00	.00	.00	130.00	2,020.00	6	940.00
6371	Electric/Gas Utility Expense	109,425.00	.00	109,425.00	8,387.49	.00	24,987.98	84,437.02	23	27,585.59
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	418.16	.00	2,089.38	3,430.62	38	1,371.15
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	.00	.00	195.67	1,784.33	10	488.36
	<i>Repair/Maintenance/Utilities Totals</i>	<u>\$185,225.00</u>	<u>\$0.00</u>	<u>\$185,225.00</u>	<u>\$9,636.02</u>	<u>\$0.00</u>	<u>\$31,843.50</u>	<u>\$153,381.50</u>	<u>17%</u>	<u>\$33,390.62</u>
<i>Contractual Services</i>										
6402	Advertising/Publications	8,798.00	.00	8,798.00	.00	.00	1,548.00	7,250.00	18	1,620.11
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	80,683.00	.00	80,683.00	.00	.00	84,247.11	(3,564.11)	104	59,764.79



Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6409	Credit Card Merchant Fees	1,320.00	.00	1,320.00	140.52	.00	446.59	873.41	34	373.07
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	143,430.32	1,469.68	99	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	101,127.00	.00	101,127.00	4,096.14	1,872.60	46,726.71	52,527.69	48	24,888.55
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	4,480.00	.00	13,440.00	41,040.00	25	16,300.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	223.21	.00	669.63	13,730.37	5	669.63
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	477.50	1,952.78	1,492.25	32,084.97	10	2,437.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	391.40	.00	999.10	8,600.90	10	1,411.10
<i>Contractual Services Totals</i>		\$450,838.00	\$0.00	\$450,838.00	\$9,808.77	\$3,825.38	\$292,999.71	\$154,012.91	66%	\$250,895.07
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	1,323.25	.00	1,323.25	4,676.75	22	9.95
6506	Office Supplies	8,250.00	.00	8,250.00	141.25	.00	430.93	7,819.07	5	952.75
6507	Operational Supplies	45,365.00	.00	45,365.00	1,250.52	.00	4,104.73	41,260.27	9	7,575.12
6508	Postage/Shipping	10,200.00	.00	10,200.00	341.53	.00	1,286.56	8,913.44	13	613.95
6510	Forms/Printing Services	8,950.00	.00	8,950.00	59.54	.00	348.49	8,601.51	4	47.54
6511	Janitorial Supplies	10,600.00	.00	10,600.00	737.08	.00	1,907.26	8,692.74	18	838.20
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	32.67	.00	32.67	4,967.33	1	.00
6514	Medical Supplies	2,295.00	.00	2,295.00	.00	.00	145.41	2,149.59	6	120.84
6560	Pre-Employment Screening	434.00	.00	434.00	.00	.00	.00	434.00	0	.00
6580	Technology	2,850.00	.00	2,850.00	.00	.00	93.28	2,756.72	3	2,626.35
6590	Events & Meetings	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	54.90
6599	Misc Commodities/Expenses	5,200.00	.00	5,200.00	.00	.00	.00	5,200.00	0	.00
<i>Commodities Totals</i>		\$106,144.00	\$0.00	\$106,144.00	\$3,885.84	\$0.00	\$9,672.58	\$96,471.42	9%	\$12,839.60
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	109.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	1,867.97
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 Library Materials										
6718.01	Library Materials Adult Materials	75,560.00	.00	75,560.00	3,142.96	.00	18,448.98	57,111.02	24	19,322.35
6718.02	Library Materials Young Adult Materials	8,000.00	.00	8,000.00	300.52	.00	1,930.03	6,069.97	24	15,596.30
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	2,427.06	.00	8,898.81	45,601.19	16	14,681.01
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	942.68	.00	4,848.12	27,651.88	15	8,123.40



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	432.79	.00	3,372.21	12,627.79	21	5,820.91
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,110.65	.00	3,427.43	6,572.57	34	2,891.95
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	5,951.18	.00	17,001.15	32,998.85	34	21,907.75
6718.08	Library Materials Other	44,217.00	.00	44,217.00	4,855.75	.00	23,134.73	21,082.27	52	20,784.25
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	\$290,777.00	\$0.00	\$290,777.00	\$19,163.59	\$0.00	\$81,061.46	\$209,715.54	28%	\$109,127.92
	<i>Capital Outlay Totals</i>	<i>\$298,777.00</i>	<i>\$0.00</i>	<i>\$298,777.00</i>	<i>\$19,163.59</i>	<i>\$0.00</i>	<i>\$81,061.46</i>	<i>\$217,715.54</i>	<i>27%</i>	<i>\$111,104.89</i>
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
	<i>Transfers Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 410 - Library Totals	\$2,999,135.00	\$0.00	\$2,999,135.00	\$177,956.99	\$3,825.38	\$881,306.29	\$2,114,003.33	30%	\$862,778.86
	EXPENSE TOTALS	\$2,999,135.00	\$0.00	\$2,999,135.00	\$177,956.99	\$3,825.38	\$881,306.29	\$2,114,003.33	30%	\$862,778.86
Fund 101 - General Fund Totals										
	REVENUE TOTALS	220,703.00	.00	220,703.00	3,839.59	.00	57,413.25	163,289.75	26%	61,586.44
	EXPENSE TOTALS	2,999,135.00	.00	2,999,135.00	177,956.99	3,825.38	881,306.29	2,114,003.33	30%	862,778.86
	Fund 101 - General Fund Totals	(\$2,778,432.00)	\$0.00	(\$2,778,432.00)	(\$174,117.40)	(\$3,825.38)	(\$823,893.04)	(\$1,950,713.58)		(\$801,192.42)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0	1,261.99
	<i>Commodities Totals</i>	<i>\$10,660.00</i>	<i>\$0.00</i>	<i>\$10,660.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,660.00</i>	<i>0%</i>	<i>\$1,261.99</i>
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
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 410 - Library Totals	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$1,261.99
	EXPENSE TOTALS	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$1,261.99



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0%	1,261.99
Fund 105 - Equipment Reserve Fund Totals										
		(\$10,660.00)	\$0.00	(\$10,660.00)	\$0.00	\$0.00	\$0.00	(\$10,660.00)		(\$1,261.99)
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
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	20,000.00	.00	20,000.00	1,612.00	.00	13,054.50	6,945.50	65	12,001.53
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$1,612.00	\$0.00	\$13,054.50	\$6,945.50	65%	\$12,001.53
4708	Other Contributions									
4708.01	Other Contributions General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
	4708 - Other Contributions Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00
	<i>Misc Revenues Totals</i>	\$30,000.00	\$0.00	\$30,000.00	\$1,612.00	\$0.00	\$13,054.50	\$16,945.50	44%	\$12,001.53
	Department 410 - Library Totals	\$30,000.00	\$0.00	\$30,000.00	\$1,612.00	\$0.00	\$13,054.50	\$16,945.50	44%	\$12,001.53
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$1,612.00	\$0.00	\$13,054.50	\$16,945.50	44%	\$12,001.53
EXPENSE										
Department 410 - Library										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6409	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contractual Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Commodities</i>										
6500	Events & Meetings	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,800.21



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
<i>Commodities</i>										
6599	Misc Commodities/Expenses	30,000.00	.00	30,000.00	6,464.72	.00	21,043.87	8,956.13	70	12,724.95
	<i>Commodities Totals</i>	\$32,500.00	\$0.00	\$32,500.00	\$6,464.72	\$0.00	\$21,043.87	\$11,456.13	65%	\$14,525.16
<i>Capital Outlay</i>										
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
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers</i>										
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
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$32,500.00	\$0.00	\$32,500.00	\$6,464.72	\$0.00	\$21,043.87	\$11,456.13	65%	\$14,525.16
	EXPENSE TOTALS	\$32,500.00	\$0.00	\$32,500.00	\$6,464.72	\$0.00	\$21,043.87	\$11,456.13	65%	\$14,525.16
Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	30,000.00	.00	30,000.00	1,612.00	.00	13,054.50	16,945.50	44%	12,001.53
	EXPENSE TOTALS	32,500.00	.00	32,500.00	6,464.72	.00	21,043.87	11,456.13	65%	14,525.16
	Fund 130 - Special Revenue Totals	(\$2,500.00)	\$0.00	(\$2,500.00)	(\$4,852.72)	\$0.00	(\$7,989.37)	\$5,489.37		(\$2,523.63)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00
	4400 - Federal Grants/Contributions Totals	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	(16,499.29)	16,499.29	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,499.29)	\$16,499.29	+++	\$0.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$16,499.29)	\$116,499.29	-16%	\$0.00
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	144,895.00
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$144,895.00

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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										
REVENUE										
Department 410 - Library										
<i>Misc Revenues</i>										
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
<i>Misc Revenues Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$144,895.00</i>
Department 410 - Library Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$16,499.29)	\$116,499.29	-16%	\$144,895.00
Department 620 - Finance										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	.00	.00	.00	.00	+++	10,678,659.71
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,678,659.71
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.04	State Contributions FEMA	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Intergovernmental Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$10,678,659.71</i>
<i>Misc Revenues</i>										
4704	Misc Revenues	.00	.00	.00	.00	.00	.00	.00	+++	.00
4710	Insurance Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Misc Revenues Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
Department 620 - Finance Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,678,659.71
REVENUE TOTALS		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$16,499.29)	\$116,499.29	-16%	\$10,823,554.71
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,580.00
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	231,000.00	.00	231,000.00	.00	159,442.96	150.00	71,407.04	69	18,677.83
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<i>\$431,000.00</i>	<i>\$0.00</i>	<i>\$431,000.00</i>	<i>\$0.00</i>	<i>\$159,442.96</i>	<i>\$150.00</i>	<i>\$271,407.04</i>	<i>37%</i>	<i>\$21,257.83</i>
Department 410 - Library Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$159,442.96	\$150.00	\$271,407.04	37%	\$21,257.83
Department 620 - Finance										
<i>Staff Development</i>										
800	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 09/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301	Capital Projects									
	EXPENSE									
	Department 620 - Finance									
	Staff Development									
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$0.00</u>
	Repair/Maintenance/Utilities									
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	40,157.81
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$40,157.81</u>
	Contractual Services									
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	30,079.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6427	Grant/Rebate Program	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	77,900.15	370.00	(78,270.15)	+++	6,738.95
	<i>Contractual Services Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$77,900.15</u>	<u>\$370.00</u>	<u>(\$78,270.15)</u>	+++	<u>\$36,817.95</u>
	Commodities									
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6507	Operational Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6508	Postage/Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget Performance Report

Fiscal Year to Date 09/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
<i>Commodities</i>										
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Capital Outlay</i>										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718	Library Materials									
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00
6751	Bond Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%	\$0.00
Department 620 - Finance Totals		\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$77,900.15	\$370.00	\$1,121,729.85	7%	\$76,975.76
EXPENSE TOTALS		\$1,631,000.00	\$0.00	\$1,631,000.00	\$0.00	\$237,343.11	\$520.00	\$1,393,136.89	15%	\$98,233.59
Fund 301 - Capital Projects Totals										
REVENUE TOTALS		100,000.00	.00	100,000.00	.00	.00	(16,499.29)	116,499.29	-16%	10,823,554.71
EXPENSE TOTALS		1,631,000.00	.00	1,631,000.00	.00	237,343.11	520.00	1,393,136.89	15%	98,233.59
Fund 301 - Capital Projects Totals		(\$1,531,000.00)	\$0.00	(\$1,531,000.00)	\$0.00	(\$237,343.11)	(\$17,019.29)	(\$1,276,637.60)		\$10,725,321.12
Grand Totals										
REVENUE TOTALS		350,703.00	.00	350,703.00	5,451.59	.00	53,968.46	296,734.54	15%	10,897,142.68
EXPENSE TOTALS		4,673,295.00	.00	4,673,295.00	184,421.71	241,168.49	902,870.16	3,529,256.35	24%	976,799.60
Grand Totals		(\$4,322,592.00)	\$0.00	(\$4,322,592.00)	(\$178,970.12)	(\$241,168.49)	(\$848,901.70)	(\$3,232,521.81)		\$9,920,343.08



Budget Performance Report

Fiscal Year to Date 09/30/24

Include Rollup Account and Rollup to Account



Open Purchase Order Report

As of G/L Date 09/30/24

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order	2020-0000018	Department	35 Library	G/L Date	08/12/2019	Amount	15,200.00
Description	Mobile Library Consulting Package	Vendor	1638 - Specialty Vehicle Services, LLC	Deliver by Date		Voided	.00
Type	Standard		Specialty Vehicle Services	Printed Date	08/21/2019	Discounted	.00
Status	Open		3312 W. Sycamore St	Completed Date	10/03/2024	Expensed	11,400.00
Bill To Location	LIBRARY - Library		FRANKLIN, WI 53132	Expiration Date		Remaining	3,800.00
Assigned To Buyer						Encumbered	3,800.00
Resolution Number	27682						

Item 1	<i>Description</i>	Misc Project Costs - Mobile Library Consulting Package	<i>Vendor Part Number</i>		<i>Amount</i>	15,200.00
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00
	<i>Price per Unit</i>	15,200.00	<i>1099 Item</i>	Yes	<i>Expensed</i>	11,400.00
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	3,800.00
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	3,800.00
	<i>G/L Account</i>	301.410.6750 (Project Costs)	<i>Project</i>	FACS 18 043 (Mobile Library)	<i>Amount</i>	
					<i>Expensed</i>	11,400.00
					<i>Encumbered</i>	3,800.00

Purchase Order	2022-00000158	Department	35 Library	G/L Date	04/01/2022	Amount	416,889.20
Description	Marion Library Bookmobile/Mobile Library	Vendor	2107 - TechOps Speciality Vehicles, LLC	Deliver by Date		Voided	.00
Type	Blanket		TechOps Speciality Vehicles, LLC	Printed Date	04/08/2022	Discounted	.00
Status	Open		218A Log Canoe Circle	Completed Date	10/03/2024	Expensed	261,246.24
Bill To Location	LIBRARY - Library		STEVENSVILLE, MD 21666	Expiration Date		Remaining	155,642.96
Assigned To Buyer						Encumbered	155,642.96
Resolution Number	30467; CO #1 Res 30869, CO #2 Res 31786						

Item 1	<i>Description</i>	Misc Project Costs - Marion Library Bookmobile/Mobile Library	<i>Vendor Part Number</i>		<i>Amount</i>	416,889.20
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00
	<i>Price per Unit</i>	416,889.20	<i>1099 Item</i>	No	<i>Expensed</i>	261,246.24
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	155,642.96
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	155,642.96
	<i>G/L Account</i>	301.410.6750 (Project Costs)	<i>Project</i>	FACS 18 043 (Mobile Library)	<i>Amount</i>	
					<i>Expensed</i>	261,246.24
					<i>Encumbered</i>	155,642.96

Department 35 Library Totals	Purchase Orders	2	Amount	\$432,089.20
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$272,646.24



Open Purchase Order Report

As of G/L Date 09/30/24

Report by Department - Purchase Order Number

Detail Listing

			Remaining	\$159,442.96
			Encumbered	\$159,442.96
Grand Totals	Purchase Orders	2	Amount	\$432,089.20
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$272,646.24
			Remaining	\$159,442.96
			Encumbered	\$159,442.96

Distribution and Display Policy



Scope of Policy			
<i>Scope:</i>	Use of Bulletin Boards and Exhibit Spaces	<i>Effective Date:</i>	Revised 510/1321 /2024

General Policy/Purpose
The Marion Public Library provides bulletin board space for the public to submit postings and pamphlets to. MPL follows the interpretation of the Library Bill of Rights Relating to Exhibit Spaces and Bulletin Boards . The Library does not endorse the ideas, issues, or events promoted or mentioned in non-library postings or pamphlets.

Provisions
<p>General Procedures Governing Library Bulletin Boards and Exhibit Spaces</p> <ol style="list-style-type: none"> Information for educational, cultural, or other not-for-profit groups may be posted in<u>on</u> the library's designated display boards. Space on library bulletin boards and exhibit spaces is available on a first-come, first-served basis. Public postings and pamphlets will be posted to the bulletin board on the second level of the library. The display board in the library's north vestibule is reserved for library postings. <u>All postings must be approved by library management.</u> Any postings and/or pamphlets <u>that have not been approved or are posted</u> outside of these designated locations <u>may will be removed and</u> discarded. All postings must be approved or denied by library management. Any postings and pamphlets that appear on a bulletin board that have not been approved by library management will be removed. Postings and pamphlets may be rearranged or removed at the discretion of library management.The library will periodically arrange for and publicize special exhibits and displays in alignment with the library's mission. Postings and pamphlets will not be returned to the individual who submitted the posting, regardless of if the posting has been approved for display. Postings and pamphlets will not be held if bulletin boards and exhibit spaces are full at the time of submission. <u>Up to 3 postings or pamphlets from any single individual or organization will be displayed for a period determined by library management, up to 30 days. Postings and pamphlets may be rearranged or removed at the discretion of library management.</u> Postings and pamphlets will be displayed for a period of time determined by library management, up to 30 days. The library does not assume responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited. Library-sponsored and related events, promotion of library services, and information concerning the City of Marion will be given precedence for posting. <p>Postings and Pamphlet Requirements</p> <ol style="list-style-type: none"> Postings and pamphlets must include the organization's name, address, web address, and telephone number. Postings and pamphlets may be no larger than 11 inches by 17 inches.

- Formatted: Font: 12 pt, Bold
- Formatted: List Paragraph, Add space between paragraphs of the same style, No bullets or numbering
- Formatted: Font: 11 pt, Not Bold
- Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

Distribution and Display Policy



3. The following will ~~not~~ NOT be accepted as community postings:
 - Advertisements for businesses, products, services, job openings, items for sale, or giveaways.
 - Solicitations for contributions.
 - Postings that advertise political campaigns or advocate/promote partisan political issues.

Photo and Video Recording Policy



Scope of Policy			
<i>Scope:</i>	Capture and Use of Patron Images	<i>Effective Date:</i>	Reviewed Revised 11/10/13 21 / 23 24

Provisions
<p>The Marion Public Library occasionally captures photo or video of patrons. These images may later be used in print or electronic publications if those pictured sign a Marion Public Library photo release agreeing to have them (or those of their accompanying minors) used for this purpose. If faces are not shown, images may be used without a signed release.</p>

Photo Release Form

I _____ am 18 years or older.
(Print First and Last Name)

I _____ am the parent or guardian of _____
(Print First and Last Name) (Print First and Last Name)

I understand the Marion Public Library (City of Marion) may photograph or video record the events or activity in which I/my child am/is participating for the purpose of promoting the Marion Public Library and its services/programs. No compensation of any kind will be paid at this time or in the future for the use of my likeness.

By signing this form, I give my permission for the Marion Public Library to photograph and/or video record me/my child.

Signature: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____



Scope of Policy			
<i>Scope:</i>	Library Use of Social Media Platforms	<i>Effective Date:</i>	Revised Reviewed 11/10/13 21/23 24

Provisions
<p>Social media is any channel used for online publication and commentary</p> <p>The Marion Public Library (MPL) maintains social media channels to share information about library programming, materials, services, and other digital and community resources. These channels may also be used to notify users about library employment opportunities. Information may be cross-posted.</p> <p>Examples of library social media posts</p> <ol style="list-style-type: none">1. The library posts information related to its services and operations for its constituents.2. The library posts information and will conduct occasional calls for survey responses or comments. The library reserves the right to close comments at a predetermined time and not in response to the commentary received.3. The library invites people to post or comment occasionally on various issues.4. The library engages with its community regarding matters related to library resources and services.5. The library serves as a forum for the discussion of many issues related to its collections, programs, and spaces. <p>MPL uses multiple social media channels, as well as more traditional communications methods (in-house promotions, print, and broadcast) in order to reach its various audiences.</p> <p>MPL encourages comments by third parties on any library-sponsored social media site where commenting is available.</p> <p>By posting on a library social media site, users give MPL permission to use their name, profile, photo, and content of the post without compensation.</p> <p>The library is not responsible for the content of any postings by third parties on the library's social media sites.</p> <p>Third-party posts do not reflect the opinions of anyone affiliated with MPL as a volunteer, a member of the library's advocacy groups (Library Board of Trustees, Friends of the Marion Library, Marion Library Foundation), or library staff.</p>



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 256.69**, 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 \$.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 256.69**, 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



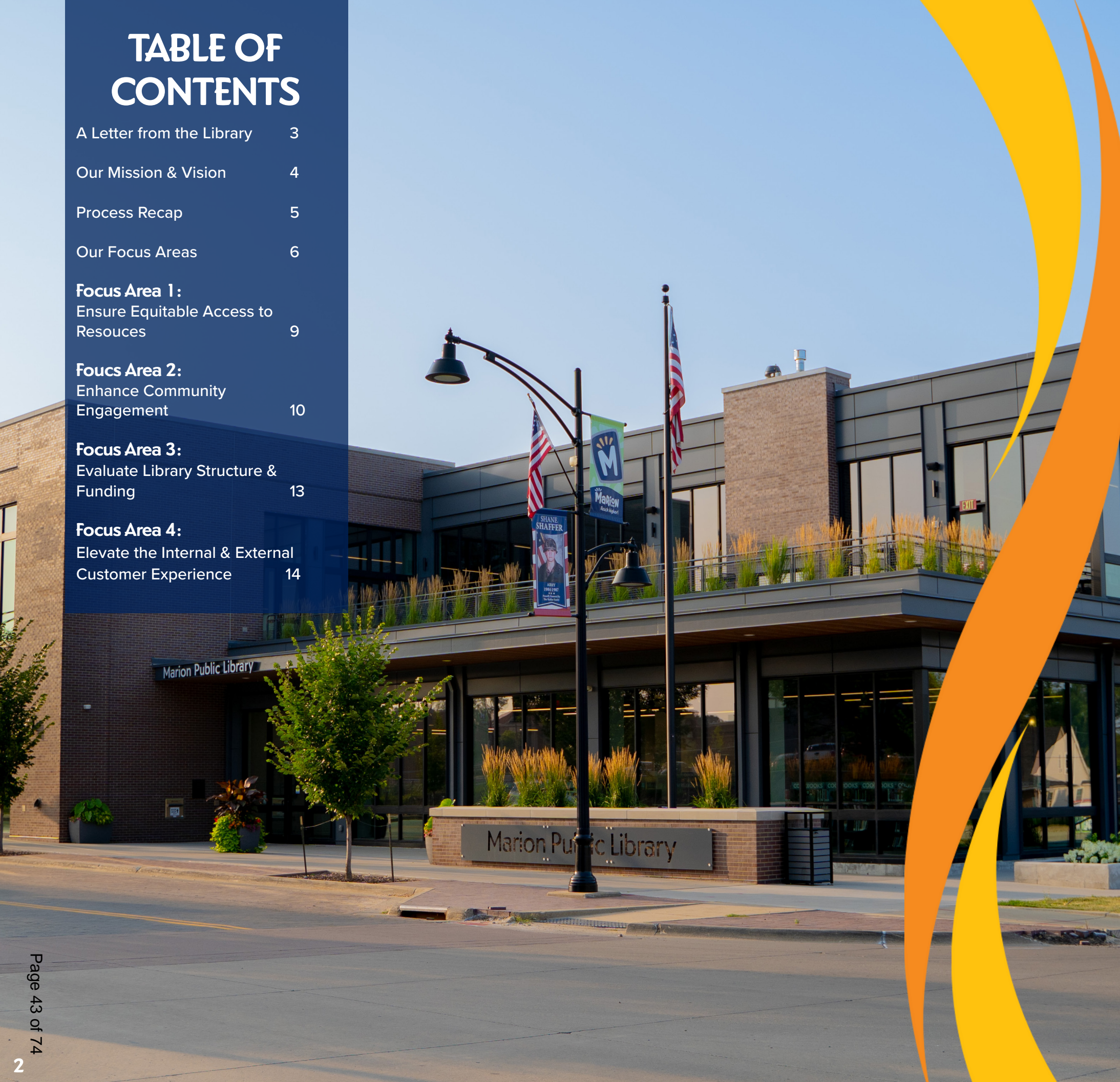
MARION
Public Library

2025 - 2028 Strategic Plan

Marion Public Library

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A LETTER FROM THE LIBRARY

Dear Marion Public Library Community,

If we have learned anything over the last couple of years, it is that our community is resilient, ready for the future while mindful of our past. With this in mind, it is our joy to share our library's strategic plan for 2025 - 2028.



Bill Carroll

This plan reflects the priorities of our community as informed by residents, focus groups, staff, and more. Each of these goals was formed with you – our patrons – in mind. We hope this document helps you to see our shared goals and the steps we will take to achieve them.



Ross McIntyre

Crafting a strategic plan is important in two ways: it impacts our staff and volunteers, and it also impacts our patrons and supporters. Our strategic goals are a result of thinking about the past, present, and future needs of library services, and how we can position ourselves to be Marion's best possible community resource.

We are excited to grow with you in the coming years, and we hope you are, too. Thank you for your support of our library!

Bill Carroll
Library Director

Ross McIntyre
President, Library Board of Trustees

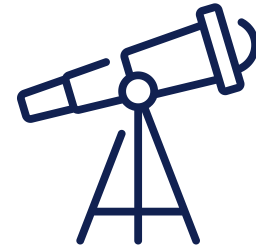
OUR MISSION AND VISION

Located in Uptown Marion, the Marion Public Library serves readers, creators, learners, and dreamers of all ages. The library attracts thousands of residents annually through programming activities, community events, and a variety of service offerings.



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.

PROCESS RECAP

The library partnered with the State Library of Iowa to facilitate and guide the library through the strategic planning process. This included soliciting input from a Community Planning Committee composed of library patrons, community members, and area leaders, as well as soliciting input from a staff planning session. The Board met in Spring 2024 to review input and draft a set of strategic initiatives, and the Board formally adopted the plan in the fall.

The library would like to acknowledge all individuals who participated in the strategic planning process under the leadership of its Board of Trustees. The Board would also like to acknowledge the leadership and dedication of former Library Board President, Sally Reck, during this process.

Current Board Members

Ross McIntyre, President
Susan Kling, Vice President
Jack Zumwalt, Secretary
Kim Rose, Treasurer
Melissa Alexander, Board Member
Cara Briggs Farmer, Board Member

Bob Hoyt, Honorary Board Member
Kelsey Logan, Board Member
Nancy Miller, ex officio
Chelsea Nunn, Board Member
Okpara Rice, Board Member
Sandy Rosenberger, Board Member



OUR FOCUS AREAS

The four focus areas of the library's strategic plan are a result of the collective input of our community. Each focus area contains objectives and strategies that will guide staff, volunteers, and partners into the future with purpose and clarity.



Ensure Equitable Access to Resources

Ensuring equitable access to resources creates an environment where all residents can access and benefit from the library's services and materials.



Evaluate Library Infrastructure & Funding

Through assessing both physical and financial resources, the library can identify needs and make informed decisions to support operations effectively and sustainably.



Enhance Community Engagement

By offering services that reflect our community's interests, the library plays a vital role as a center for learning, culture, and civic participation.



Elevate the Internal & External Customer Experience

Having a dual approach to elevate customer service creates a positive and productive atmosphere within the library, and ensures patrons have a meaningful and satisfying experience.





ENSURE EQUITABLE ACCESS TO RESOURCES

Ensuring equitable access to resources creates an environment where all residents can access and benefit from the library's services and materials.

Objectives	Strategies	Proposed Completion Date
Remove barriers to access, language, and communication	Expand language resources through a translation partnership	2025
	Increase utilization of visual signage for accessibility	2025
	Research opportunities to offer scholarships for MakerSpace use	2026
	Continue and expand specialized training for library staff	2025
Engage community and increase library access through bookmobile	Engage non-library users in library services	2025
	Reach out to and increase library use by underserved residents	2026
	Extend library's reach in areas with limited mobility and accessibility	2026
	Equip bookmobile to be a mobile hotspot	2025
	Increase partnerships with community organizations as route stops	2025
Offer digital/physical collections and resources	Provide educational materials to educate library users on offerings	2025
	Explore introduction of dyslexia-friendly/accessible materials	2026



ENHANCE COMMUNITY ENGAGEMENT

By offering services that reflect our community's interests, the library plays a vital role as a center for learning, culture, and civic participation.

Objectives	Strategies	Proposed Completion Date
Create opportunities for new community partnerships	Develop ongoing partnerships with area school districts	2026
	Create a library programming partnership agreement and process for external partners	2025
	Explore feasibility for a city and/or community-wide book program	2027
	Develop a year-round reading program	2027
	Explore intergenerational collaboration and mentoring opportunities for patrons	2026
Foster existing partnerships & relationships	Broaden community outreach through Board and volunteer involvement	2025
	Increase reach with partners to support workforce skills development and employment assistance	2028
	Increase volunteer engagement to support literacy efforts	2026
Increase patron engagement with library programs, services, and initiatives	Develop a comprehensive marketing plan to inform, educate, and excite community about library offerings	2026
	Promote and increase library card signups	2025
	Honor and share Marion's culture and history through library offerings	2028
	Expand accessibility of reader's advisory knowledge and tools to patrons and staff	2027





EVALUATE LIBRARY INFRASTRUCTURE & FUNDING

Through assessing both physical and financial resources, the library can identify needs and make informed decisions to support operations effectively and sustainably.

Objectives	Strategies	Proposed Completion Date
Diversify library funding streams	Promote increased cross-collaboration with the library's Foundation and Friends groups	2026
	Explore feasibility for fundraising events and/or non-traditional fundraising opportunities for the Foundation and the Friends	2027
	Create and publish wishlist(s) and storefront(s) to enhance services above and beyond operating budget	2026
Improve library efficiencies for patrons and staff	Implement library-wide project management tool	2026
	Research and reevaluate event and room management software	2025
	Evaluate costs and feasibility of comprehensive website refresh	2027
	Explore opportunities to make library operations and practices more sustainable	2028
	Provide opportunities for staff input to further improve efficiencies	2025



ELEVATE THE INTERNAL & EXTERNAL CUSTOMER EXPERIENCE

Having a dual approach to elevate customer service creates a positive and productive atmosphere within the library, and ensures patrons have a meaningful and satisfying experience.

Objectives	Strategies	Proposed Completion Date
Provide personalized, high-quality service to patrons	Research opportunity to conduct patron survey to improve service model	2028
	Implement KERA training and MPL Approach training for staff	2025
	Utilize online computer resources to assist with patron inquiries	2027
	Explore feasibility to hire specialty librarians (Reference, Readers Advisory, Archives, etc.).	2028
Increase opportunities for staff development	Formalize an internal onboarding process for staff	2027
	Design and develop internal intranet for staff use	2028
	Provide development opportunities focused on customer service, reference services, and readers advisory	2025





2025 Library Holidays

January 1 (Wednesday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed
<u>February 20</u> (Thursday)		<u>Spring Staff Training Day</u>	<u>Library Closed</u>
<u>April 18</u> (Friday)	<u>Good Friday</u>	<u>Spring Staff Training Day</u>	<u>Library Closed</u>
April 20 (Sunday)	Easter	Not a paid holiday	Library Closed
May 26 (Monday)	Memorial Day	Paid holiday for Full-Time Staff	Library Closed
July 3 (Thursday)	Independence Day Eve	Not a paid holiday	Library Closes at 5:00 p.m.
July 4 (Friday)	Independence Day	Paid holiday for Full-Time Staff	Library Closed
September 1 (Monday)	Labor Day	Paid holiday for Full-Time Staff	Library Closed
November 11 (Tuesday)	Veterans Day	Fall Staff Training	Library Closed
November 26 (Wednesday)	Thanksgiving Eve	½ holiday for Full-Time Staff <u>Not a paid holiday</u>	Library Closes at 5:00 p.m.
November 27 (Thursday)	Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
November 28 (Friday)	Day after Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
December 24 (Wednesday)	Christmas Eve	Paid holiday for Full-Time Staff	Library Closed
December 25 (Thursday)	Christmas	Paid holiday for Full-Time Staff	Library Closed
December 31 (Wednesday)	New Year's Eve	½ holiday for Full-Time Staff <u>Paid holiday for Full-Time Staff</u>	Library Closes at 2:00 p.m. <u>Library Closed</u>
January 1, 2026 (Thursday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed



2024 Library Holidays

January 1 (Monday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed
March 29 (Friday)	Good Friday	Spring Staff Training	Library Closed
March 31 (Sunday)	Easter	Not a paid holiday	Library Closed
May 27 (Monday)	Memorial Day	Paid holiday for Full-Time Staff	Library Closed
July 3 (Wednesday)	Independence Day Eve	Not a paid holiday	Library Closes at 5:00 p.m.
July 4 (Thursday)	Independence Day	Paid holiday for Full-Time Staff	Library Closed
September 2 (Monday)	Labor Day	Paid holiday for Full-Time Staff	Library Closed
November 11 (Monday)	Veterans Day	Fall Staff Training	Library Closed
November 27 (Wednesday)	Thanksgiving Eve	½ holiday for Full-Time Staff <u>Not a paid holiday</u>	Library Closes at 5:00 p.m.
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January 1, 2025 (Wednesday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed

Library Board Operation



Scope of Policy			
<i>Scope:</i>	Mission, Vision, Commitments, Bylaws and Guiding Documentation for Operation of the Library Board	<i>Effective Date:</i>	Revised 9/16/2024

Table of Contents	
Sections	
1.	Mission and , Vision, Commitments
2.	Library Board Bylaws
3.	Library Bill of Rights
4.	Freedom to Read
5.	Freedom to View
6.	Statement on Labelling
7.	Statement of Ethics for Library Trustees
8.	Library Ordinance

Library Board Operation



Section 1: MISSION & VISION

Mission:

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

Vision:

~~Our library is the spark, lighting the way for imagination, growth, learning and connection for our community~~To be Marion's community center, which provides informational and creative resources that contribute to a high quality of life.

~~Our Commitments to Our Community and Each Other:~~

- ~~• We welcome all~~
- ~~• We strive to remove barriers~~
- ~~• We encourage curiosity and learning~~
- ~~• We listen and respond~~
- ~~• We celebrate~~
- ~~• We build strong relationships~~
- ~~•~~

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Library Board Operation



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

ARTICLE I GENERAL

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

ARTICLE II MEMBERSHIP

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

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

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

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

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

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

ARTICLE III OFFICERS AND COMMITTEES

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

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

Section 3 The Marion Public Library Board of Trustees shall maintain four standing committees: the Policy Committee, the Personnel Committee, the Finance Committee, and the Executive Committee to serve the following permanent and continuing functions.

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

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

Library Board Operation

Library Board Operation



Board.

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

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

Section 4 Committee members are appointed by the Board president to serve a one-year term, beginning in July . Committee members shall choose a chairperson. Each member of the board shall serve on at least one standing committee.

Section 5 Ad hoc committees shall be created and members appointed by the Board president as needed for specified purposes and terms.

ARTICLE IV MEETINGS

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

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

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

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

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

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

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

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

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

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

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

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

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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.

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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.

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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

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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

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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.

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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

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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

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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.

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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.

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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

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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.

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- 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.

World Class Displays

4491 8th Avenue
Marion, IA 52302

800-963-8006
www.worldclassdisplays.com

Estimate

Date	Estimate #
10/8/2024	Bookmobile

Name / Address
Marion Public Library Ashley Osborn
aosborn@marionpubliclibrary.org

P.O. No.	
VIN / Show	
FOB	Shipping Pt
Payment terms	
Rep	HOUSE

Qty	Item	Description	Rate	Total
1	VN-WRP-54	Premium wrap vinyl (3M 180IJ-CV3) with adhesive back. Gloss laminate. - Finish print size: Bookmobile Print NOTE: Vehicle needs to be washed prior to delivery otherwise extra charges will apply and/or warranty may be void. No wax - No tire shine. Recommend vehicle is dropped off the previous afternoon/evening to ensure it has time to dry overnight.	7,176.00	7,176.00T

Customer Approval:

Name Title

Thank you for you this opportunity, we look forward to working with you and exceeding your expectations. All orders subject to the terms and conditions noted on our website; www.worldclassdisplays.com
Pricing valid for 30 days from date of estimate.

Subtotal
Sales Tax (0.0%)
Total

World Class Displays

4491 8th Avenue
Marion, IA 52302

800-963-8006
www.worldclassdisplays.com

Estimate

Date	Estimate #
10/8/2024	Bookmobile

Name / Address
Marion Public Library Ashley Osborn
aosborn@marionpubliclibrary.org

P.O. No.	
VIN / Show	
FOB	Shipping Pt
Payment terms	
Rep	HOUSE

Qty	Item	Description	Rate	Total
1	INSTALL	<p>Installation</p> <p>Need completed by EOD 11/22</p> <p>NOTE: If applying vinyl to a vehicle, it must be stored in a heated and protected area overnight before the scheduled work to insure that all surfaces are dry and warm for the installation. Wet and/or cold vehicles can delay the start of work by several hours and result in additional cost.</p> <p>If installing vinyl in outdoor application, recommended temperature is 65-85 degrees. Weather may require re-schedule, or provide climate controlled area.</p> <p>If we are intalling on client's site and there's not a sufficient working space (indoor, warm, dry, well-lit, with 4-6' of working space) we will not be able to install the vehicle and there will be a 50% cancellation fee.</p> <p>Any down time will be charged at \$100 per hour, per man. Installation to occur between 8-5pm, M-F.</p>	1,794.00	1,794.00T
10	DESIGN PRINT	Design of printable graphic for client - ESTIMATE - Billed based on actual time spent	125.00	1,250.00T

Customer Approval:

Name Title

Thank you for you this oppotunity, we look forward to working with you and exceeding your expectations. All orders subject to the terms and conditions noted on our website; www.worldclassdisplays.com
Pricing valid for 30 days from date of estimate.

Subtotal	\$10,220.00
Sales Tax (0.0%)	\$0.00
Total	\$10,220.00