AGENDA
Library Board
5:00 PM - Monday, November 16, 2026
Library, 1101 6th Avenue

This meeting is being recorded.

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

Page

CALL TO ORDER

AGENDA APPROVAL

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

INTRODUCTION OF GUESTS

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

LIBRARY SPOTLIGHT

1. New Board Member Introduction: Marcia Baumann.

MINUTES

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

Library-Minutes-October 19 2026 DRAFT

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report 7

MPL Foundation Report 11-16-2026

3. Board Continuing Education

4. Director's Report 8 - 23
   - Budget Update
   - Statistics Highlights
   - General Department Updates
   - MLN Updates

Directors Report November 16 2026
Budget Performance Report October 2026 FINAL
Open Purchase Order Report - October 2026

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

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* - Ch. 6 (*Discussion*) Ch. 6 - Iowa Library Trustees Handbook	24 - 27
#. Purchase Order Request (*Discussion* and **Action Requested**) PO Approval for Pipe Pro HVAC Repair	28 - 30
#. FY26 State Library Annual Survey (*Discussion* and **Action Requested** - Receive & File) FY26 State Library Annual Survey	31 - 58

ADJOURN

Draft

MINUTES
Library Board
5:00 PM - Monday, October 19, 2026
Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 19, 2026, at 5:00 PM, with the following members present:

PRESENT:	In Person: Am Thayer, Bob Read, Julie Lammers, Kristen Miller, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer Via Zoom: Becky Garms and Boby Hoyt
ABSENT:	Kelsey Logan
STAFF PRESENT:	Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds
FRIENDS REP:	Carlie Etscheidt
GUESTS PRESENT:	None

CALL TO ORDER
The Meeting was called to order at 5:00 p.m. by Board President, Ross McIntyre.

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

Moved by Miller, seconded by Alexander, to approve the Agenda as presented.
Approved unanimously

INTRODUCTION OF GUESTS

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LIBRARY SPOTLIGHT
1. September Staff Milestone Anniversaries – Thank you to Marriah Talbott-Malone and Jari Hagen who are celebrating their one year anniversary with the Library and to Sam Exline, celebrating five years and to and Luke Johnson celebrating ten years.

MINUTES

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

Moved by Thayer, seconded by Norton, to approve the September 2026 Meeting Minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
   - Carlie Etscheidt reported that the Friends next Booksale is November 13-15, 2026.
   - Vintage books have been selling will on Facebook.
   - The Friends are doing a Fundraiser selling "One More Chapter" sweatshirts, taking orders thru October 25, 2026. Link to order can be found on the MPL Friends Facebook page.
   - Friends are recruiting more Bookstore volunteers since some regular volunteers go South for the Winter.
   - The Friends have started the process to form an IT Committee.

2. Marion Public Library Foundation Report
   - In addition to the Foundation Report provided by Hilery Livengood in the the Board Packet, Bill Carroll reported that two local businesses, Swamp Fox Books and Trading Grounds, provided a portion of sales on Give Like Dolly Day to the Dolly Parton Imagination Library.

3. Board Continuing Education
   - None to report.

4. Director's Report - Bill Carroll did not highlight anything specific from the Director's Report, due to such a heave Regular Agenda, but did ask if Board Members had any questions.
   - Budget Update - Ryan Norton asked if contract renewals early in the fiscal year were what caused 35% of the Library budget to be spent already when we are only 25% into the fiscal year. Bill Carroll noted that this is exactly why the budget is overspent at the moment.

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

Moved by Miller, seconded by Alexander, to accept Reports 1-4 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* - Ch. 5 (*Discussion*)
   - Question #1: What should we, as Board Members, be looking for in our monthly financial reports to help us identify potential opportunities or needed adjustments throughout the year?
     - Kristen Miller stated that Board Members should ask for an explanation of any outliers spotted in the budget.
     - Julie Lammers said they should try to recognize trends and ask questions if they have them.
   - Question #2: How can the Board, Library Director, and City work together effectively while still maintaining clear roles and responsibilities in the budgeting

process?
    - Ryan Norton said it's important to understand the roles and to have a good working relationship with all those involved.

2. Website Refresh Presentation (*Discussion* and **Action Requested**)

- Ashley Osborn presented on the three proposals from vendors for the Library's website refresh.
    - deNovo Marketing - This is a local company, located in Cedar Rapids. This would use the same platform as our current website,which would require a lot of staff software training for multiple people to be able to make website edits.
    - Granicus - Created the current website for the City of Marion. Their focus is on Government websites. This would be on an entirely new platform, which would require all new software training for staff.
    - LibraryMarket - Our Library already uses LibraryMarket for our Events Calendar and Room Reservation System. They also built the current website for the Cedar Rapids Public Library. Their focus is specifically on Library websites. Minimal software training would be needed for staff.
- Staff Recommendation: Library Managers recommend LibraryMarket to launch the Library's website refresh. As their websites are designed to be Library-forward and would provide the most benefit to staff and patrons. Website build would take approximately 20 weeks, therefore might be ready to launch in April 2027, prior to the start of the Summer Library Program.

Moved by Miller, seconded by Thayer, to approve the LibraryMarket service agreement for website refresh and Purchase Order approval not to exceed $26,000.
Approved unanimously

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

- The Library's FY26 Annual Report is int he form of Trading Cards.
- Ross McIntyre gave a presentation to the Board that he will also give to City Council on November 3rd.

Moved by Lammers, seconded by Alexander, to receive and file the Library's FY26 Annual Report.
Approved unanimously

4.Purchase Order Request (*Discussion* and **Action Requested**)

- This purchase order request is for the replacement of the pedestal pavers on the Library Terrace.

Moved by Miller, seconded by Beyer, to approve the PO for Black Hawk Roof Co for $12,320.
Approved unanimously

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

- Bill Carroll is seeking Board approval for the Library to close on the following dates:
    - February 15, 2027 (Presidents' Day) for MPL Spring Staff Training Day
    - October 11, 2027 (Indigenous Peoples' Day) for MPL Fall Staff Training

Day

- Bill Carroll also recommends moving the following dates for Library Board Meetings:
  - Move January 18, 2027 Board Meeting to January 25, 2027 since the Library will be closed for Martin Luther King Jr. Day
  - Move February 15, 2027 Board Meeting to February 22, 2027 IF the Board approves the Library closure of Presidents' Day.
  - Several Board Members also recommended moving March 15, 2027 Board Meeting to March 22, 2027 due to Spring Break.

Moved by Miller, seconded by Alexander, to approve Library closures on February 15 and October 11, 2027 for Staff Training, and moving the January, February, and March 2027 Board Meetings from the 3rd Monday of the month to the 4th Monday of the month.
Approved unanimously

6. Trustee Gathering Poll (*Discussion* and **Action Requested**)
   - Board Members are asked to take a poll regarding their availability for attending a Linn County Library Trustee's Gathering in April 2027.

7. Parade Report (*Discussion* and **Action Requested** - Receive & File)
   - Ross McIntyre provided a report on the 2026 Fall into Marion Parade.

Moved by Norton, seconded by Thayer, to receive and file the 2026 Parade Report.
Approved unanimously

ADJOURN

Moved by Miller, seconded by Beyer, to adjourn at 6:01 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation
November 2026 report to Board of Trustees

- International Paper will provide a $4,000 grant for Dolly Parton's Imagination Library.

- The NE Cedar Rapids Theisen's store provided a $2,500 grant for hygiene products for the food pantry, along with a $500 Theisen's gift card for the same purpose.

- The Foundation received the last pledge payment for the Next Chapter capital campaign. The $3.4 million fundraising campaign ended with $1,002.04 in unpaid pledges, an amazing shrinkage rate of 0.03%.

  Susan and Bill Kling made a new donation toward the building campaign in that same amount, $1,002.04, so that 100% of the committed funds were received by the library.

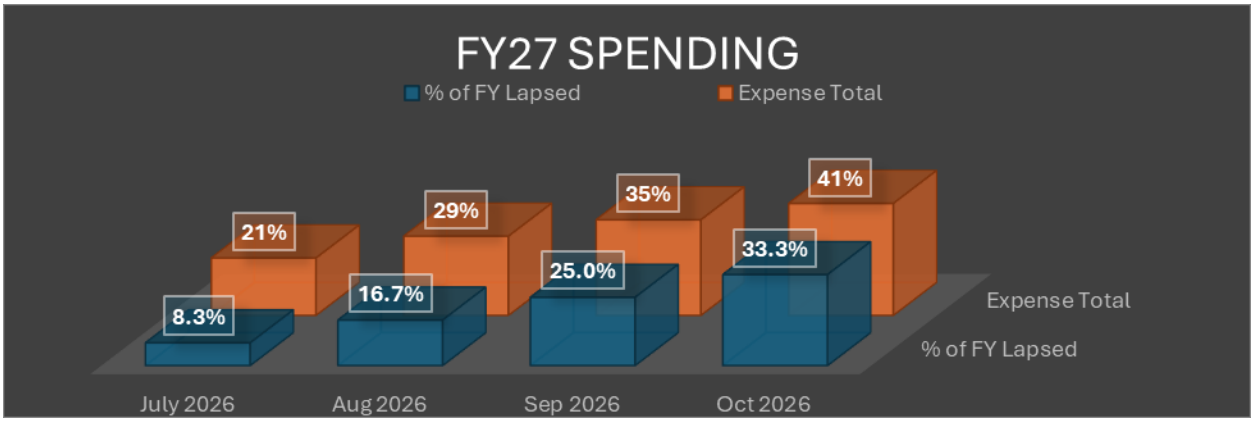
  Many consultants recommend that a non-profit plan for 8-10% attrition in campaign pledges, while others say that a well-stewarded campaign will have a 2-3% shrink in fulfilled pledges. When compared to either metric, our capital campaign donors were extremely committed to this library.

  Here's a by-the-numbers overview of the Next Chapter capital campaign:
  - Campaign goal: $3,300,000, $3 million for building and $300,000 for bookmobile
  - Campaign pledges: $3,425,982.99
  - Total payments by original pledgers: $3,424,980.95
  - Unpaid pledges: $1,002.04
  - Additional payment from Susan and Bill Kling: $1,002.04
  - Total paid for capital campaign: $3,425,982.99
  - Funds moved to facility investment account at Hills Bank designated for future facility needs: $125,982.99

Director's Report for the Library Board of Trustees Meeting on Monday, November 16, 2026

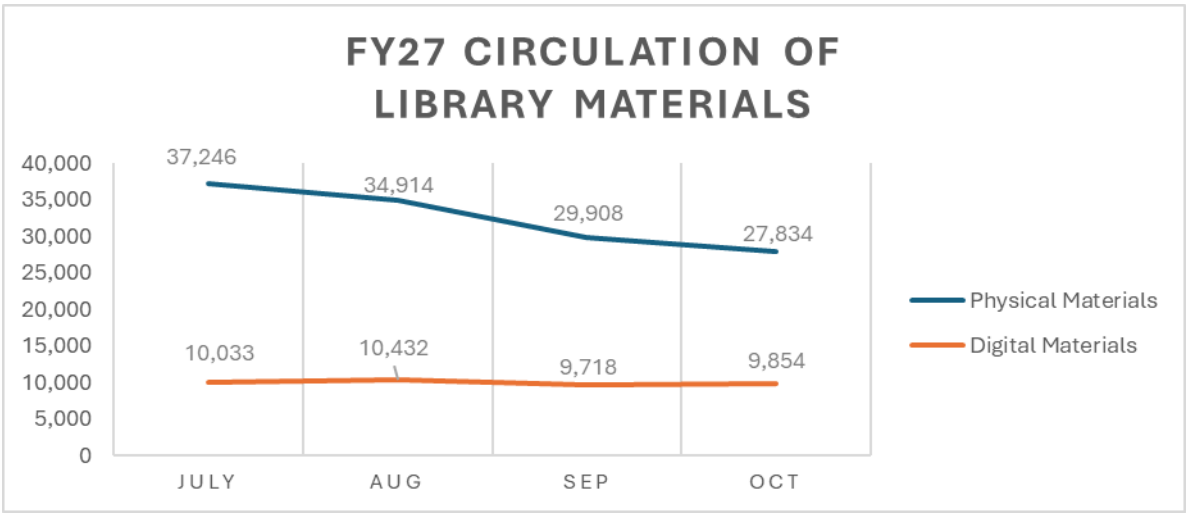
Budget Update:

- FY 27 has lapsed 33.3% through October 31, 2026.
- As of the October 31, 2026 budget report, approximately 41.0% of the library's budget was expended for the year.



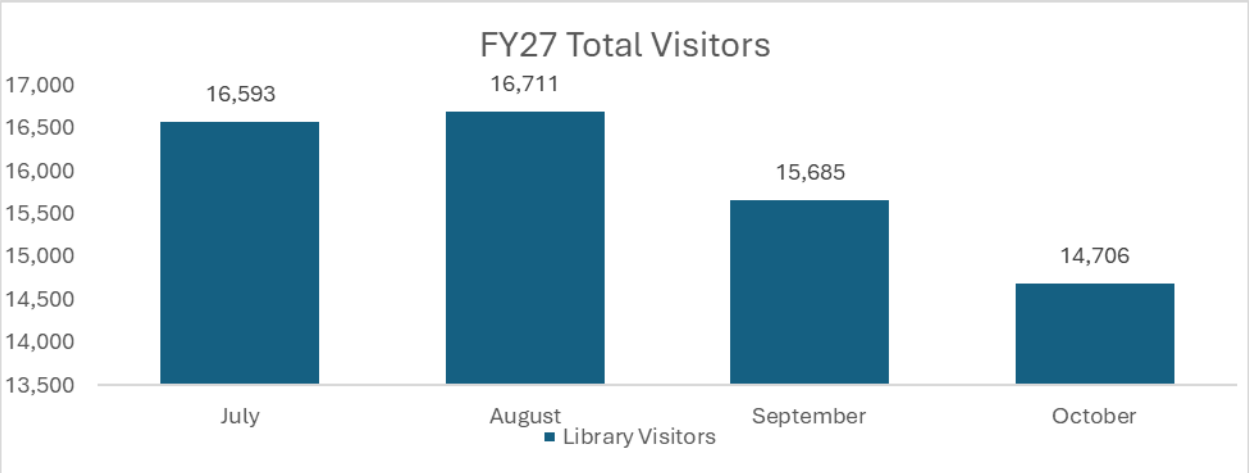
- As of the October 31, 2026 budget report, revenue received increased to approximately 23% received for the fiscal year.

Statistics Highlights:

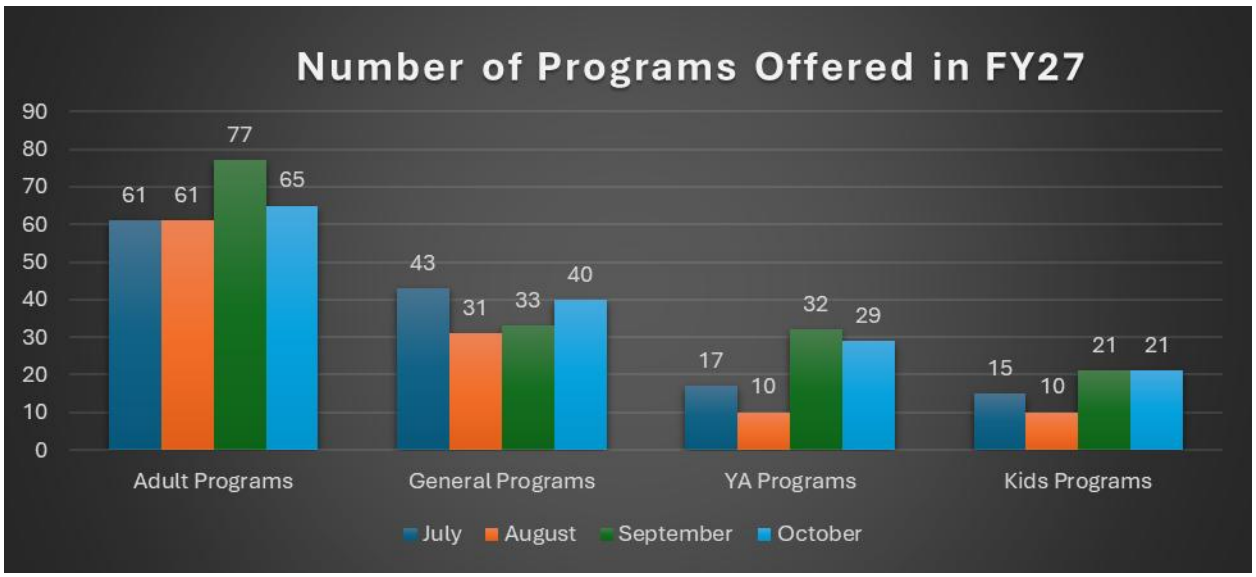


- For October, circulation of physical items decreased approximately 6.9% from the previous month, having 27,834 items checked out. Circulation of physical items for the month decreased approximately 10.5% when compared with the previous year.

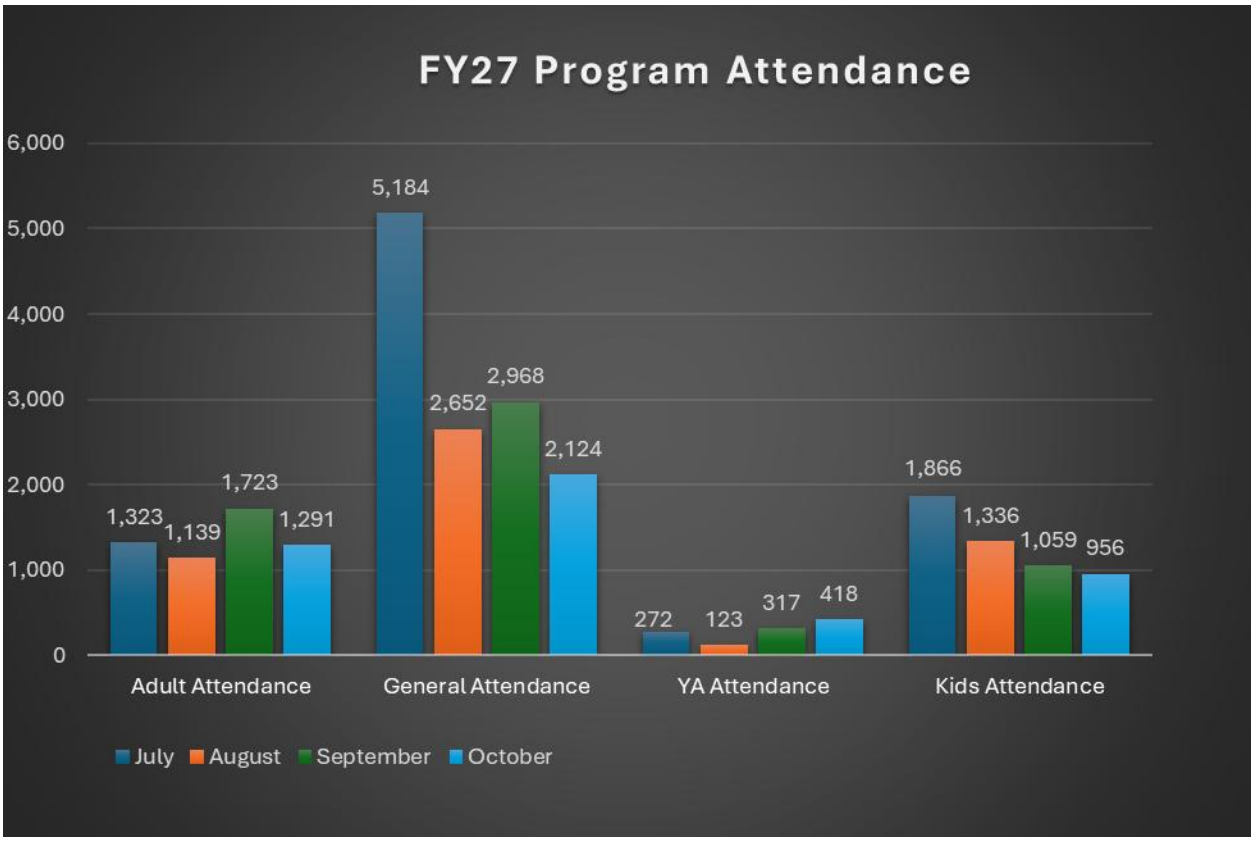
- For October 2026, circulation of digital items increased approximately 1.4%, having 9,854 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 8.4% when compared with the previous year.



- The gate count for October 2026 was 14,706. The October gate count decreased approximately 6.2% compared to September 2026. Compared to the previous year, this year's gate counts saw an approximate 3.4% decrease compared to the same time last year.



- Programming saw a slight decrease in the number of programs offered between October (155) and September (163). The number of programs offered in October 2026 was higher than the number of programs (135) offered in October 2025.



- Program attendees for October 2026 totaled 4,789 individuals. This is approximately 21.1% less than the 6,067 that attended programs in September. Compared with October 2025, which saw 6,082 attendees for programs, there was an approximate decrease for the current year of approximately 21.3%.

General Department Updates:

- **Library Administration**
  - Budget planning for FY 2028 continues with general fund requests to be due to City Finance by December 1.
  - Exterior roof repairs concluded in August. Interior repairs continue and are in a holding pattern until the final leak issue (the chimney/ flue) is remediated. There has been no update on this as of yet.
  - The library submitted its annual state survey report to the State Library of Iowa in October. This report is included in the Board packet for this meeting.
  - Food Pantry Update: Distributed 10,175 total pounds of food and essential items to the community; provided an estimated 8,450 meals to local families since opening; assisted an estimated 927 individuals through October
  - Staff had the opportunity to attend the Iowa Library Association annual conference in Cedar Rapids on Thursday, October 8. This was made possible by

support from the Marion Public Library Foundation, and staff had an opportunity to learn from their peers across the state, interact with vendor partners, and network with others from across the state.

- **Marketing and special Events update from Ashley Osborn**
  - Marketing
    - The library's FY26 Annual Report arrived at the library in October. Reports have been distributed to the Library Board and will be distributed to City Council, the Friends of the Library, the Library Foundation, staff, and the public in the coming weeks.
    - Library Market was selected as the library's new vendor for the website redesign project. Work on this project will begin in November and updates will be provided as the project progresses.
    - The library's marketing plan for The Big Marion Read performed well through the month of October. Highlights of the plan's performance during the month of October include:
      - High-performing digital promotions, with an average engagement rate of 7%. To compare, the library's average digital engagement rate falls between 3 – 4%.
      - The library's website, program-specific yard signs, and media (TV, radio, print, etc.) are the three most common ways patrons learn about program offerings
    - The library's marketing plan for 2027 has been completed and is in the review process.
    - Keanna continues to work on photo editing for The Big Marion Read and end-of-year promotions.
    - Aside from promotion for The Big Marion Read, staff Halloween costumes and the library's Holiday Décor Pass-Along program received the highest amount of social media engagement this month.
  - Meetings & Special Events
    - 36 reservations were made for October. 29/36 reservations were completed.
      - Boardroom: 20 reservations
      - Community Room: 1 reservation
      - Community Room A: 4 reservations
      - Community Room B: 4 reservations
      - Outdoor Reading Terrace: N/A
  - Media Mentions
    - October 1: Dolly Parton's Imagination Library (Liberty Live Wire)
    - October 20: Marion Public Library hosts author Clara McKenna for tea and scone demonstration (KGAN)

- **Adult Services Report from Sue Gerth**
  - The Marion Big Read had so many great programs during the month of October:
    - Revival Theatre discussed the 1776 musical.
    - Sean from the CR Museum of Art discussed Grant Wood and the Revolutionary War.
    - We had a johnny cake demonstration and a shrub tasting program in our culinary kitchen.
    - Making easy meals had another successful program and Sue had a culinary program on making soups for Fall.
    - All of our regular weekly programs saw steady numbers.
    - Planning for January through April programs continues, as well as summer programming discussions.
- **Youth Services Report from Bob Reynolds**
  - Children Programs
    - Marion Fire partnered for a Fire Prevention Storytime where they showed off a firetruck to program attendees.
    - Doodlebugs Art Program, in partnership with Cedar Rapids Museum of Art, had high attendance with 44 participants.
    - Beanstack, the digital reading tracker, saw an increase of 78 new registrations.
  - Teen Programs
    - Tween & Teen Daily Trivia continues to build strong engagement. Participants are excited for daily questions and knowledge.
    - Teens learned to make pasta bowls in the monthly program Tween & Teen Basic Cooking Class.
    - Teens learned how to make a miniature time capsule in Tween & Teen Crafternoon. This program was in alignment with The Big Marion Read.
  - Makerspace
    - Lara is working to bring on additional volunteers so higher Longarm requests can be fulfilled.
    - Work continues to hang backdrop rollers in the Greenscreen room with an outside vendor.
      - Expected opening of this room will be Spring 2027.
  - Community Partnerships
    - The library hosted Allen's Orchard where attendees learned how the orchard operates year to year and harvests apples and make cider and donuts.
    - Staff collaborated with local schools for America Reads day to foster early childhood reading and enhance school-district partnership.

    - Staff met with Eastern Iowa Arts Academy partners to discuss calendar year 2027 and how arts programs can approach the needs of the community.
    - Staff provided a tour to Venture students and worked through a workshop session toward increasing student engagement at the library.
- **Patron Services update from Eddie Higgins**
    - **Staffing**
        - Chad Surom was appointed as the new full-time Patron Services support staff, and will take up his position in November.
        - Martina Avelar and Chloe Payton joined Patron Services as part-time support staff. Martina has been training with Rachel, and Chloe is training with Chloe.
        - Two more appointments were made, both of whom will join MPL next month.
    - **In-house**
        - Patron Services staff, both internal and bookmobile, attended the Iowa Library Association conference in Cedar Rapids.
        - Eddie and Chloe presented a lightning session at the conference sharing the expertise of Patron Services staff.
    - **Bookmobile**
        - The bookmobile was closed for the staff training day but otherwise ran a complete schedule during October.
        - The stop at St Joseph's, new to the Fall schedule, has really gained traction during October and was our most popular stop this month. The Wednesday senior living stops remain popular with a regular clientele. The stops at Prairie Hill and Taube Park are still attracting patrons despite the Fall weather.
        - The collection has been slightly rearranged to make room for incoming new seasonal books.

Metro Library Network (MLN) Updates:

- MLN Library Directors did not meet in October due to scheduling conflicts.
- The next scheduled meeting is set for November 18, 2026.

Budget Performance Report

Fiscal Year to Date 10/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **101 - General Fund**										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,794.01	(294.01)	103	10,579.20
	4420 - State Contributions Totals	$10,500.00	$0.00	$10,500.00	$0.00	$0.00	$10,794.01	($294.01)	103%	$10,579.20
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	**Local Grants/Contributions**									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	18,162.52	.00	18,162.52	17,837.48	50	18,162.52
	Intergovernmental Totals	$163,500.00	$0.00	$163,500.00	$18,162.52	$0.00	$28,956.53	$134,543.47	18%	$28,741.72
Charges for Service										
4504	Copy Charges	7,500.00	.00	7,500.00	765.81	.00	3,987.52	3,512.48	53	4,102.49
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	369.04	.00	2,707.70	3,292.30	45	2,781.01
4506	Fax Revenues	40.00	.00	40.00	1.75	.00	33.73	6.27	84	33.00
4509	Rental - Community Room	12,000.00	.00	12,000.00	700.00	.00	2,512.50	9,487.50	21	5,062.50
	Charges for Service Totals	$25,540.00	$0.00	$25,540.00	$1,836.60	$0.00	$9,241.45	$16,298.55	36%	$11,979.00
Misc Revenues										
4702	**Penalties/Fines**									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4704	Misc Revenues	7,400.00	.00	7,400.00	195.80	.00	2,937.39	4,462.61	40	2,544.85
4708	**Other Contributions**									
4708.01	Other Contributions General	50,500.00	.00	50,500.00	9,971.68	.00	15,092.34	35,407.66	30	.00
	4708 - Other Contributions Totals	$50,500.00	$0.00	$50,500.00	$9,971.68	$0.00	$15,092.34	$35,407.66	30%	$0.00
4709	Fuel Tax Refunds	6.00	.00	6.00	.00	.00	8.16	(2.16)	136	1.81
	Misc Revenues Totals	$57,906.00	$0.00	$57,906.00	$10,167.48	$0.00	$18,037.89	$39,868.11	31%	$2,546.66
	Department **410 - Library** Totals	$246,946.00	$0.00	$246,946.00	$30,166.60	$0.00	$56,235.87	$190,710.13	23%	$43,267.38
	REVENUE TOTALS	$246,946.00	$0.00	$246,946.00	$30,166.60	$0.00	$56,235.87	$190,710.13	23%	$43,267.38
EXPENSE										
Department **410 - Library**										
Salaries										
6010	Regular Full-Time Salaries	919,081.00	.00	919,081.00	66,051.85	.00	304,719.90	614,361.10	33	290,848.36
6020	Regular Part-Time Salaries	718,030.00	.00	718,030.00	38,157.29	.00	177,647.58	540,382.42	25	164,569.99
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00

Budget Performance Report

Fiscal Year to Date 10/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**101 - General Fund**									
EXPENSE										
Department	**410 - Library**									
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	3,837.80
	Salaries Totals	$1,637,111.00	$0.00	$1,637,111.00	$104,209.14	$0.00	$482,367.48	$1,154,743.52	29%	$459,256.15
Employee Benefits/Costs										
6110	Social Security	102,304.00	.00	102,304.00	6,398.87	.00	29,624.63	72,679.37	29	28,233.60
6120	Medicare	23,927.00	.00	23,927.00	1,496.54	.00	6,928.37	16,998.63	29	6,603.05
6130	IPERS	154,364.00	.00	154,364.00	9,822.48	.00	45,475.96	108,888.04	29	42,932.04
6150	Health Insurance	181,976.00	.00	181,976.00	12,297.55	.00	51,668.65	130,307.35	28	48,433.53
6151	Wellness Program	429.00	.00	429.00	34.92	.00	145.94	283.06	34	136.00
6152	Life Insurance	1,347.00	.00	1,347.00	93.82	.00	408.08	938.92	30	438.48
6153	Long Term Disability	3,504.00	.00	3,504.00	241.28	.00	1,046.02	2,457.98	30	1,145.93
6154	Dental Insurance	4,304.00	.00	4,304.00	305.27	.00	1,275.74	3,028.26	30	1,282.83
6160	Worker's Compensation	1,181.00	.00	1,181.00	198.85	.00	1,060.54	120.46	90	598.09
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	1,320.00	2,640.00	33	1,320.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	3,600.00	5,400.00	40	3,000.00
	Employee Benefits/Costs Totals	$486,296.00	$0.00	$486,296.00	$32,119.58	$0.00	$142,553.93	$343,742.07	29%	$134,123.55
Staff Development										
6199	Tuition Reimbursement	15,750.00	.00	15,750.00	.00	.00	3,218.69	12,531.31	20	1,342.00
6210	Dues/Membership	935.00	.00	935.00	.00	.00	135.00	800.00	14	135.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	4,750.00	.00	4,750.00	.00	.00	.00	4,750.00	0	2,852.00
6240	Travel Expenses	3,010.00	.00	3,010.00	203.19	.00	2,533.06	476.94	84	4,394.70
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$25,195.00	$0.00	$25,195.00	$203.19	$0.00	$5,886.75	$19,308.25	23%	$8,723.70
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	51,000.00	.00	51,000.00	17,143.90	22,861.00	79,330.29	(51,191.29)	200	7,267.06
6320	Grounds Maintenance & Repairs	1,750.00	.00	1,750.00	.00	.00	518.38	1,231.62	30	.00
6331	Vehicle Maintenance	1,100.00	.00	1,100.00	23.36	.00	83.54	1,016.46	8	15.70
6332	Vehicle Repairs - Internal	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	96.50
6334	Tires	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
6350	Other Equipment Repairs	2,650.00	.00	2,650.00	.00	.00	290.00	2,360.00	11	260.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	123,600.00	.00	123,600.00	9,046.79	.00	44,480.24	79,119.76	36	42,809.79
6373	Communications Utility Expenses	4,800.00	.00	4,800.00	398.08	.00	805.20	3,994.80	17	1,451.11
6374	Water/Sewer Utility Expenses	1,320.00	.00	1,320.00	221.60	.00	524.92	795.08	40	534.13
	Repair/Maintenance/Utilities Totals	$192,720.00	$0.00	$192,720.00	$26,833.73	$22,861.00	$126,032.57	$43,826.43	77%	$52,434.29

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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**									
Contractual Services										
6402	Advertising/Publications	8,150.00	.00	8,150.00	.00	.00	3,768.90	4,381.10	46	3,768.90
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	112,542.00	.00	112,542.00	.00	.00	104,870.22	7,671.78	93	102,310.77
6409	Credit Card Merchant Fees	1,980.00	.00	1,980.00	146.98	.00	554.51	1,425.49	28	645.80
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	142,435.53	2,464.47	98	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	82,303.00	.00	82,303.00	1,370.71	3,667.88	56,824.21	21,810.91	73	48,491.42
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	35,840.00	17,920.00	.00	100	17,920.00
6424	Contracts - Office Equipment	18,480.00	.00	18,480.00	2,626.70	.00	6,779.57	11,700.43	37	5,322.65
6425	Contracts - Building Maintenance	34,980.00	.00	34,980.00	1,086.42	.00	3,758.60	31,221.40	11	3,016.14
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6429	Contracted Services - Library Materials	.00	.00	.00	40,407.99	.00	40,407.99	(40,407.99)	+++	.00
6499	Contracts - Other Services	37,600.00	.00	37,600.00	557.90	.00	2,046.20	35,553.80	5	2,406.70
	Contractual Services Totals	$494,695.00	$0.00	$494,695.00	$50,676.70	$39,507.88	$379,365.73	$75,821.39	85%	$183,882.38
Commodities										
6502	Promotional Items	3,000.00	.00	3,000.00	.00	.00	1,780.56	1,219.44	59	3,478.21
6504	Small Equipment/Tools	6,750.00	.00	6,750.00	.00	.00	.00	6,750.00	0	.00
6506	Office Supplies	7,750.00	.00	7,750.00	610.98	.00	4,852.82	2,897.18	63	1,527.13
6507	Operational Supplies	54,563.00	.00	54,563.00	3,146.07	.00	12,594.81	41,968.19	23	7,445.09
6508	Postage/Shipping	6,180.00	.00	6,180.00	344.17	.00	1,179.13	5,000.87	19	1,826.44
6510	Forms/Printing Services	6,450.00	.00	6,450.00	167.23	.00	1,114.23	5,335.77	17	726.16
6511	Janitorial Supplies	14,250.00	.00	14,250.00	831.36	.00	2,543.18	11,706.82	18	3,768.29
6513	Vehicle Operating Supplies	3,140.00	.00	3,140.00	722.49	.00	1,169.30	1,970.70	37	502.83
6514	Medical Supplies	2,705.00	.00	2,705.00	98.57	.00	387.91	2,317.09	14	262.28
6560	Pre-Employment Screening	.00	.00	.00	.00	.00	.00	.00	+++	.00
6580	Technology	11,575.00	.00	11,575.00	.00	.00	11,889.77	(314.77)	103	518.75
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	(3,418.86)
	Commodities Totals	$116,363.00	$0.00	$116,363.00	$5,920.87	$0.00	$37,511.71	$78,851.29	32%	$16,636.32
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **101 - General Fund**										
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6718	**Library Materials**									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	13,402.89	.00	55,351.60	27,808.40	67	32,385.76
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	488.92	.00	2,937.91	5,862.09	33	1,740.36
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	2,812.99	.00	16,660.16	43,839.84	28	13,084.19
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	2,565.82	.00	16,701.20	19,298.80	46	3,881.06
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	751.88	.00	6,423.43	11,576.57	36	7,416.56
6718.06	Library Materials Downloadable Books	20,000.00	.00	20,000.00	(5,188.61)	.00	.00	20,000.00	0	6,351.80
6718.07	Library Materials Downloadable Media	80,400.00	.00	80,400.00	(25,767.05)	.00	1,906.00	78,494.00	2	29,387.13
6718.08	Library Materials Other	56,554.00	.00	56,554.00	3,198.24	.00	35,011.58	21,542.42	62	36,872.61
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	$363,414.00	$0.00	$363,414.00	($7,734.92)	$0.00	$134,991.88	$228,422.12	37%	$131,119.47
	Capital Outlay Totals	$363,414.00	$0.00	$363,414.00	($7,734.92)	$0.00	$134,991.88	$228,422.12	37%	$131,119.47
Transfers										
6910	**Transfers Out**									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$3,315,794.00	$0.00	$3,315,794.00	$212,228.29	$62,368.88	$1,308,710.05	$1,944,715.07	41%	$986,175.86
	EXPENSE TOTALS	$3,315,794.00	$0.00	$3,315,794.00	$212,228.29	$62,368.88	$1,308,710.05	$1,944,715.07	41%	$986,175.86
	Fund **101 - General Fund** Totals									
	REVENUE TOTALS	246,946.00	.00	246,946.00	30,166.60	.00	56,235.87	190,710.13	23%	43,267.38
	EXPENSE TOTALS	3,315,794.00	.00	3,315,794.00	212,228.29	62,368.88	1,308,710.05	1,944,715.07	41%	986,175.86
	Fund **101 - General Fund** Totals	($3,068,848.00)	$0.00	($3,068,848.00)	($182,061.69)	($62,368.88)	($1,252,474.18)	($1,754,004.94)		($942,908.48)
Fund **105 - Equipment Reserve Fund**										
EXPENSE										
Department **410 - Library**										
Commodities										
6580	Technology	17,800.00	.00	17,800.00	12,348.00	.00	12,348.00	5,452.00	69	.00
	Commodities Totals	$17,800.00	$0.00	$17,800.00	$12,348.00	$0.00	$12,348.00	$5,452.00	69%	$0.00
Capital Outlay										
6711	Furniture	11,784.00	.00	11,784.00	.00	.00	.00	11,784.00	0	.00
6712	Equipment	45,677.00	.00	45,677.00	.00	.00	.00	45,677.00	0	4,242.94
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	10,400.00	.00	10,400.00	.00	.00	.00	10,400.00	0	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Fund **105 - Equipment Reserve Fund**										
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$67,861.00	$0.00	$67,861.00	$0.00	$0.00	$0.00	$67,861.00	0%	$4,242.94
	Department **410 - Library** Totals	$85,661.00	$0.00	$85,661.00	$12,348.00	$0.00	$12,348.00	$73,313.00	14%	$4,242.94
	EXPENSE TOTALS	$85,661.00	$0.00	$85,661.00	$12,348.00	$0.00	$12,348.00	$73,313.00	14%	$4,242.94
	Fund **105 - Equipment Reserve Fund** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	85,661.00	.00	85,661.00	12,348.00	.00	12,348.00	73,313.00	14%	4,242.94
	Fund **105 - Equipment Reserve Fund** Totals	($85,661.00)	$0.00	($85,661.00)	($12,348.00)	$0.00	($12,348.00)	($73,313.00)		($4,242.94)
Fund **121 - Local Option Sales Tax**										
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	26,146.00	(26,146.00)	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$26,146.00	($26,146.00)	+++	$0.00
	Department **410 - Library** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$26,146.00	($26,146.00)	+++	$0.00
	EXPENSE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$26,146.00	($26,146.00)	+++	$0.00
	Fund **121 - Local Option Sales Tax** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	.00	.00	.00	.00	.00	26,146.00	(26,146.00)	+++	.00
	Fund **121 - Local Option Sales Tax** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	($26,146.00)	$26,146.00		$0.00
Fund **130 - Special Revenue**										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4400	**Federal Grants/Contributions**									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **130 - Special Revenue**										
REVENUE										
Department **410 - Library**										
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	75,000.00	.00	75,000.00	7,971.80	.00	28,910.29	46,089.71	39	23,925.32
	4701 - Donations Totals	$75,000.00	$0.00	$75,000.00	$7,971.80	$0.00	$28,910.29	$46,089.71	39%	$23,925.32
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Misc Revenues Totals	$75,000.00	$0.00	$75,000.00	$7,971.80	$0.00	$28,910.29	$46,089.71	39%	$23,925.32
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$7,971.80	$0.00	$28,910.29	$46,089.71	39%	$23,925.32
	REVENUE TOTALS	$75,000.00	$0.00	$75,000.00	$7,971.80	$0.00	$28,910.29	$46,089.71	39%	$23,925.32
EXPENSE										
Department **410 - Library**										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Contractual Services										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Contractual Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Commodities										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	20,414.11	1,575.00	51,318.75	22,106.25	71	12,699.09
	Commodities Totals	$75,000.00	$0.00	$75,000.00	$20,414.11	$1,575.00	$51,318.75	$22,106.25	71%	$12,699.09
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfers										
6910	**Transfers Out**									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$20,414.11	$1,575.00	$51,318.75	$22,106.25	71%	$12,699.09
	EXPENSE TOTALS	$75,000.00	$0.00	$75,000.00	$20,414.11	$1,575.00	$51,318.75	$22,106.25	71%	$12,699.09

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
	Fund **130 - Special Revenue** Totals									
	REVENUE TOTALS	75,000.00	.00	75,000.00	7,971.80	.00	28,910.29	46,089.71	39%	23,925.32
	EXPENSE TOTALS	75,000.00	.00	75,000.00	20,414.11	1,575.00	51,318.75	22,106.25	71%	12,699.09
	Fund **130 - Special Revenue** Totals	$0.00	$0.00	$0.00	($12,442.31)	($1,575.00)	($22,408.46)	$23,983.46		$11,226.23
Fund **301 - Capital Projects**										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4400	**Federal Grants/Contributions**									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4440	**Local Grants/Contributions**									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4701 - Donations Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Misc Revenues Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6747	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	49,086.00
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$0.00	$75,000.00	0%	$49,086.00

Budget Performance Report

Fiscal Year to Date 10/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **301 - Capital Projects**										
EXPENSE										
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$0.00	$75,000.00	0%	$49,086.00
	EXPENSE TOTALS	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$0.00	$75,000.00	0%	$49,086.00
	Fund **301 - Capital Projects** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0%	49,086.00
	Fund **301 - Capital Projects** Totals	($75,000.00)	$0.00	($75,000.00)	$0.00	$0.00	$0.00	($75,000.00)		($49,086.00)
	Grand Totals									
	REVENUE TOTALS	321,946.00	.00	321,946.00	38,138.40	.00	85,146.16	236,799.84	26%	67,192.70
	EXPENSE TOTALS	3,551,455.00	.00	3,551,455.00	244,990.40	63,943.88	1,398,522.80	2,088,988.32	41%	1,052,203.89
	Grand Totals	($3,229,509.00)	$0.00	($3,229,509.00)	($206,852.00)	($63,943.88)	($1,313,376.64)	($1,852,188.48)		($985,011.19)

Open Purchase Order Report

As of G/L Date 10/31/26
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

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

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

G/L Account	*Project*	*Amount*	*Expensed*	*Encumbered*
101.410.6310 (Building Maintenance & Repairs)			.00	10,541.00

Purchase Order	2027-00000109	Department	35 Library	G/L Date	08/14/2026	Amount	9,500.00
Description	2026 Iowa Library Assoc. Conference Registration - All Staff	Vendor	319 - Iowa Library Association	Deliver by Date		Voided	.00
Type	Budgeted		Michele Denkinger	Printed Date	08/18/2026	Discounted	.00
Status	Open		400 E Court Ave	Completed Date		Expensed	7,925.00
Bill To Location	LIBRARY - Library		Ste 126	Expiration Date		Remaining	1,575.00
Assigned To Buyer			Des Moines, IA 50309			Encumbered	1,575.00
Resolution Number							

Item 1						
Description	Misc Commodities/Expenses - 2026 Iowa Library Assoc. Conference Registration - For All Staff	*Vendor Part Number*		*Amount*	9,500.00
Quantity	1.0000	*Contract Number*		*Voided*	.00
U/M	Each	*Ship To Location*	LIBRARY - Library	*Discounted*	.00
Price per Unit	9,500.00	*1099 Item*	No	*Expensed*	7,925.00
Discount	0%	*Tavable*	No	*Remaining*	1,575.00
Status	Open	*Confirming*	No	*Encumbered*	1,575.00

G/L Account	*Project*	*Amount*	*Expensed*	*Encumbered*
130.410.6599 (Misc Commodities/Expenses)			7,925.00	1,575.00

Purchase Order	2027-00000160	Department	35 Library	G/L Date	10/13/2026	Amount	12,320.00

Open Purchase Order Report

As of G/L Date 10/31/26
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

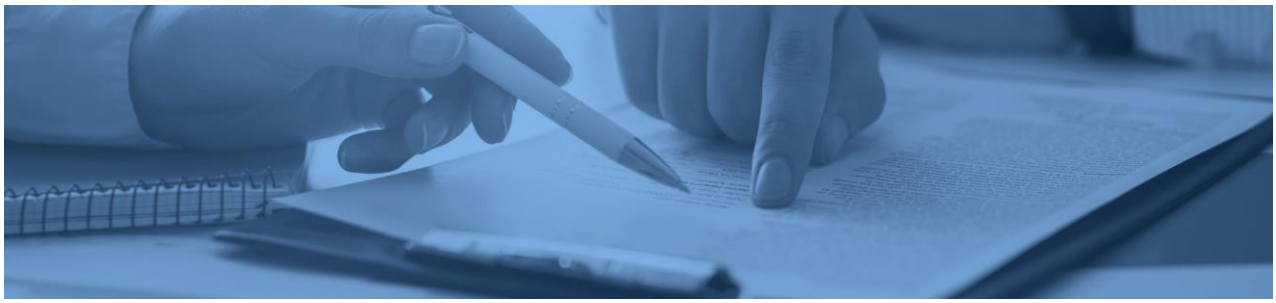
Description	Re-installation of Pedestal Pavers on Library Terrace	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Ryan Barenz	Printed Date	10/21/2026	Discounted	.00
Status	Open		PO Box 397	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Falls, IA 50613	Expiration Date		Remaining	12,320.00
Assigned To Buyer						Encumbered	12,320.00
Resolution Number							

Item 1

Description	Building Maintenance & Repairs - Re-installation of Pedestal Pavers on Library Terrace	*Vendor Part Number*		*Amount*	12,320.00
Quantity	1.0000	*Contract Number*		*Voided*	.00
U/M	Each	*Ship To Location*	LIBRARY - Library	*Discounted*	.00
Price per Unit	12,320.00	*1099 Item*	No	*Expensed*	.00
Discount	0%	*Tavable*	No	*Remaining*	12,320.00
Status	Open	*Confirming*	No	*Encumbered*	12,320.00

G/L Account	*Project*	*Amount*	*Expensed*	*Encumbered*
101.410.6310 (Building Maintenance & Repairs)			.00	12,320.00

Department **35 Library** Totals	Purchase Orders	3	Amount	$32,361.00
			Voided	$0.00
			Discounted	$0.00
			Expensed	$7,925.00
			Remaining	$24,436.00
			Encumbered	$24,436.00
Grand Totals	Purchase Orders	3	Amount	$32,361.00
			Voided	$0.00
			Discounted	$0.00
			Expensed	$7,925.00
			Remaining	$24,436.00
			Encumbered	$24,436.00



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- A major area of board responsibility
- Many **Public Library Standards** have policy implications
- Legal and ethical issues
- Demonstrates credible business practice
- Opportunity for public education
- Support the library's mission and purpose

A board should "develop" policy and not just "write" policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy

for situations that require flexibility as well as empower staff to make exceptions to the policy in the interest of good customer service.

Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
    - Consistent with or covered in policies that have already been written ?
    - Consistent with your mission statement?
    - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
    - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
    - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
    - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the

policy and penalty are not quantifiable. Policies should be written clearly so that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.

4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.

5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

   When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation**, **Collection Development**, **Internet Use**, and **Personnel**. The library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the **Public Library Standards** webpage on the State Library website.

PIPE PRO INC.
INDUSTRIAL SPECIALISTS
MECHANICAL CONTRACTOR

6633 8th St. SW
Cedar Rapids, Iowa
52404
Phone: 319-365-2960

Invoice

Date	Invoice Number
10/28/2026	16845
Work Order	16395

Job Location

MARION LIBRARY
1101 6TH AVENUE
MARION, IA 52302

Bill To

MARION CITY HALL
1225 6TH AVENUE
SUITE 170
MARION, IA 52302

PO Number	Terms:	Entered By	Account ID	Alt Work Order
	Net 30	KKIRK	MARIONC	

Service Description:

6-5-26
Met ECSI on site to investigate recurring low-suction-pressure alarms at the library. Increased building pump flow to 350 GPM. Washed the rooftop condenser and found the flash tank at 10% with no subcooling. Added 19 lb. of R-134a, bringing the flash tank level to 35% and subcooling to 10°F.

6-8-26
Found the chiller satisfied while the building remained warm. The main loop pump was off; restarted it and confirmed proper system operation. Contacted the controls contractor to verify applicable setpoints.

6-15-26
Low-suction alarms continued to lock out the unit. Checked pressure and temperature transducers and raised the chilled-water cooling setpoint from 44°F to 48°F, increasing suction pressure from 33 psi to 36 psi. The unit alarmed at 24 psi during low-ambient, low-load conditions.

6-16-26
Unit tripped on low discharge superheat. Found the flash tank level sensor reading inaccurately and fluctuating between 15% and 60%, potentially causing the loss of discharge superheat. Contacted York technical support for diagnostic assistance.

6-17-26
Consulted York technical support and received procedures for manual flash tank valve control and sensor calibration. Scheduled work for the following day.

6-18-26
Turned the unit off and placed it in service mode. Used the System 2 fill and dump valves to set refrigerant level in the flash tank sight glass to 35%. Calibrated the level sensor at that point and restarted the unit. Operation appeared normal at the current ambient temperature.

7-6-26
The building pump VFD was shutting down every other Monday at 7:00 a.m. Consulted VFD technical support, placed the drive in local control, and adjusted operating parameters. Documented the settings inside the VFD cabinet.

7-8-26
Maintenance reported inadequate building cooling. Controls had disabled Compressor 1 due to low ambient temperature, and Compressor 2 had tripped on low discharge superheat. Temporarily rewired the controls to enable Compressor 1. Determined Compressor 2's alarm was caused by low compressor load and liquid slugging. Advised maintenance that the unit was operating outside its design conditions and that mitigation options are limited. Found a leak at Compressor 1's oil reservoir; repair is required during the chiller off-season. Added 70 lb. of R-134a as a temporary measure.

THANK YOU FOR YOUR BUSINESS
PIPE PRO, INC

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INDUSTRIAL SPECIALISTS
MECHANICAL CONTRACTOR

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Cedar Rapids, Iowa
52404
Phone: 319-365-2960

Invoice

Date	Invoice Number
10/28/2026	16845
Work Order	16395

Job Location

MARION LIBRARY
1101 6TH AVENUE
MARION, IA 52302

Bill To

MARION CITY HALL
1225 6TH AVENUE
SUITE 170
MARION, IA 52302

PO Number	Terms:	Entered By	Account ID	Alt Work Order
	Net 30	KKIRK	MARIONC	

Description	Amount

7-27-26
Controls again disabled Compressor 1, and Compressor 2 tripped on high discharge pressure. Verified proper condenser fan sequencing and operation. The high-discharge-pressure alarm did not recur; however, discharge superheat remained near the trip threshold because of low-load, low-ambient conditions, particularly at night.

8-5-26
Met York technician on site to diagnose multiple unit issues. Reviewed flash tank operation and dump-valve control of suction superheat. York confirmed the unit is operating outside its design conditions. York recommended relocating the discharge temperature sensor to the exterior of the pipe to prevent oil saturation and rewired the controls connection in an effort to resolve communication issues.

8-7-26
Communication was completely lost after York's control wiring changes. Restored the wiring to its original location, and monitoring points returned for maintenance and ECSI Controls.

8-29-26
Responded after maintenance was unable to clear repeated low-suction alarms on Compressor 2. Enabled Compressor 1 and scheduled follow-up for Monday.

8-31-26
Compressor 2 continued to trip on low suction. Found a leak at the high-side service valve, tightened the packing, and added refrigerant to offset the loss; suction pressure remained low. Found the EEV stuck and cycled it to restore operation.

9-1-26
Compressor 2 tripped on high discharge pressure. Recovered 38 lb. of refrigerant that had been added before the EEV issue was identified. This mitigated the issue. Left the recovered refrigerant on site for use after the Compressor 1 leak repair.

9-4-26
Multiple operating issues continued. With both compressors enabled, operation was acceptable; when either compressor operated alone, the unit tripped on low suction or high discharge pressure. Recovered an additional 15 lb. from Circuit 2 and raised the chilled-water setpoint from 48°F to 53°F, which stabilized operation. Measured a 5.9 psi pressure drop across the evaporator barrel versus the 6.28 psi design value, indicating flow was near specification. If issues continue, enable a nighttime shutdown schedule. Restarting the unit the following morning under a higher building load should improve suction pressure and overall operation.

9-10-26

THANK YOU FOR YOUR BUSINESS
PIPE PRO, INC

PIPE PRO INC.
INDUSTRIAL SPECIALISTS
MECHANICAL CONTRACTOR

6633 8th St. SW
Cedar Rapids, Iowa
52404
Phone: 319-365-2960

Invoice

Date	Invoice Number
10/28/2026	16845
Work Order	16395

Job Location
MARION LIBRARY 1101 6TH AVENUE MARION, IA 52302

Bill To
MARION CITY HALL 1225 6TH AVENUE SUITE 170 MARION, IA 52302

PO Number	Terms:	Entered By	Account ID	Alt Work Order
	Net 30	KKIRK	MARIONC	

Description	Amount
Reviewed the chiller with Adam and discussed options to improve operation. Plan: implement a nighttime shutdown schedule to build load before morning restart. Also evaluate Circuit 2 for possible non-condensables.	

Description		Amount
Labor: detail attached		$10,621.76
Material: sensor 24.72, reclaim tanks 468.00, refrigerant 2219.12 (97 lbs.)		$2,711.84
Reclaim/Recovery Fee:		$30.00
	Sales Tax	$0.00
	Total	$13,363.60
Thank you for your business. A 1 1/2% FINANCE CHARGE WILL BE ADDED TO ACCOUNTS PAST 30 DAYS. PIPE PRO, INC WILL HONOR MANUFACTURER'S WARRANTIES ON ALL NEW PARTS AND EQUIPMENT SOLD. LABOR IS WARRANTIED FOR 30 DAYS.	**Balance Due**	**$13,363.60**

Job Description: Chiller keeps faulting out

THANK YOU FOR YOUR BUSINESS
PIPE PRO, INC

Marion Public Library
FY26 Iowa Public Library General Information Survey

		CURRENT YEAR	PREVIOUS YEAR

Section A - General Information

(Reporting period July 1, 2025 to June 30, 2026 - unless otherwise specified)

Due October 31, 2026

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer Yes to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01	Library Name	MARION PUBLIC LIBRARY	*MARION PUBLIC LIBRARY*
A02	Library District	NE=Northeast	*NE=Northeast*
A03	Street Address	1101 6TH AVE	*1101 6TH AVE*
A04	City	MARION	*MARION*
A05	Zip	52302	*52302*

Mailing Address

A06	Mailing Address	1101 6TH AVE	*1101 6TH AVE*
A07	City	MARION	*MARION*
A08	Zip	52302	*52302*

Other Contact Information

A09	County	LINN	*LINN*
A10	Phone	(319) 377-3412	*(319) 377-3412*

A11	Has any information in questions A1 to A10 changed in the past year? YES, answer YES on the pulldown menu and enter a correction in a note. NO - answer NO on the pulldown menu and continue with question A14.	No	*No*
A12	City population (2020 decennial population)	41,535	*41,535*
A13	Library Size Code	G	*G*
A14	Library Director/Administrator Name	Bill Carroll	*Bill Carroll*

Section B - Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all paid staff on the library's payroll. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2026.

B01	Total number of paid librarians	43	*36*
B02	Total number of all paid librarian hours worked per week	1120.00	*980.00*
B03	Paid librarians FTE	28.00	*24.50*
B04	Total number of all other paid staff	0	*0*
B05	Total number of all other paid staff hours worked per week	.0	*0*
B06	All other paid staff FTE	0.00	*0.00*
B07	Total number of paid staff	43	*36*
B08	Total paid staff FTE	28.00	*24.50*

Levels of Education

B09 How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	6	*4*
B10 Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	220.00	*160.00*
B11 Total FTE librarians with ALA accredited masters of library science degree	5.50	*4.00*
B12 Starting date of current director in director's position (mm/dd/yyyy)	07/26/2021	*07/26/2021*

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2026.

B13 Hourly salary of the director	$62.50	*$57.23*
B14 Hourly salary of assistant director	N/A	*N/A*
B15 Hourly average salary of department heads	$38.44	*$39.34*
B16 Hourly salary of the children's librarians	$36.67	*N/A*
B17 Hourly average salary of library clerks	$16.29	*$16.20*
B18 Hourly average salary of shelvers or pages	$13.92	*$13.34*

B19 Hourly average salary of janitorial or building maintenance employees	N/A	*N/A*

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY26 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY26 (July 1, 2025 - June 30, 2026).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. – Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY26	Yes	Yes

YES - check the box and click the SAVE button to display questions C01 - C06.
NO - Skip to section D.

Capital Income

C01	Capital funds from local government (city, county)	$104,207	*112779*
C02	Capital funds from state sources	$0	*$0*
C03	Capital funds from federal sources	$0	*$2,452*
C04	Capital funds from private sources	$0	*60290*
C05	Total capital income	$104,207	*$175,521*

Capital Expenditures

C06	Total capital expenditures	$104,207	*175521*

Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY26 (JULY 1, 2025 - JUNE 30, 2026).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

D01 City income received from the city's general fund (exclude income from special levies)	$2,408,864	*$2,444,944*
D02 City income received from special levies	$0	*$184*
D03 County income received from all counties	$90,247	*$75,514*
D04 Income received from contracting cities in Iowa. Do not report income from your own city on this line.	$36,325	*$36,325*
D05 Other governmental income received	$0	*$0*
D06 Total local government operating income received	$2,535,436	*$2,556,967*
D07 State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	$119,249	*$101,696*
D08 Other income received from the State of Iowa	$0	*$0*
D09 Total state government operating income received	$119,249	*$101,696*
D10 Total federal government income received	$0	*$0*

Non-Governmental Operating Income

D11 Total non-governmental grants received	$99,676	*$4,875*
D12 Endowments and gifts received (only report if money was spent in FY26)	$105	*$27,164*

D13	Fines and/or fees received	$0	*$0*
D14	Other income received	$0	*$0*
D15	Total non-governmental operating income received	$99,781	*$32,039*

Total Operating Income

D16	Total operating income received	$2,754,466	*$2,690,702*

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY26 (July 1, 2025 - June 30, 2026), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	$1,306,820	*$1,302,356*
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be $0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	$396,907	*$403,145*
D19	Total staff expenditures	$1,703,727	*$1,705,501*

D20 Print physical collection expenditures	$162,051	*$137,120*
D21 Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$16,868	*$32,064*
D22 Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	$26,033	*$13,453*
D23 Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	$11,039	*$9,594*
D24 Total physical non-print collection expenditures	$53,940	*$55,111*
D25 Total physical collection expenditures	$215,991	*$192,231*
D26 Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	$0	*$0*
D27 All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	$12,835	*$14,405*
D28 Total e-book collection expenditures	$12,835	*$14,405*
D29 Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$0	*$0*

D30 All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	$19,319	*$17,749*
D31 Total downloadable audio collection expenditures	$19,319	*$17,749*
D32 Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	$0	*$0*
D33 Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	$153,321	*$157,778*
D34 Total downloadable and Electronic Information collection expenditures	$185,475	*$189,932*
D35 Total collection expenditures	$401,466	*$382,163*
D36 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	$649,273	*$603,038*
D37 Total of all operating expenditures	$2,754,466	*$2,690,702*

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2025). To assist with determining this number, we have prefilled lines E01, E05, E09, and E13 based on end of year numbers from last year as reported on lines E04, E08, E12, and E16. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2025 - June 30, 2026) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2025 - June 30, 2026) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2026).

E01	Printed books (# of items), held at start of year	67,731	*62,915*
E02	Printed books (# of items), added during year	11,187	*7,452*
E03	Printed books (# of items), withdrawn during year	5,240	*2,228*
E04	Printed books (# of items), held at end of year	73,678	*68,139*
E05	Audio materials (# of physical items), held at start of year	2,555	*1,750*
E06	Audio materials (# of physical items), added during year	420	*338*
E07	Audio materials (# of physical items), withdrawn during year	570	*102*
E08	Audio materials (# of physical items), held at end of year	2,405	*1,986*
E09	Video materials (# of physical items), held at start of year	8,785	*9,115*
E10	Video materials (# of physical items), added during year	1,011	*466*

E11 Video materials (# of physical items), withdrawn during year	1,496	*796*
E12 Video materials (# of physical items), held at end of year	8,300	*8,785*
E13 Other library materials (# of physical items), held at start of year	1,558	*3,493*
E14 Other library materials (# of physical items), added during year	129	*1,401*
E15 Other library materials (# of physical items), withdrawn during year	687	*971*
E16 Other library materials (# of physical items), held at end of year	1,000	*3,923*
E17 Total physical items, held at start of year	80,629	*77,273*
E18 Total physical items, added during year	12,747	*9,657*
E19 Total physical items, withdrawn during year	7,993	*4,097*
E20 Total physical items, held at end of year	85,383	*82,833*

E-Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E21 Did the library provide access to e-books purchased solely by the library?	Yes	*Yes*

E22 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Bridges participation would apply here.)	Yes	*Yes*
E23 Did the library provide access to e-books provided by the state library agency or another state agency?	No	*No*

Downloadable Serials

Downloadable serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E24 Did the library provide access to downloadable serials purchased solely by the library?	Yes	*Yes*
E25 Did the library provide access to downloadable serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Bridges participation would apply here.)	Yes	*Yes*
E26 Did the library provide access to downloadable serials provided by the state library agency or another state agency?	No	*No*

Downloadable Audio

Downloadable audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E27 Did the library provide access to downloadable audio purchased solely by the library?	Yes	*Yes*

E28 Did the library provide access to downloadable audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Bridges participation would apply here.)	Yes	*Yes*
E29 Did the library provide access to downloadable audio provided by the state library agency or another state agency?	No	*No*

Downloadable Video

Downloadable videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E30 Did the library provide access to downloadable video purchased solely by the library?	Yes	*Yes*
E31 Did the library provide access to downloadable video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No	*No*
E32 Did the library provide access to downloadable video provided by the state library agency or another state agency?	No	*No*

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E33 Did the library provide access to research databases purchased solely by the library?	Yes	*Yes*

E34	Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes	*Yes*
E35	Did the library provide access to research databases provided by the state library agency or another state agency? (Mometrix eLibrary would apply here)	Yes	*No*

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E36	Did the library provide access to online learning platforms purchased solely by the library?	Yes	*Yes*
E37	Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes	*Yes*
E38	Did the library provide access to online learning platforms provided by the state library agency or another state agency? (Mometrix eLibrary would apply here)	Yes	*Yes*

Section F - Circulation and Use Counts

Report circulation for FY26 (July 1, 2025 to June 30, 2026). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

F01	Adult books	116,019	*112,259*
F02	Young adult books	11,150	*12,597*

F03 Children's books	175,788	*175,707*
F04 Video recordings (physical formats)	45,526	*48,885*
F05 Audio recordings (physical formats)	10,739	*10,173*
F06 Serials (physical formats)	2,200	*2,454*
F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	13,543	*14,980*
F08 Total PHYSICAL circulation by material type	374,965	*377,055*

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09 Circulation of physical items to the rural population of your own county:	15048	*15,334*
F10 Total physical circulation of all materials cataloged as "children's"	201,116	*198,166*

Use of Downloadable Material

F11 Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	0	*0*

Federal: Should be 0 but no prefilled in by State Library.

F12 All other e-books - PLEASE count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	47,076	*39,079*
F13 Total use of e-books	47,076	*39,079*

F14 Total downloadable video recordings - PLEASE count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	14,339	*0*
F15 Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	*0*

Federal: Should be 0 but no prefilled in by State Library.

F16 All other downloadable audio recordings - PLEASE count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	125,940	*52,869*
F17 Total use of downloadable audio recordings	125,940	*52,869*
F18 Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	0	*0*

Federal: Should be 0 but no prefilled in by State Library.

F19 All other electronic serials – Include RB Digital or similar	19,718	*18,162*
F20 Total use of electronic serials	19,718	*18,162*
F21 Total use of downloadable materials	207,073	*110,110*

Circulation and Use Totals

F22 Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	582,038	*487,165*

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F23 to F28. Examples of other ILL services are OCLC or print forms.

F23 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	514	*551*
F24 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	63,929	*60,619*
F25 Total Interlibrary Loan received from other libraries	64,443	*61,170*
F26 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	394	*419*
F27 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	40,873	*39,454*
F28 Total Interlibrary Loan provided to other libraries	41,267	*39,873*

Other Use Counts

F29 Current total number of registered users as of June 30, 2026	23,704	*22,833*
F30 Door count annually	175,667	*180,378*
F31 Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below.	CT - Annual Count	*CT - Annual Count*
F32 Total number of reference transactions annually	7,530	*7,284*
F33 Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below.	CT - Annual Count	*CT - Annual Count*

F34 Number of Internet computers for public use	35	*37*
F35 Number of uses of public Internet computers ANNUALLY (You may count a typical week and multiply by 52)	25,778	*27,939*
F36 Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below.	CT - Annual Count	*CT - Annual Count*
F37 Total number of wireless sessions annually	18,088	*18,141*
F38 Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count.	CT - Annual Count	*CT - Annual Count*
F39 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	0	*0*
F40 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report **N/A.** Libraries without websites should report **-3.**	188,937	*185,326*
F41 Total website visits annually	188,937	

F42	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Answer **YES** or **NO**, if unknown, report **MISSING**.	No	*No*

Section G - Programs and Content Recordings

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G37 to G45
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person.

Children Ages 0-5

G01 Total number of live, in-person, onsite library programs for children ages 0-5	188	*252*
G02 Total number of people attending live, in-person, onsite library programs for children ages 0-5	6,611	*14,435*
G03 Total number of live, in-person, offsite library programs for children ages 0-5	4	*2*
G04 Total number of people attending live, in-person, offsite library programs for children ages 0-5	95	*83*
G05 Total number of library programs for children ages 0-5	192	*254*
G06 Total number of people attending library programs for children ages 0-5	6,706	*14,518*

Children Ages 6-11

G07 Total number of live, in person, onsite library programs for children ages 6-11	50	*69*
G08 Total number of people attending live, in-person, onsite library programs for children ages 6-11	11,682	*6,017*
G09 Total number of live, in-person, offsite library programs for children ages 6-11	7	*9*
G10 Total number of people attending live, in-person, offsite library programs for children ages 6-11	317	*301*

G11 Total number of library programs for children ages 6-11	57	*78*
G12 Total number of people attending library program for children ages 6-11	11,999	*6,318*

Young Adults Ages 12-18

G13 Total number of live, in person, onsite library program for young adults	162	*179*
G14 Total number of people attending live, in-person, onsite library programs for young adults	3,575	*6,680*
G15 Total number of live, in-person, offsite library programs for young adults	2	*0*
G16 Total number of people attending live, in-person, offsite library programs for young adults	360	*0*
G17 Total number of library programs for young adults	164	*179*
G18 Total number of people attending library program for young adults	3,935	*6,680*

Adults Aged 19 or Older

G19 Total number of live, in person, onsite library program for adults	637	*689*
G20 Total number of people attending live, in-person, onsite library programs for adults	22,279	*20,135*
G21 Total number of live, in-person, offsite library programs for adults	11	*0*

G22 Total number of people attending live, in-person, offsite library programs for adults	80	*0*
G23 Total number of library programs for adults	648	*720*
G24 Total number of people attending library program for adults	22,359	*20,587*

General Interest - For All Ages

G25 Total number of live, in person, onsite general interest library programs	329	*285*
G26 Total number of people attending live, in-person, onsite general interest library programs	30,645	*24,112*
G27 Total number of live, in-person, offsite general interest library programs	47	*5*
G28 Total number of people attending live, in-person, offsite general interest library programs	3,295	*860*
G29 Total number of live general interest library programs	376	*296*
G30 Total number of people attending live general interest library programs	33,940	*25,095*
G31 Total number of live, in-person, onsite library programs	1,366	*1,474*
G32 Total number of live, in-person, offsite library programs	71	*16*

G33 Total number of people attending live, in-person, onsite library programs	74,792	*71,379*
G34 Total number of people attending live, in-person, offsite library programs	4,147	*1,244*
G35 Total number of live library programs	1,437	*1,527*
G36 Total number of people attending live library programs	78,939	*73,198*

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G37 Total number of make and take kits provided	21,446	*17,875*
G38 Total number of coloring sheets provided	11,253	*10,084*
G39 Total number of scavenger hunt participants	11,647	*12,120*
G40 Total number of trivia contest participants	129	*127*
G41 Total use of library's maker space service	1,463	*783*
G42 Total use of STEAM/STEM services	3,185	*815*
G43 Total number of story-walk participants	0	*0*

G44	Total number of reading log participants	2,700	*2,458*

G45 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

	Name of activity only, do not include a use count.	Tiny Art

Section H - Library Buildings - Hours, Square Footage, and Meeting Spaces

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY25, report 32 on line H02.

H01	Total number of hours open to the public during FY26 (July 1, 2025 to June 30, 2026) at the main library only. Report actual number of hours open rather than scheduled hours open.	3,189	*3,179*
H02	Total number of weeks open to the public during FY26 (July 1, 2025 to June 30, 2026) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	*52*
H03	Square footage of main library. Prefilled and locked by the State Library.	51,240	*51,240*

Meeting Spaces

A meeting space is a room or area designated by your library for the purpose of holding meetings, whether in-person or virtual. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms.

A reservable meeting space is a room or area designated by your library for the purpose of holding meetings that members of the public can reserve in advance or at the time of use. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms

H04	Number of meeting spaces available to the public, at the main library only.	20

H05 Number of reservable meeting spaces available to the public at the main library only.	19	
H06 Number of times members of the public reserved meeting spaces at the main library only.	607	

Federal: Count the number of times a meeting space is reserved. Do not worry about how many people were in the space, or if the space is being used. Only count the number of reservations made.

Section H Part 2 - Branches and Bookmobiles

Enter information for each branch or bookmobile on separate lines. Click the "Add Group" button to report multiple branches or bookmobiles. Do not include information for your main library in this section – that is already covered by questions H01-H06.

Make sure to consider closures for all reasons when calculating the answers for H08 and H09. For example, if your branch or bookmobile is normally open for 40 weeks, but was closed for 10 weeks and open for 30 weeks, report 30 on line H09.

If the Branch or Bookmobile name, address, or phone number has changed since last year, contact Gary Krob at gary.krob@iowa.gov for corrections.

NOTE: Libraries without branches should skip questions H07 to H13 and leave them blank.

H07 Branch or bookmobile name.	Marion Public Library Bookmobile	*Marion Public Library Bookmobile*
H08 Total number of hours open to the public during FY26 (July 1, 2025 to June 30, 2026) at the branch or bookmobile. Report actual number of hours open rather than scheduled hours open.	1,167	*346*
H09 Total number of weeks open to the public during FY26 (July 1, 2025 to June 30, 2026) at the branch or bookmobile. Report actual number of weeks open rather than scheduled weeks open.	52	*24*
H10 Square footage of branch library (do not report bookmobile square footage)	N/A	*N/A*

H11 Number of meeting spaces available to the public, at branch.	N/A	
H12 Number of reservable meeting spaces available to the public at branch	N/A	
H13 Number of times members of the public reserved meeting spaces at branch.	N/A	

Section H Totals

H14 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	4,356	*3,525*
H15 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	104	*76*
H16 Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	51,240	*51,240*
H17 Total number of meeting spaces available to the public at the main and all branch libraries (Click the SAVE button to calculate the total.)	20	
H18 Total number of reservable meeting spaces available to the public at the main and all branch libraries (Click the SAVE button to calculate the total.)	19	
H19 Total number of times members of the public reserved meeting spaces at the main and all branch libraries (Click the SAVE button to calculate the total.)	607	

Signature Page

IMPORTANT – PLEASE READ: All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

Signature Page