

AGENDA Library Board

5:00 PM - Monday, November 17, 2025 Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 876 3581 4442. 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. Chelsea Nunn Announcement
- 2. October Staff Milestone Anniversaries:
 - 1 Year of Service Alex Felker, Chloe Parenteau, and Melissa Brecht
 - 5 Years of Service Bethany Franzen

MINUTES

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

3 - 5

Library-Minutes-October 20 2025 DRAFT

REPORTS

- 1. Friends of the Marion Public Library Report
- 2. Marion Public Library Foundation Report MPL Foundation Report 11-17-2025

6

3. Board Continuing Education

4.	Director's Report Budget Update Statistics Highlights Strategic Plan Update General Department Updates MLN Updates	7 - 22
Βι	rectors Report November 17 2025 udget Performance Report October 2025 FINAL pen Purchase Order Report - October 2025	
M	otion to accept Reports 1 - 4 as presented. (Action Requested)	
REGULA	AR AGENDA	
	State Library Board of <i>Trustees Handbook</i> - Ch. 6 (<i>Discussion</i>) 1. 6 - Iowa Library Trustee's Handbook	23 - 26
Re	Marion Public Library FY25 Annual Report (Action Requested - eceive and File and <i>Discussion</i>) 725 MPL Annual Report Presentation	27 - 37
(A	Marion Public Library FY25 State Library of Iowa Annual Survey action Requested - Receive and File and <i>Discussion</i>) 725 State Library Annual Survey	38 - 64
4. Bo	Policy Review/Recommendation from Policy Work Group (Melissa, ob, & Bob) (Action Requested and <i>Discussion</i>) a. Behavior Guidelines Policy b. Meeting Rooms Policy chavior Guidelines Policy 11-2025 eeting Rooms Policy 11-2025	65 - 71

ADJOURN





MINUTES Library Board

5:00 PM - Monday, October 20, 2025 Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 20, 2025, at 5:00 PM, with the following members present:

In Person: Ross McIntyre, Kelsey Logan, Ryan Norton, Sabrina Beyer,

PRESENT: Susan Kling, Bob Hoyt, Julie Lammers, Bob Read, Melissa Alexander,

Krystle Mullin, and Nancy Miller

Via Zoom: Becky Garms, Chelsea Nunn joined Zoom at 5:11 p.m.

ABSENT: None

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

Gerth

FRIENDS REP: Mary Hajek

GUESTS PRESENT: None

CALL TO ORDER

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

AGENDA APPROVAL

Motion to approve agenda as presented. (Action Requested)

Moved by Lammers, seconded by Norton, to approve the Agenda with the modification of moving Regular Agenda item #5 to #1.

Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

No comments.

LIBRARY SPOTLIGHT

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



MINUTES

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

Moved by Alexander, seconded by Mullin, to approve the September 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

- 1. Friends of the Marion Public Library Report
 - Mary Hajek reported that the next Friends Booksale will take place November 14-16 and will include a bakesale on November 14-15.
 - The Friends will be taking part in the Peppermint Walk on December 5.
 - The Friends are working to revise their Mission Statement and creating a new brochure.
- 2. Marion Public Library Foundation Report
 - Hilery Livengood submitted a Foundation Report for Library Board of Trustee Members as she was absent from this meeting.
- 3. Board Continuing Education
 - Krystle Mullin completed the 90 minute Iowa Public Information Board's (IPIB) Open Meetings and Public Records Training on 10/13/2025
- 4. Art Advisory Committee Report
- 5. Finance Committee Report
- 6. Personnel Committee Report
- 7. Director's Report
 - Budget Update
 - o Revenues are currently at 12% for the year.
 - Strategic Plan Update
 - A comprehensive report on the 2025 Plan of Service will be presented to Board Members in early 2026.
 - General Department Updates
 - We have been working on a Library re-org since last November and we now have Bob Reynolds serving as Youth Services Manager and Sue Gerth serving as Adult Services Manager. The Patron Services Manager position will be recruited for.
 - Nancy Miller asked if the closure of Baker & Taylor will affect our Library.
 Bill Carroll said that since they weren't one of the main vendors we use, it will cause little impact.
- 8. Policy Committee Report
 - Policy Committee did not meet.

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

Moved by Kling, seconded by Logan, to accept Reports 1 - 8 as presented. Approved unanimously



REGULAR AGENDA

- 5. 1. High Five Day at Linn-Mar (*Discussion*)
 - Melissa Alexander presented a volunteer opportunity for Library Board Members to take part in Linn Grove Elementary School's High Five Friday to greet kids as they come to school, approximately 8 - 8:15 a.m.
 - Anyone interested would need to register as a volunteer with Linn-Mar Schools.
 - Bill Carroll will connect with the Principal of Linn Grove for date ranges that need volunteers.
 - Becky Garms, Krystle Mullin, and Sabrina Beyer expressed interest.
- 4. 2. State Library Board of *Trustee's Handbook* Ch. 5 (*Discussion*)
 - Kelsey Logan appreciated the chart on page 31, as it helped define clear roles.
 - Susan Kling asked about Donations and if they are tracked. They are.
- 2. 3. Library Board Operations Policy (*Discussion* and **Action Requested**)

Moved by Alexander, seconded by Read, to accept the Library Board Operations Policy changes as presented.

Approved unanimously

- 3. 4. Library Holiday Schedule for 2026 (Action Requested)
 - Since 2026 Staff Training Days would be held on different days than they normally are, Becky Garms suggested that perhaps special Programming could be done on Veteran's Day.

Moved by Logan, seconded by Lammers, to approve the 2026 Schedule of Library Holidays.

Approved unanimously

4. 5. Fall Into Marion Parade Report (Receive and File)

Moved by Mullin, seconded by Lammers, to receive and file the 2025 Fall Into Marion Parade Report.

Approved unanimously

ADJOURN

Moved by Kling, seconded by Alexander, to adjourn at 5:45 p.m. Approved unanimously

Respectfully submitted by: Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

November 2025 report to Board of Trustees

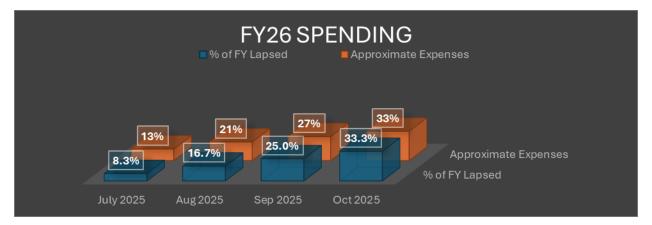
- The Optimists Club of Cedar Rapids provided \$750 for Dolly Parton's Imagination Library in Marion.
- International Paper provided a \$3,000 grant for Dolly Parton's Imagination Library in Marion.
- The two Theissen's locations in Cedar Rapids (NE and SW) each made a grant in support of a new pilot program to launch in 2026, children's book clubs. The two contributions were \$1,800 and \$1,850.
- The Carnegie Corporation will send a check for \$10,000 in January 2026. They are supporting all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence. This donation is unrestricted in use.



Director's Report for the Library Board of Trustees Meeting on Monday, November 17, 2025

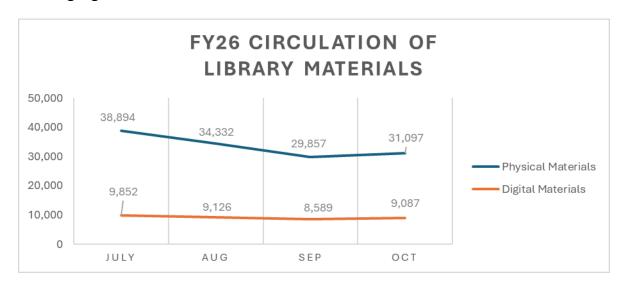
Budget Update:

- FY 26 has completed approximately 33.3% through October 31, 2025.
- As of the October 31, 2025 budget report, approximately 33% of the library's budget was expended for the year.



 As of the October 31, 2025 budget report, revenue received increased to approximately 17% received for the fiscal year. This will continue to increase as we see reimbursements from the State and County come in over the next few months.

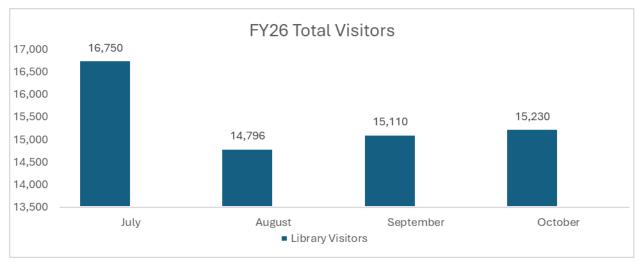
Statistics Highlights:



• For October 2025, circulation of physical items increased approximately 4.2% from the previous month, having 31,097 items checked out. Circulation of physical items for the month increased approximately 3.8% when compared with the previous year.



• For October 2025, circulation of digital items increased approximately 5.8%, having 9,087 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 3.2% when compared with the previous year.

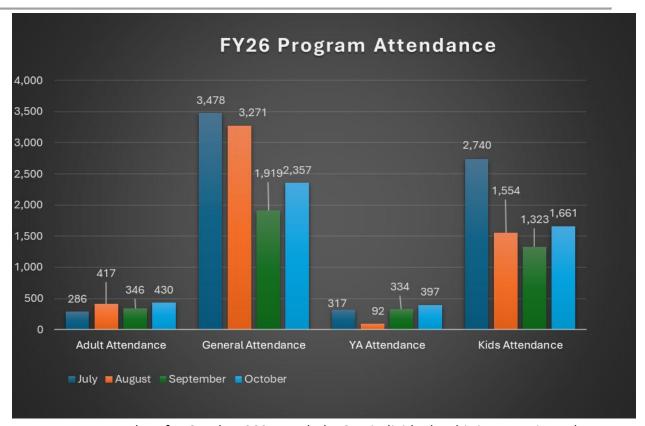


 The gate count for October 2025 was 15,230. The October gate count increased approximately 0.8% compared to September 2025. Compared to the previous year, this year's gate counts saw an approximate 13.3% decrease compared to the same time last year.



 Programming saw an increase in the number of programs offered between October (134) and September (124). The number of programs offered in October 2025 was lower than the number of programs offered in October 2024 (162).





 Program attendees for October 2025 totaled 4,845 individuals. This is approximately 23.5% more than the 3,922 that attended programs in September. Compared with October 2024, which saw 5,343 attendees for programs, there was an approximate decrease for the current year of approximately 9.3%.

Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives.
- A comprehensive report is planned to be distributed to the Library Board of Trustees at their January 2026 meeting.
- Staff are in initial planning stages for the 2026 plan of service document, designed to help outline planned goals for achievement for the overall strategic plan.

General Department Updates:

- Library Administration
 - The library director attended the annual Iowa Library Association conference in Sioux City in October as well as the Association for Bookmobiles and Outreach Association annual conference in St. Louis, MO.



- Budget planning for FY 2027 continues with the submitting of general fund requests for the library to City Finance by December 1.
- The library will continue to see activity and progress on the following projects this fall season:
 - Reparations on the leaking roof
 - Installation of ventilation in the MakerSpace for the laser etcher
 - · Remediation of uneven sidewalk at North entrance
 - Installation of an emergency generator
 - Installation of electric vehicle charging stations

Marketing and special Events update from Ashley Osborn

- Marketing
 - The library's FY25 Annual Report arrived at the start of October. These reports will be distributed over the next couple of months.
 - The transition to LibraryMarket, the library's new events calendar and room reservation management software, is making solid progress. Items completed as part of this transition include:
 - Creation and configuration of taxonomies (rooms, room capacities, program categories, etc.)
 - An introductory/training PowerPoint for library staff, to be presented on Fall Staff Training Day.
 - Initial communication to both staff and patrons regarding anticipated downtime for the transition.
 - As part of the City's Employee Directory update, library staff received new headshots. These headshots match other headshots taken for board members, etc. and will be implemented as part of the staff onboarding process.
 - Keanna is spearheading two library marketing campaigns this fall: Library Staff's Favorite Reads of 2025 and Library Love Notes, a campaign of patron testimonials.
 - Staff's Halloween costumes post, general library services announcements and this month's drop-in MakerSpace program received the highest amount of social media engagement this month.
- Meetings & Special Events
 - 58 reservations were made for October. 52/58 reservations were completed.

Boardroom: 23 reservations

Community Room: 11 reservations

Community Room A: 6 reservations

• Community Room B: 12 reservations

Outdoor Reading Terrace: N/A



- Media Mentions
 - No substantial media mentions were made for the month of October.

• Adult Services Report from Sue Gerth

- Collection team worked on weeding adult and YA materials, and counted all puzzles and games to ready them for the upcoming holiday season. Sue and Becca are working on programming for Jan/Feb/March. Sue and Becca, along with Lara interviewed candidates for the part-time library assistant-Adult Services position.
- Sue's culinary program on "holiday mocktails and cocktails" proved successful with 36 attendees.
- Sue is working with Ashley and Bob on the new Library Market room booking program that is coming in December to replace Communico.
- Sue asked Library Foundation for \$5000 to help support the culinary kitchen programs, including fees for chefs/cooks, food, and wine. Happy to say Foundation granted that request.

• Youth Services Report from Bob Reynolds

- Additional Wayfinding signs were ordered for Children's Fiction and will replace those that may be damaged. These signs offer a clear and friendly way to locate genres and topics patrons are looking for.
- Some events that occurred this month:
 - Fall Centerpiece Workshops were provided in multiple sessions. The final session occurred in partnership with the Marion Monster Mash.
 - During the Marion Monster Mash, we also participated by having a themed Storytime at the Depot.
 - In participation with Marion Fire Department and Fire Prevention Month, themed Storytimes were held surrounding fire safety. The library also had special guests from Marion Fire along with one of their emergency response vehicles.
 - Pied Piper and Symphony Kids, in partnership with Orchestra Iowa, made an appearance to provide musica learning.
 - Staff participated in America Reads Day at various Marion schools as ambassadors of literacy by reading selected stories in the classroom.
 - Teen International Food Club got to sample snacks from Mexico.
 - Teen LEGO Build challenges had high attendance for the Tween & Teen STEM Activity.
- Makerspace open hours have been very successful. Patrons who are curious about the space have dropped in for questions and instruction.
- Plans are in effect to have ventilation installed for the laser engraver in early December. This will increase opportunities for patrons in that space.
- Additional Longarm Quilter trainers are being onboarded,
 offering additional opportunities to use the machine and complete projects.



 A volunteer for the Green Screen room has been onboarded and work to open this space has begun. Use of the computer programs and safe use of the technology involved will be discovered so that patrons can utilize this space effectively for their needs.

• Patron Services update from Bob Reynolds

- o There were 34 patron incidents in October. These were behavior policy breaks.
- There was one patron injury reported in October. This injury occurred in the Youth Interactive Area. It was determined that the library was not at fault.
- o Rural Linn County circulation has increased slightly compared to last month.
- Open Access circulation has increased slightly compared to last month.
- Bookmobile circulation has decreased slightly since last month.
- Volunteer hours have decreased slightly compared to last month. This is a typical trend as some volunteers step away during winter months.
- The Bookmobile Lead position has been filled. Welcome Chloe Parenteau to her new role as we look forward to her bringing the bookmobile program to new heights.
- As Chloe was an internal promotion, the position of PT Patron Services Staff (Bookmobile) will be recruited for.
- In alignment with the strategic plan, two assisted living locations have been provided with business library cards that allow the location to check items out in whole for those residents. This is a first step in increasing access to residents, and plans are in effect to partner with the Bookmobile to increase services and offerings.

• IT & Maintenance update from Bob Reynolds

- Technology
 - Select library staff participated in the BerryDunn Marion Technology Services Planning Project. This project helps to assess the current needs of the library and Team Marion as a whole regarding systems and technologies.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on October 29, 2025, in Hiawatha.
- Directors discussed reallocating financial resources from the Cloud Library ebook resource to Libby/ Overdrive. This change will stretch limited dollars further as Cloud Library is a high cost per circulation resource.
- Directors discussed service updates at all three library locations.
- The next scheduled meeting for November 19, 2025, in Marion has been cancelled due to scheduling conflicts. The directors will next meet in December.



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTI
und 101 -	- General Fund						'	'		
REVENUE										
Depart	ment 410 - Library									
Intergo	overnmental									
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	10,579.20	(79.20)	101	10,698.1
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,579.20	(\$79.20)	101%	\$10,698.1
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.0
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.0
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	9,081.26	.00	18,162.52	17,837.48	50	18,162.5
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$9,081.26	\$0.00	\$28,741.72	\$134,758.28	18%	\$28,860.6
Charge	es for Service									
4504	Copy Charges	6,000.00	.00	6,000.00	961.45	.00	4,102.49	1,897.51	68	3,698.30
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	816.24	.00	2,781.01	3,218.99	46	2,898.8
4506	Fax Revenues	40.00	.00	40.00	7.50	.00	33.00	7.00	82	19.50
4509	Rental - Community Room	9,000.00	.00	9,000.00	725.00	.00	5,062.50	3,937.50	56	6,022.50
	Charges for Service Totals	\$21,040.00	\$0.00	\$21,040.00	\$2,510.19	\$0.00	\$11,979.00	\$9,061.00	57%	\$12,639.1
	evenues									
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	284.75	.00	2,544.85	16,555.15	13	2,747.00
4708	Other Contributions								_	
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	.00	50,496.00	0	35,503.00
.=	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$0.00	\$0.00	\$0.00	\$50,496.00	0%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	1.81	(1.81)	+++	.00
	Misc Revenues Totals	\$69,596.00	\$0.00	\$69,596.00	\$284.75	\$0.00	\$2,546.66	\$67,049.34	4%	\$38,250.00
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$11,876.20	\$0.00	\$43,267.38	\$210,868.62	17%	\$79,749.70
EVPENCE	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$11,876.20	\$0.00	\$43,267.38	\$210,868.62	17%	\$79,749.70
EXPENSE										
	ment 410 - Library									
Salarie		001 607 00	00	001 607 00	E7 004 40	00	200 040 26	600 750 64	20	212 445 7
6 000	Regular Full-Time Salaries	981,607.00	.00	981,607.00	57,994.40	.00	290,848.36	690,758.64	30 26	312,445.70
Φ Θ	Regular Part-Time Salaries	644,046.00	.00	644,046.00	38,487.89	.00	164,569.99	479,476.01		153,448.9
603 0 603 0 604 0	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.0.
PELIZEI I	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD
Fund 101	- General Fund						'			
EXPENSE										
Depar	tment 410 - Library									
Salari	es									
6050	Benefits Payout	.00	.00	.00	.00	.00	3,837.80	(3,837.80)	+++	.00
	Salaries Totals	\$1,625,653.00	\$0.00	\$1,625,653.00	\$96,482.29	\$0.00	\$459,256.15	\$1,166,396.85	28%	\$465,894.60
Emplo	pyee Benefits/Costs									
6110	Social Security	74,968.00	.00	74,968.00	5,937.80	.00	28,233.60	46,734.40	38	28,709.36
6120	Medicare	23,787.00	.00	23,787.00	1,388.69	.00	6,603.05	17,183.95	28	6,714.31
6130	IPERS	129,517.00	.00	129,517.00	9,093.08	.00	42,932.04	86,584.96	33	43,891.29
6150	Health Insurance	149,647.00	.00	149,647.00	10,703.91	.00	48,433.53	101,213.47	32	45,136.52
6151	Wellness Program	504.00	.00	504.00	29.92	.00	136.00	368.00	27	99.90
6152	Life Insurance	1,463.00	.00	1,463.00	96.66	.00	438.48	1,024.52	30	485.02
6153	Long Term Disability	3,703.00	.00	3,703.00	250.61	.00	1,145.93	2,557.07	31	1,219.84
6154	Dental Insurance	3,605.00	.00	3,605.00	282.27	.00	1,282.83	2,322.17	36	1,121.52
6160	Worker's Compensation	873.00	.00	873.00	112.13	.00	598.09	274.91	69	492.45
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	10,800.00	.00	10,800.00	750.00	.00	3,000.00	7,800.00	28	3,300.00
	Employee Benefits/Costs Totals	\$402,827.00	\$0.00	\$402,827.00	\$28,975.07	\$0.00	\$134,123.55	\$268,703.45	33%	\$132,490.21
Staff	Development									
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	1,342.00	3,908.00	26	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	.00	.00	135.00	3,135.00	4	165.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	737.50	.00	2,852.00	4,678.00	38	920.00
6240	Travel Expenses	6,900.00	.00	6,900.00	1,051.75	.00	4,394.70	2,505.30	64	3,415.06
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$23,700.00	\$0.00	\$23,700.00	\$1,789.25	\$0.00	\$8,723.70	\$14,976.30	37%	\$4,500.06
Repai	r/Maintenance/Utilities									
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	2,857.93	.00	7,267.06	42,632.94	15	6,480.73
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	.00	1,250.00	0	361.80
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	7.85	.00	15.70	5,284.30	0	.00
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	96.50	1,903.50	5	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	130.00	.00	260.00	1,390.00	16	130.00
6 <u>35</u> 1	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6351 6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	8,655.63	.00	42,809.79	68,690.21	38	31,377.93
© 73	Communications Utility Expenses	5,760.00	.00	5,760.00	354.44	.00	1,451.11	4,308.89	25	2,507.63
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	220.11	.00	534.13	1,445.87	27	296.57
9 73 6374 4	Repair/Maintenance/Utilities Totals	\$179,840.00	\$0.00	\$179,840.00	\$12,225.96	\$0.00	\$52,434.29	\$127,405.71	29%	\$41,154.66
<u>•</u>	· · · · · ·									



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD
Fund 101 -	General Fund									
EXPENSE										
Departn	nent 410 - Library									
Contrac	tual Services									
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,235.57
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	.00	.00	102,310.77	(5,425.77)	106	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	174.25	.00	645.80	1,154.20	36	604.35
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	.00	144,900.00	0	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	6,247.61	2,824.59	48,491.42	28,194.99	65	49,677.81
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	14,400.00	.00	14,400.00	2,050.00	7,175.00	5,322.65	1,902.35	87	892.84
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	1,212.70	.00	3,016.14	31,093.86	9	2,237.75
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	578.50	.00	2,406.70	7,193.30	25	999.10
	Contractual Services	Totals \$443,366.00	\$0.00	\$443,366.00	\$14,743.06	\$45,839.59	\$183,882.38	\$213,644.03	52%	\$302,244.85
Commo	dities									
6502	Promotional Items	4,000.00	.00	4,000.00	747.21	.00	3,478.21	521.79	87	3,052.20
6506	Office Supplies	8,250.00	.00	8,250.00	220.74	.00	1,527.13	6,722.87	19	541.81
6507	Operational Supplies	46,200.00	.00	46,200.00	4,897.99	.00	7,445.09	38,754.91	16	5,573.35
6508	Postage/Shipping	6,000.00	.00	6,000.00	470.53	.00	1,826.44	4,173.56	30	1,726.48
6510	Forms/Printing Services	7,950.00	.00	7,950.00	.00	.00	726.16	7,223.84	9	1,828.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,086.22	.00	3,768.29	6,831.71	36	2,669.04
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	106.02	.00	502.83	9,097.17	5	32.67
6514	Medical Supplies	2,295.00	.00	2,295.00	104.46	.00	262.28	2,032.72	11	291.00
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	164.85	.00	518.75	15,331.25	3	93.28
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	44.70
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	15.00	.00	(3,418.86)	8,668.86	-65	.00
	Commodities	Totals \$116,399.00	\$0.00	\$116,399.00	\$7,813.02	\$0.00	\$16,636.32	\$99,762.68	14%	\$15,853.02
Capital	Outlay									
6711	Furniture	.00	.00	.00	.00	5,156.40	.00	(5,156.40)	+++	.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
6714 6 3 15	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
© 17	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
67 17 67,18	Library Materials									
621 8.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	9,163.41	.00	32,385.76	50,774.24	39	25,784.13



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTI
	General Fund									
EXPENSE										
Departr	ment 410 - Library									
•	Outlay									
6718	Library Materials									
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	466.36	.00	1,740.36	7,059.64	20	2,712.3
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	2,992.11	.00	13,084.19	47,415.81	22	12,699.0
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	2,883.03	.00	3,881.06	32,118.94	11	5,409.1
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	3,114.35	.00	7,416.56	10,583.44	41	5,124.2
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,543.17	.00	6,351.80	8,648.20	42	4,648.9
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,679.96	.00	29,387.13	47,112.87	38	31,692.7
6718.08	Library Materials Other	51,380.00	.00	51,380.00	7,351.88	.00	36,872.61	14,507.39	72	23,253.2
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.0
	6718 - Library Materials Totals	\$349,340.00	\$0.00	\$349,340.00	\$32,194.27	\$0.00	\$131,119.47	\$218,220.53	38%	\$111,323.9
	Capital Outlay Totals	\$349,340.00	\$0.00	\$349,340.00	\$32,194.27	\$5,156.40	\$131,119.47	\$213,064.13	39%	\$111,323.9
Transfe	ers									
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.0
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.0
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Transfers Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Department 410 - Library Totals	\$3,141,125.00	\$0.00	\$3,141,125.00	\$194,222.92	\$50,995.99	\$986,175.86	\$2,103,953.15	33%	\$1,073,461.3
	EXPENSE TOTALS	\$3,141,125.00	\$0.00	\$3,141,125.00	\$194,222.92	\$50,995.99	\$986,175.86	\$2,103,953.15	33%	\$1,073,461.3
	Fund 101 - General Fund Totals									
	REVENUE TOTALS	254,136.00	.00	254,136.00	11,876.20	.00	43,267.38	210,868.62	17%	79,749.7
	EXPENSE TOTALS	3,141,125.00	.00	3,141,125.00	194,222.92	50,995.99	986,175.86	2,103,953.15	33%	1,073,461.3
	Fund 101 - General Fund Totals	(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$182,346.72)	(\$50,995.99)	(\$942,908.48)	(\$1,893,084.53)		(\$993,711.59
Fund 105 -	Equipment Reserve Fund									
EXPENSE										
	ment 410 - Library									
<i>Commo</i> 6580	Technology	4,800.00	.00	4,800.00	.00	5,237.04	.00	(437.04)	109	.0
	Commodities Totals	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$5,237.04	\$0.00	(\$437.04)	109%	\$0.0
Capital	Outlay	+ -,	7-100	+ -,	7 - 100	7-7	7 - 100	(+)		40.0
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.0
	Equipment	23,100.00	.00	23,100.00	4,242.94	.00	4,242.94	18,857.06	18	.0
6 3 3	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.0
(C) 14	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.0
6712 6613 6714 6715 6717	Software	.00	.00	.00	.00	.00	.00	.00	+++	.0
6 75 17	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.0
<u>e</u>	Small Froject Costs	.00	.00	.00	.00	.00	.00	.00	1 77	.0



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YT
und 105 ·	- Equipment Reserve Fund						'	'		
EXPENSE										
Depart	ment 410 - Library									
	Capital Outlay Totals	\$25,200.00	\$0.00	\$25,200.00	\$4,242.94	\$0.00	\$4,242.94	\$20,957.06	17%	\$0.0
	Department 410 - Library Totals	\$30,000.00	\$0.00	\$30,000.00	\$4,242.94	\$5,237.04	\$4,242.94	\$20,520.02	32%	\$0.0
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$4,242.94	\$5,237.04	\$4,242.94	\$20,520.02	32%	\$0.0
	Fund 105 - Equipment Reserve Fund Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.0
	EXPENSE TOTALS	30,000.00	.00	30,000.00	4,242.94	5,237.04	4,242.94	20,520.02	32%	.(
	Fund 105 - Equipment Reserve Fund Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$4,242.94)	(\$5,237.04)	(\$4,242.94)	(\$20,520.02)		\$0.0
EXPENSE	- Local Option Sales Tax									
	ment 410 - Library									
,	l Outlay									
711	Furniture	18,500.00	.00	18,500.00	.00	.00	.00	18,500.00	0	
717	Small Project Costs	22,500.00	.00	22,500.00	.00	.00	.00	22,500.00	0	
	Capital Outlay Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.
	Department 410 - Library Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.
	EXPENSE TOTALS	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.0
	Fund 121 - Local Option Sales Tax Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	
	EXPENSE TOTALS	41,000.00	.00	41,000.00	.00	.00	.00	41,000.00	0%	
	Fund 121 - Local Option Sales Tax Totals	(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	\$0.00	\$0.00	(\$41,000.00)		\$0.
und 130 ·	- Special Revenue									
REVENUE										
Depart	ment 410 - Library									
Interg	overnmental									
1400	Federal Grants/Contributions									
400.01	Federal Grants/Contributions General	.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	+++	\$0.0
1420	State Contributions									
1420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.0
1420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.0
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Pevenues									
201 001 001.01	Donations									
	Donations General	40,000.00	.00	40,000.00	19,652.32	.00	23,925.32	16,074.68	60	13,824.6
7	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$19,652.32	\$0.00	\$23,925.32	\$16,074.68	60%	\$13,824.6



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD
Fund 130 -	Special Revenue									
REVENUE										
Departi	ment 410 - Library									
Misc Re	evenues									
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00.
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Misc Revenues Totals	\$40,000.00	\$0.00	\$40,000.00	\$19,652.32	\$0.00	\$23,925.32	\$16,074.68	60%	\$13,824.68
	Department 410 - Library Totals	\$40,000.00	\$0.00	\$40,000.00	\$19,652.32	\$0.00	\$23,925.32	\$16,074.68	60%	\$13,824.68
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$19,652.32	\$0.00	\$23,925.32	\$16,074.68	60%	\$13,824.68
EXPENSE										
Departi	ment 410 - Library									
Staff D	Pevelopment									
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
Contrac	ctual 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
Commo	odities		•	•		•	·	·		
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	3,628.03	.00	12,699.09	62,300.91	17	27,543.51
	Commodities Totals	\$75,000.00	\$0.00	\$75,000.00	\$3,628.03	\$0.00	\$12,699.09	\$62,300.91	17%	\$27,543.51
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
Transfe	•	·	·	•				•		
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	\$3,628.03	\$0.00	\$12,699.09	\$62,300.91	17%	\$27,543.51
P	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$3,628.03	\$0.00	\$12,699.09	\$62,300.91	17%	\$27,543.51
Page		, -,	4	, -,	1-7	4	, ,	1 - 1		, /2 .2.02
Φ	Fund 130 - Special Revenue Totals									
18	REVENUE TOTALS	40,000.00	.00	40,000.00	19,652.32	.00	23,925.32	16,074.68	60%	13,824.68
<u> </u>	NEVERVOE TOTALS	10,000.00	.00	10,000.00	17,032.32	.50	25,525.52	10,07 1.00	00 /0	13,027.00



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YT
	EXPENSE TOTALS	75,000.00	.00	75,000.00	3,628.03	.00	12,699.09	62,300.91	17%	27,543.5
	Fund 130 - Special Revenue Totals	(\$35,000.00)	\$0.00	(\$35,000.00)	\$16,024.29	\$0.00	\$11,226.23	(\$46,226.23)		(\$13,718.83
Fund 301 - 0	Capital Projects									
REVENUE										
Departm	nent 410 - Library									
Intergov	vernmental									
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.0
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.0
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29
Misc Rev										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	.0
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	35,795.6
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$35,795.6
	Misc Revenues Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$35,795.6
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,296.3
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,296.3
EXPENSE										
	nent 410 - Library									
Capital (
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.0
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++).
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++).
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++).
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++).
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00.	+++	0.
6750	Project Costs	125,000.00	.00	125,000.00	36,814.50	167,373.80	49,086.00	(91,459.80)	173	159,742.9
⁶⁷⁵² Page	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00.	.00	.00.	+++).
ă	Capital Outlay Totals	\$125,000.00	\$0.00	\$125,000.00	\$36,814.50	\$167,373.80	\$49,086.00	(\$91,459.80)	173%	\$159,742.9
jе	Department 410 - Library Totals	\$125,000.00	\$0.00	\$125,000.00	\$36,814.50	\$167,373.80	\$49,086.00	(\$91,459.80)	173%	\$159,742.9
19	EXPENSE TOTALS	\$125,000.00	\$0.00	\$125,000.00	\$36,814.50	\$167,373.80	\$49,086.00	(\$91,459.80)	173%	\$159,742.9



		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD
	Fund 301 - Capital Projects Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	19,296.34
	EXPENSE TOTALS	125,000.00	.00	125,000.00	36,814.50	167,373.80	49,086.00	(91,459.80)	173%	159,742.96
	Fund 301 - Capital Projects Totals	(\$125,000.00)	\$0.00	(\$125,000.00)	(\$36,814.50)	(\$167,373.80)	(\$49,086.00)	\$91,459.80		(\$140,446.62)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	31,528.52	.00	67,192.70	226,943.30	23%	112,870.78
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	238,908.39	223,606.83	1,052,203.89	2,136,314.28	37%	1,260,747.82
	Grand Totals	(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$207,379.87)	(\$223,606.83)	(\$985,011.19)	(\$1,909,370.98)		(\$1,147,877.04)



Open Purchase Order Report

As of G/L Date 10/31/25 Report by Department - Purchase Order Number Detail Listing

Department 35 Li Purchase Order	brary 2026-00000135		Department	35 Library		G/L Date	09/09/2025	Amount	7,000.00
Description	Library Market Ev Reservation Softv	vents Calendar and Room	Vendor	2628 - Library Market		Deliver by D	Date	Voided	.00
Type Status	Budgeted Open	vale		Ben Bizzle P.O. Box 17332		Printed Date Completed	, ,	Discounted Expensed	.00 5,000.00
Bill To Location Assigned To Buyer Resolution Number	LIBRARY - Library	y		Jonesboro, AR 72403		Expiration D		Remaining Encumbered	2,000.00 2,000.00
Item 1	Description	Contracts - Technology Service - Events Calendar and Room Rese		Vendor Part Number			Amount	7,000.00	
	Quantity	1.0000	ervation Software	Contract Number			Voided	.00	
	U/M	Each		Ship To Location	LIBRARY - Library		Discounted	.00	
	Price per Unit	7,000.00		1099 Item	Yes		Expensed	5,000.00	
	Discount	0%		Tavable	No		Remaining	2,000.00	
	Status	Open		Confirming	No		Encumbered	2,000.00	
	G/L Account 101.410.641 Service)	t 19 (Contracts - Technology	Project		Amount	<i>Expensed</i> 5,000.00	Encumbered 2,000.00		
Purchase Order Description	2026-00000165 Office Furniture a	and Installation for Manager		35 Library 1993 - Workspace Inc		G/L Date Deliver by D	10/28/2025 Date	Amount Voided	5,156.40 .00
Type Status Bill To Location Assigned To Buyer Resolution Number	Budgeted Open LIBRARY - Library	у		Workspace Inc 309 Locust St Des Moines, IA 50309		Printed Date Completed Expiration D	Date	Discounted Expensed Remaining Encumbered	.00 .00 5,156.40 5,156.40
Item 1	Description	Furniture - Office Furniture and Manager Office	Installation for	Vendor Part Number			Amount	5,156.40	
	Quantity	1.0000		Contract Number			Voided	.00	
	U/M	Each		Ship To Location	LIBRARY - Library		Discounted	.00	
	Price per Unit	5,156.40		1099 Item	No		Expensed	.00	
	Discount	0%		Tavable	No		Remaining	5,156.40	
	Status	Open		Confirming	No		Encumbered	5,156.40	
Page	<i>G/L Account</i> 101.410.671	t 11 (Furniture)	Project		Amount	Expensed .00	Encumbered 5,156.40		
ge 21				Departi	ment 35 Library Tot	als Purchase C	orders 2	Amount Voided	\$12,156.40 \$0.00



Open Purchase Order Report

As of G/L Date 10/31/25 Report by Department - Purchase Order Number Detail Listing

		Discounted	\$0.00
		Expensed	\$5,000.00
		Remaining	\$7,156.40
		Encumbered	\$7,156.40
als Purchase Orde	rs 2	Amount	\$12,156.40
		Voided	\$0.00
		Discounted	\$0.00
		Expensed	\$5,000.00
		Remaining	\$7,156.40
		Encumbered	\$7,156.40
	als Purchase Orde	als Purchase Orders 2	Expensed Remaining Encumbered als Purchase Orders 2 Amount Voided Discounted Expensed Remaining



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 lowa 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 <u>Public Library Standards</u> webpage on the State Library website.

THE MARION PUBLIC LIBRARY





FY25 Annual Report:

Marion Public Library

Ross MoIntyre, Library Board of Trustees President



FY25: By The Numbers





180,378 Iibrary visitors



3,720 new library cards



377,055 physical items circulated



73,198 program attendees



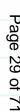
9,183 study room reservations





- *Adult Book Fair
 - Bringing the joy of school book fairs to adults
 - ★Partnered with Friends of the Library, Library Foundation, and local bookstores/businesses to sell items
 - ★ 1090 of sales donated back to the library
 - **★**750 total attendees

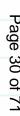




*Bookmobile

- *Ribbon cutting: December 6
- ★In service: December 17
- ★Takes materials and resources throughout Marion
- ★Supports our strategic plan
 commitment to ensure equitable
 access to resources







- ★Updates to Book Club Kits
 - ★10 new Kits updated in the last year
 - ★Updated with new, popular titles
 - *Keeping current with trends and interests
 - *Popular library collection

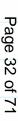




★Volunteer Program Revamp

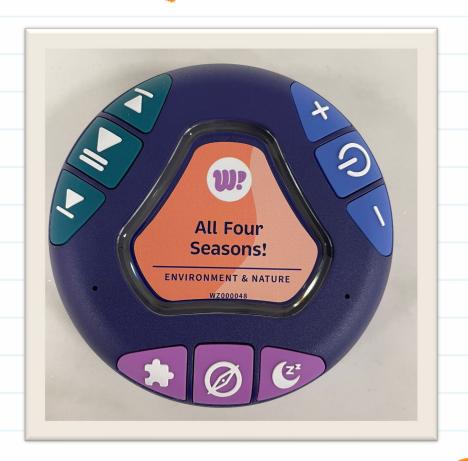
- ★ Revisited library volunteer needs since opening in 2022
- ★ Created additional volunteer positions based on emerging needs
- *Hosted a spring volunteer fair to advertise new opportunities
- ★Engages community members in supporting their library

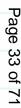




★Whazoodles

- New addition to the library's Youth Collection
- ★Screenless, audio learning device that engages children through stories, activities, games, and more
- *No WiFi required- can be used anywhere





Library Financials (

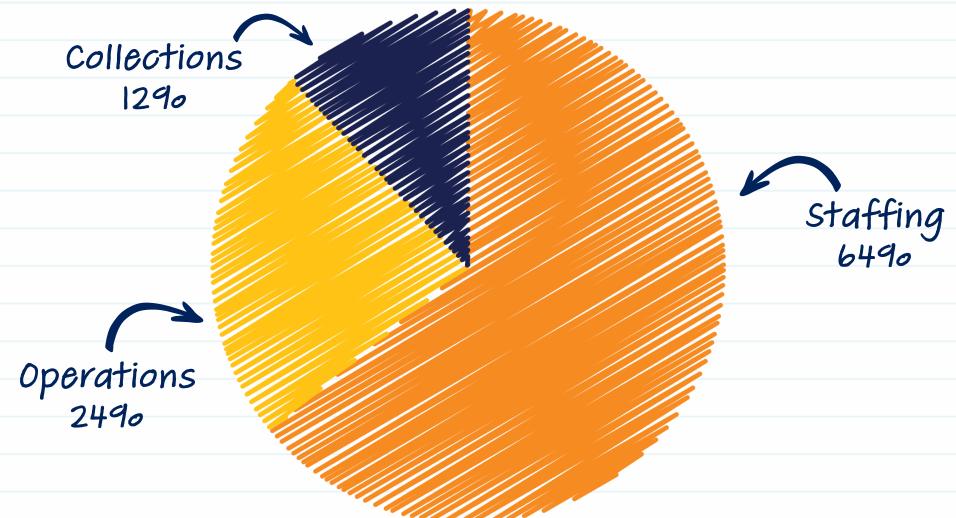
- *Adopted Budget: \$2,999,135
- *Expended: \$2,690,212
- *Revenue Adopted: \$220,703
- *Revenue Collected: \$297,634
- \$\delta Savings: \$385,854\$





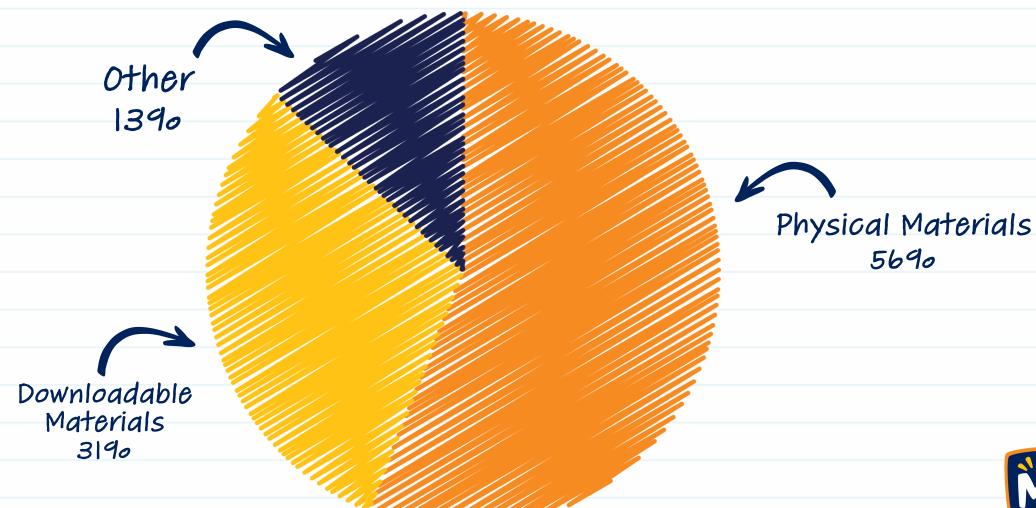
Library Financials - Library Expenditures

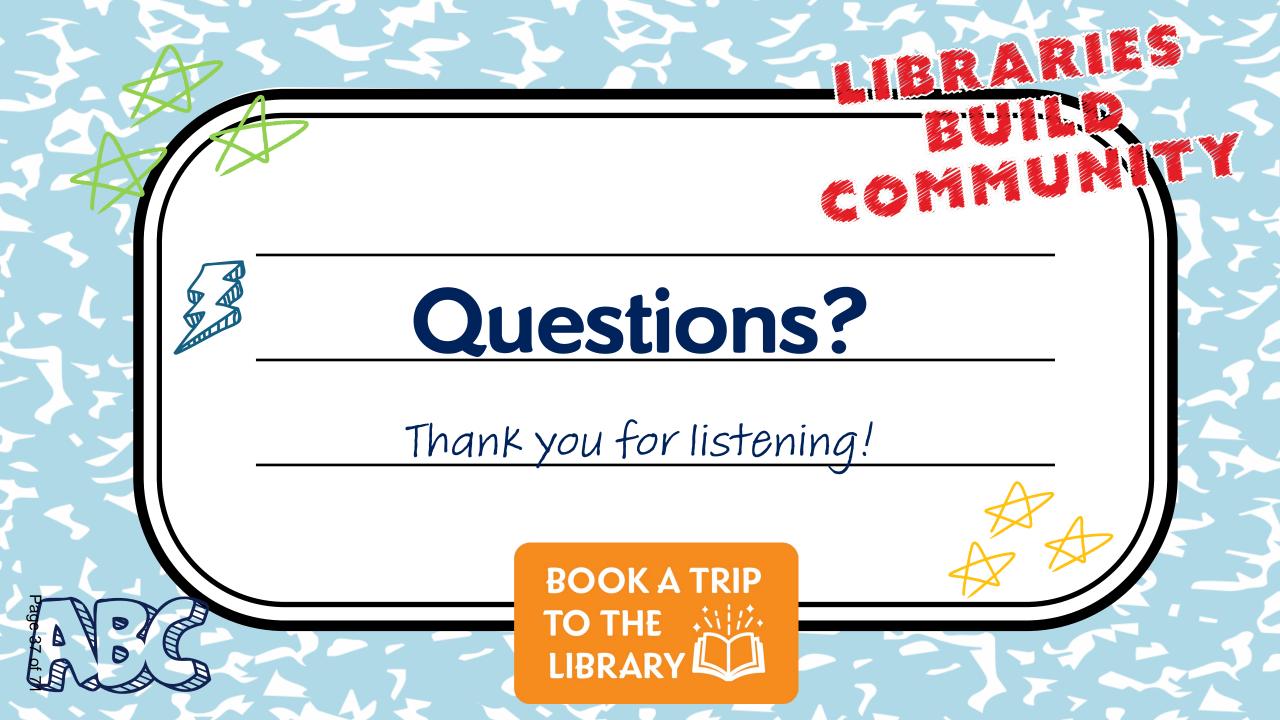




Library Financials - Collection Expenditures







Marion Public Library FY25 Iowa Public Library General Information Survey

CURRENT YEAR

PREVIOUS YEAR

Section A - General Information

(Reporting period July 1, 2024 to June 30, 2025 - unless otherwise specified)

Due October 31, 2025

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		
Mailir	ng Address				
A06	Mailing Address	1101 6TH AVE	1101 6TH AVE		
A07	City	MARION	MARION		
A08	Zip	52302	52302		
Other	Other Contact Information				
A09	County	LINN	LINN		
A10	Phone	(319) 377-3412	(319) 377-3412		

A11 questio year?	Has any information in ns A1 to A10 changed in the past	No	No
-	nswer YES on the pulldown and enter a correction in a note.		
	nswer NO on the pulldown menuntinue with question A14.		
A12 populat	City population (2020 decennial tion)	41,535	41,535
A13	Library Size Code	G	G
A14 Name	Library Director/Administrator	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, 2025.

B01	Total number of paid librarians	36	40
B02 libraria	Total number of all paid an hours worked per week	980.00	1060.00
B03	Paid librarians FTE	24.50	26.50
B04 staff	Total number of all other paid	0	0
B05 staff h	Total number of all other paid ours worked per week	0	.0
B06	All other paid staff FTE	0.00	0.00
B07	Total number of paid staff	36	40
B08	Total paid staff FTE	24.50	26.50

Levels of Education

B09 How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	4	4
B10 Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	160.00	160.00
B11 Total FTE librarians with ALA accredited masters of library science degree	4.00	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, 2025.

B13	Hourly salary of the director	\$57.23	\$55.03
B14 directo	Hourly salary of assistant r	N/A	N/A
B15 departr	Hourly average salary of ment heads	\$39.34	\$36.97
B16 libraria	Hourly salary of the children's ans	N/A	N/A
B17 clerks	Hourly average salary of library	\$16.20	\$15.86
B18 shelver	Hourly average salary of s or pages	\$13.34	\$12.55

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 FY25 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY25 (July 1, 2024 - June 30, 2025).

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

employees

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 Yes one-time capital projects in FY25

Yes

YES - check the box and click the

SAVE button to display questions C01 -

C06.

NO - Skip to section D.

Capital Income

C01 govern	Capital funds from local ament (city, county)	112779	\$526,586		
C02	Capital funds from state sources	\$0	\$0		
C03 source	Capital funds from federal s	\$2,452	\$0		
C04 source	Capital funds from private s	60290	\$182,511		
C05	Total capital income	\$175,521	\$709,097		
Capita	Capital Expenditures				
C06	Total capital expenditures	175521	\$709,097		

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 FY25 (JULY 1, 2024 - JUNE 30, 2025).

- 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)	\$2,444,944	\$2,248,795
D02 City income received from special levies	\$184	\$75,116
D03 County income received from all counties	\$75,514	\$64,674
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	\$2,556,967	\$2,424,910
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.	\$101,696	72,121
D08 Other income received from the State of Iowa	\$0	\$0
D09 Total state government operating income received	\$101,696	\$72,121
D10 Total federal government income received	\$0	\$0
Non-Governmental Operating Income		
D11 Total non-governmental grants received	\$4,875	\$40,500
D12 Endowments and gifts received (only report if money was spent in FY25)	\$27,164	\$16,935

D13	Fines and/or fees received	\$0	\$0
D14	Other income received	\$0	\$0
	Total non-governmental ing income received	\$32,039	\$57,435

Total Operating Income

D16 Total operating income received \$2,690,702 \$2,554,466

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 FY25 (July 1, 2024 June 30, 2025), 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

	Total salaries and wages ditures (before deductions)	\$1,302,356	\$1,277,998
Securi amount of benderations	Total employee benefits ditures (health insurance, Social ty tax, retirement, etc.) This at cannot be \$0. If you are unsure efits amount, or this is a eer-run library, report N/A.	\$403,145	\$396,309
D19	Total staff expenditures	\$1,705,501	\$1,674,307

D20 Print physical collection expenditures	\$137,120	\$155,238
D21 Audio physical collection expenditures All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$32,064	\$23,700
D22 Video physical collection expenditures All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$13,453	\$12,933
D23 Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$9,594	\$3,172
D24 Total physical non-print collection expenditures	\$55,111	\$39,805
D25 Total physical collection expenditures	\$192,231	\$195,043
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.	\$14,405	\$15,921
D28 Total e-book collection expenditures	\$14,405	\$15,921
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.	\$17,749	\$16,421
D31 Total downloadable audio collection expenditures	\$17,749	\$16,421
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.	\$157,778	\$126,098
D34 Total downloadable and Electronic Information collection expenditures	\$189,932	\$158,440
D35 Total collection expenditures	\$382,163	\$353,483
D36 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$603,038	\$526,676
D37 Total of all operating expenditures	\$2,690,702	\$2,554,466

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, 2024). 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, 2024 - June 30, 2025) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2024 - June 30, 2025) 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, 2025).

E01 at start	Printed books (# of items), held of year	62,915	117,550
	Printed books (# of items), during year	7,452	6,726
E03 withdra	Printed books (# of items), awn during year	2,228	3,296
E04 at end	Printed books (# of items), held of year	68,139	120,980

Federal: It was discovered that numbers were reported inaccurately in the past.

E05 items),	Audio materials (# of physical held at start of year	1,750	974
E06 items),	Audio materials (# of physical added during year	338	325
E07 items),	Audio materials (# of physical withdrawn during year	102	213
E08 items),	Audio materials (# of physical held at end of year	1,986	1,086

Federal: It was discovered that numbers were reported inaccurately in the past.

E09	Video materials (# of physical	9,115	20,601
items)	, held at start of year		

E10 Video materials (# of physical items), added during year	466	624
E11 Video materials (# of physical items), withdrawn during year	796	815
E12 Video materials (# of physical items), held at end of year	8,785	20,410
Federal: It was discovered that numbers	s were reported inaccurately in the	he past.
E13 Other library materials (# of physical items), held at start of year	3,493	279
E14 Other library materials (# of physical items), added during year	1,401	1,050
E15 Other library materials (# of physical items), withdrawn during year	971	969
E16 Other library materials (# of physical items), held at end of year	3,923	360
E17 Total physical items, held at start of year	77,273	139,404
E18 Total physical items, added during year	9,657	8,725
E19 Total physical items, withdrawn during year	4,097	5,293
E20 Total physical items, held at end of year	82,833	142,836

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 Yes e-books purchased solely by the library?

E22 Did the library provide access to Yes e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E23 Did the library provide access to No e-books provided by the state library agency or another state agency?

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 Yes downloadable serials purchased solely by the library?

E25 Did the library provide access to Yes downloadable serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E26 Did the library provide access to No downloadable serials provided by the state library agency or another state agency?

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 Yes downloadable audio purchased solely by the library?

E28 Did the library provide access to Yes downloadable audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E29 Did the library provide access to No downloadable audio provided by the state library agency or another state agency?

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 Yes downloadable video purchased solely by the library?

E31 Did the library provide access to No downloadable video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E32 Did the library provide access to No downloadable video provided by the state library agency or another state agency?

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 Yes research databases purchased solely by the library?

E34 Did the library provide access to Yes research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E35 Did the library provide access to No research databases provided by the state library agency or another state agency?

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 Yes online learning platforms purchased solely by the library?

E37 Did the library provide access to Yes online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E38 Did the library provide access to Yes online learning platforms provided by the state library agency or another state agency?

Section F - Circulation and Use Counts

Report circulation for FY25 (July 1, 2024 to June 30, 2025). 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	112,259	111,198
F02	Young adult books	12,597	13,337
F03	Children's books	175,707	178,483
F04 format	Video recordings (physical es)	48,885	59,672
F05 format	Audio recordings (physical es)	10,173	9,429
F06	Serials (physical formats)	2,454	2,537

F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	14,980	16,534
F08 Total PHYSICAL circulation by material type	377,055	391,190
Lines F09 and F10 should be reported as counts are part of the physical total as reF10.		-
F09 Circulation of physical items to the rural population of your own county:	15,334	12,123
F10 Total physical circulation of all materials cataloged as "children's"	198,166	204,433
Use of Downloadable Material		
F11 Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F12 All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	39,079	37,012
F13 Total use of e-books	39,079	37,012
F14 Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	0	0
F15 Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F16 All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	52,869	41,065

F17 Total use of downloadable audio recordings	52,869	41,065
F18 Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F19 All other electronic serials – Include RB Digital or similar	18,162	14,432
F20 Total use of electronic serials	18,162	14,432
F21 Total use of downloadable materials	110,110	92,509
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).	487,165	483,699
Interlibrary Loan		
The State Library will automatically fill SILO for ILL, you can skip F23 to F28.		
F23 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	551	434
F24 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	60,619	61,162
F25 Total Interlibrary Loan received from other libraries	61,170	61,596
F26 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	419	281

using al	ILL Provided to other libraries l other ILL services. Do not ILL on this line.	39,454	36,200
	Total Interlibrary Loan provided libraries	39,873	36,481
Other U	Jse Counts		
	Current total number of ed users as of June 30, 2025	22,833	20,342
F30	Door count annually	180,378	179,239
an annu counter a typica	Is annual door count based on al count (i.e. with a door) or an annual estimate based on l week or weeks? Choose one of ons listed below.	CT - Annual Count	CT - Annual Count
	Total number of reference ions annually	7,284	10,031
transact year-lor estimate	Is number of annual reference ions based on annual count (i.e. ng tally marks) or an annual e based on a typical week or Choose one of the options	CT - Annual Count	CT - Annual Count
F34 for publ	Number of Internet computers ic use	37	37
	Number of uses of public computers <u>ANNUALLY</u>	27,939	28,257
(You manultiply	ay count a typical week and y by 52)		
Internet count (i annual c	Is the number of uses of public computers based on an annual .e., year-long tally marks) or an estimate based on a typical week as? Choose one of the options elow.	CT - Annual Count	CT - Annual Count

F37 Total number of wireless sessions annually	18,141	17,396
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.	185,326	181,504
F41 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE:	No	

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.

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.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- 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 G51 to G59
- Recorded presentations of program content. Report these on questions G49 to G50.
- Programming that is shared on the library's website or social media that is not sponsored or cosponsored 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.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the

Page 56 of 71

audience to view tor list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately from live programs as indicated below.

• If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.

Children Ages 0-5

G01 Total number of live, in-person, onsite library programs for children ages 0-5	252	268
G02 Total number of people attending live, in-person, onsite library programs for children ages 0-5	14,435	18,458
G03 Total number of live, in-person, offsite library programs for children ages 0-5	2	8
G04 Total number of people attending live, in-person, offsite library programs for children ages 0-5	83	229
G05 Total number of live, virtual library programs for children ages 0-5	0	0
G06 Total number of people attending live, virtual library program for children ages 0-5	0	0
G07 Total number of library programs for children ages 0-5	254	276
G08 Total number of people attending library programs for children ages 0-5	14,518	18,687
Children Ages 6-11		
G09 Total number of live, in person, onsite library programs for children ages 6-11	69	77

G10 Total number of people attending live, in-person, onsite library programs for children ages 6-11	6,017	2,295
G11 Total number of live, in-person, offsite library programs for children ages 6-11	9	0
G12 Total number of people attending live, in-person, offsite library programs for children ages 6-11	301	0
G13 Total number of live, virtual library programs for children ages 6-11	0	0
G14 Total number of people attending live, virtual library programs for children ages 6-11	0	0
G15 Total number of library programs for children ages 6-11	78	77
G16 Total number of people attending library program for children ages 6-11	6,318	2,295
Federal: We had more people in this ag	e group attend programs this year	ır.
Young Adults Ages 12-18		
G17 Total number of live, in person, onsite library program for young adults	179	190
G18 Total number of people attending live, in-person, onsite library programs for young adults	6,680	6,933
G19 Total number of live, in-person, offsite library programs for young adults	0	9

G20 Total number of people attending live, in-person, offsite library programs for young adults	0	127
G21 Total number of live, virtual library programs for young adults	0	0
G22 Total number of people attending live, virtual library program for young adults	0	0
G23 Total number of library programs for young adults	179	199
G24 Total number of people attending library program for young adults	6,680	7,060
Adults Aged 19 or Older		
G25 Total number of live, in person, onsite library program for adults	689	621
G26 Total number of people attending live, in-person, onsite library programs for adults	20,135	11,756
G27 Total number of live, in-person, offsite library programs for adults	0	2
G28 Total number of people attending live, in-person, offsite library programs for adults	0	57
G29 Total number of live, virtual library programs for adults	31	36
G30 Total number of people attending live, virtual library program for adults	452	984

G31 Total number of library programs for adults	720	659
G32 Total number of people attending library program for adults	20,587	12,797
General Interest - For All Ages		
G33 Total number of live, in person, onsite general interest library programs	285	378
G34 Total number of people attending live, in-person, onsite general interest library programs	24,112	18,550
G35 Total number of live, in-person, offsite general interest library programs	5	5
G36 Total number of people attending live, in-person, offsite general interest library programs	860	1,777
G37 Total number of live, virtual, general interest, library programs	6	1
G38 Total number of people attending live, general interest, virtual library programs	123	224
G39 Total number of live general interest library programs	296	384
G40 Total number of people attending live general interest library programs	25,095	20,551
G41 Total number of live, in-person, onsite library programs	1,474	1,534

offsite library programs	16	24
G43 Total number of live, virtual library programs	37	37
Federal: They just happen to be the same	ie.	
G44 Total number of people attending live, in-person, onsite library programs	71,379	57,992
G45 Total number of people attending live, in-person, offsite library programs	1,244	2,190
G46 Total number of people attending live, virtual library programs	575	1,208
G47 Total number of live library programs	1,527	1,595
G48 Total number of people attending live library programs	73,198	61,390

Total number of live in-person 16

G42

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

24

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G06, G14, G22, G30, or G38.

G49	Total number of program	4	7
conter	nt recordings		
	<u> </u>		
G50	Total number of views of	6,323	10,513
progra	m content recordings		

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.

G51 kits pro	Total number of make and take ovided	17,875	11,290
G52 provide	Total number of coloring sheets ed	10,084	8,236
G53 particip	Total number of scavenger hunt pants	12,120	10,958
G54 particip		127	35
G55 space s	Total use of library's maker service	783	944
G56 service	Total use of STEAM/STEM	815	0
G57 particip	Total number of story-walk pants	0	37
G58 particij	8 8	2,458	1,032

G59 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.

Lib Speaker Consorti

Section H - Library Buildings - Hours and Square F

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 3,179 the public during FY25 (July 1, 2024 to June 30, 2025) at the main library only. Report actual number of hours open rather than scheduled hours open.

H02 Total number of weeks open to the public during FY25 (July 1, 2024 to June 30, 2025) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.

H03 Square footage of main library. 51,240 Prefilled and locked by the State Library.

51,240

3.202

52

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-H03.

Make sure to consider closures for all reasons when calculating the answers for H05 and H06. 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 H06.

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 H04 to H07 and leave them blank.

H04 Branch or bookmobile name. Marion Public Library Bookmobile

H05 Total number of hours open to the public during FY25 (July 1, 2024 to June 30, 2025) at the branch or bookmobile. Report actual number of hours open rather than scheduled hours open.

346

H06 Total number of weeks open to 24 the public during FY25 (July 1, 2024 to June 30, 2025) at the branch or bookmobile. Report actual number of weeks open rather than scheduled weeks open.

H07 Square footage of branch library N/A (do not report bookmobile square footage)

Section H Totals

H08 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	3,525	3,202
H09 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	76	52
H10 Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	51,240	51,240

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

Behavior Guidelines Policy



Scope of Policy			
Scope:	Expected Behavior in the Library	Effective Date:	Revised 11/1 <u>7</u> 8/2 <u>5</u> 4

Provisions

The library welcomes all. To ensure our spaces and services can be utilized effectively, we require all users, staff and volunteers to respect each other, show kindness and empathy, and behave appropriately. Staff, volunteers and users have a shared responsibility for maintaining the desired environment. Unacceptable behavior detracts from the effectiveness of the library and will be addressed promptly.

Unacceptable behavior includes but is not limited to:

- 1. Behavior that endangers the safety or health of others or themselves, including leaving a child under the age of nine unattended in the library (refer to the Unattended Child Policy for details).
- 2. Violation of local, state, or federal law.
- 3. Vandalism or deliberate destruction of library material and/or property as well as personal property of other users.
- 4. Theft of library materials or the personal property of other patrons, volunteers, or staff members.
- 5. Deliberate disruption of library procedures, or refusal to refrain from disruptive behavior once notified of the disruption.
- 6. Behavior that interferes with the ability of other patrons or the public to use the library facilities or obtain library services.
- 7. Engaging in unprotected speech such as obscenity, fighting words, or inciting violence or failing to respect any time, place, or manner restrictions the library has set for protected speech.
- 8. Excessive loud talking, laughing, or screaming.
- 9. Panhandling in the building or on the grounds.
- 10. Bringing animals into the library, except service animals, unless authorized by the Director or designee.
- 11. Behavior violating the library's Internet Policy.
- 12. Bullying, harassment, intimidation, or discrimination against anyone.
- 13. Unreasonable, unintended, or illegal use of the library facilities or property, including but not limited to the restrooms, study or meeting rooms, fireplaces, and/or other furniture or fixtures.
- 14. Failure to follow any of the other library rules, policies, or procedures.

Solicitation or selling of items and services is not allowed in public spaces (refer to the Library's Meeting Room Policy for information about selling items and services on library premises).

All patrons, including children, must wear shirts dry tops, bottoms, and shoes footwear. Swimwear and wet clothing is prohibited. Children being carried or in a stroller or like device are exempt from wearing footware.

Beverages with a sealable lid are allowed in library facilities. Food is allowed only in designated areas. Patrons are expected to clean up after themselves.

Library facilities are smoke-free. Pursuant to the Iowa Smokefree Air Act and the City of Marion's Tobacco Free Policy, smoking of any kind, including vaping and electronic cigarettes, is not allowed in the building, on the outdoor reading terrace, or on the library grounds. Use of chewing tobacco or snuff is not permitted.

The primary responsibility for enforcing this policy rests with the employee in charge of the library when the incident occurs. However, all staff members have responsibility for enforcing the policy.

In most cases, patrons who are behaving inappropriately in the library will be approached by library staff and asked to

Behavior Guidelines Policy



behave in an appropriate manner. Continued inappropriate behavior may result in loss of library privileges. Loss of privileges may be extended to other metro libraries, as all three libraries have agreed to support one another in these decisions. In cases where library privileges are withdrawn, a patron must meet with the library director or with a manager for reinstatement of privileges.
In cases where an illegal or potentially dangerous incident occurs, any staff member is authorized to call the police.



Scope of Policy			
Scope:	General Rules for Use of the Library	Effective Date:	Revised <u>1102</u> /17/2025
	Meeting Rooms		

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General Policy/Purpose

Marion Public Library meeting rooms are designed to accommodate a wide range of programs and uses relating to the library and matters of public or private interest. The library and its Board of Trustees do not endorse any particular program or its content.

Provisions

I. Meeting Room Hours

 Library meeting rooms are available during hours the library is open unless special permission is granted by the Library Director or Marketing & Special Events Manager.

II. General Rules Governing Use of the Meeting Rooms

- Meeting room capacities must be observed. Occupancy limits are posted in each meeting room and on the library's website.
- The library is not responsible for loss or damage to the personal property of individuals or organizations using meeting room facilities.
- Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use.
- 4. Meeting rooms may not be reserved by an organization for their own membership purposes for more than one date during a month. Exceptions may be made at the discretion of library management.
- All rooms are kept locked. Room users must check in at the Information Desk upon arrival and notify staff when finished.
- 6. Meeting room users must keep all participants, activities, and displays for their reservation inside of the meeting rooms. Loitering outside of rooms is not permitted.
- 7. All meeting room doors must be kept closed for the duration of the reservation.
- 8. No group or organization may reassign use of the facility to another.
- 9. The library is a tobacco-free facility, including vaping and electronic cigarettes.
- 10. No alcohol can be served or consumed on the property (except for special events with prior approval from the Library Director).
- 11. Any open flame is prohibited, including candles and warming tray burners.
- 12. All meeting room users must adhere to all library policies, rules, and procedures.

Meeting Room Policy Page 1 of 5



III. Room Arrangement, Setup & Cleanup Guidelines

- Meeting room users are responsible for all room arrangement, setup, and cleanup. This includes arranging
 tables, chairs, and other library furniture according to their needs, as well as ensuring the room is returned to
 an acceptable condition for the next user. It is understood that meeting rooms may be in use multiple times a
 day for multiple different groups.
- 2. All tables, chairs, and other library furniture must be returned to the standard layout by the end of the reservation. A diagram of the room's standard setup can be found on the wall of each area.
- All personal property of meeting room users must be removed by the end of their reservation, and trash must be placed in receptacles provided. The library is not able to store materials or other personal property for meeting room users or participants.
- 4. Cleaning supplies will be made available for meeting room users to ensure the room is returned to an acceptable condition for the next reservation.
- 5. Routine custodial services will be provided by the library if the room is left in an acceptable condition. If more than routine cleaning is necessary, the user group will be billed accordingly.
- 6. Decorations and other materials may not be fastened to library floors, walls, doors, windows, whiteboards, or furniture, and partition walls. Confetti and glitter are not permitted.

IV. Promotion & Advertisement of Meeting Rooms

- Public notices and advertising of meetings to be held in the library should refer to the specific or designated meeting space.
- 2. Groups cannot list a library telephone number on any public announcement. The library may not be used as an organization's mailing address and will not accept messages for groups using the meeting rooms.
- 3. The group's advertising and promotional efforts must not imply that the library is a sponsor or a co-sponsor of its meeting. The library's logo is not permitted to be used in these efforts.
- Advertisements, signage, and other decorations for meetings to be held in the library cannot be fastened to the façade of the library or displayed on library grounds.
- 5. Library postings of programs to be held in the meeting rooms must be approved by library leadership per the Distribution and Display Policy.

V. Food, Drink, and Catering Guidelines

- Food and drink are permitted in meeting rooms. Meeting room users are able tocan bring in any type (homemade, purchased, catered, etc.) of refreshments. The library does not have a preferred caterer list.
- Linens, tableware, and table decorations are to be provided and set up by either caterers or meeting room users.
- Caterers must remove everything they bring into the library. This includes all trash, empty containers, and unused materials. Unless other arrangements have been approved by the Marketing & Special Events

Meeting Room Policy Page 2 of 5



Manager, this must be done immediately after the scheduled reservation.

Cateriers must reset spaces they use during the reservation. This includes cleaning of floors, counters, and sinks.

VI. Rooms and Available Equipment

- The following areas are available for use by individuals and groups when not being used for library programs
 or events. Please visit the library's website for room capacities and amenities.
 - Boardroom
 - Community Room (combined A-B)
 - Community Room A
 - Community Room B
 - Board Room
 - Outdoor Reading Terrace
- 2. Individuals and groups who reserve Community Room B can utilize the culinary kitchen's sink, countertops, and outlets. Utilizing the kitchen appliances, cabinet contents, and other amenities is not permitted, except that specific permission to use said appliances and amenities may be granted to persons who have both:
 - 1. Previously demonstrated the proper knowledge and/or skills to use the appliances and/or amenities for which use is being sought, and;
 - 2.-Provided proof of insurance in an amount sufficient to cover damages and/or injuries to persons or
 property stemming from, or related to, improper use of the appliances and /or amenities for which use is
 being sought.
- The library's programming rooms, such as the Youth and Teen Programming Rooms, are not able to be reserved by individuals and groups.
- 4. The following equipment may be utilized in meeting rooms depending upon which room is reserved.
 Equipment needs should be communicated at the time of booking the reservation. Technology needs must be communicated at least one week in advance of the meeting date and time. Library staff will not be available to monitor or operate equipment for non-library meetings.
 - Extra tables and chairs
 - Data projector with dropdown screen and/or video monitor with HDMI connectivity
 - Dry erase board (Board<u>r</u>-Room)
 - Extra tables and chairs
 - Listening aids (Community Room)
 - Microphones (Community Room)
 - Podium (movable)
 - Wireless internet
 - Microphones (Community Room)
 - Listening aids (Community Room)

VII. Reservations

1. Patrons who reserve a meeting room or are listed as an additional contact must be at least 18 years old.

Meeting Room Policy Page 3 of 5

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Primary or additional contacts must be present during the entire reservation.

- Meeting rooms may be reserved up to three (3) months in advance through the library's online reservation system. Room reservation inquiries will be reviewed in the order they were received.
- 2. Reservations for meeting rooms must be made by contacting the Marketing & Special Events Manager. Reservations will be taken over the phone or via email (<u>events@marionpubliclibrary.org</u>) and may be made up to three months in advance. Exceptions for meeting room reservations may only be approved by the Library Director in the case of extenuating circumstances.
- Patrons who reserve a meeting room will receive an email confirmation from the Marketing & Special Events

 Manager, They may also call the library to confirm the reservation.
- 4-3. Key fobs and access codes to meeting rooms will be released only to the individual who made the room reservation unless they provide an additional contact on file. Room reservations are only able to be modified by the room organizer and/or any additional contact(s).
- 5.4. All individuals and groups who reserve a meeting room are required to sign the Meeting Rooms Policy Agreement.
- 6-5. Meeting rooms will be held for 15 minutes past the reserved time. If the reserving group does not arrive within that window, the room can be released to another group.
- 7.6. If a reserved room is no longer needed, groups are asked to contact the library to cancel the reservation.
- Meeting room usage and booking isare subject to staff availability and capacity.
- 8. Exceptions for meeting room reservations may only be approved by the Library Director in the case of extenuating circumstances.

VIII. Meeting Room Fees

Meeting Room Policy

- 1. Fees are dependent on the group using the space and their activity. The definitions of various meeting types are as follows:
 - General Use: Meetings of a civic group, organization, nonprofit, or government entity.
 - Special Event: Gatherings that serve to commemorate or celebrate. This includes receptions, open houses, reunions, showers, and parties.
 - For-Profit: Meetings for businesses and companies. This also includes any reservation where a fee is charged or goods are sold.

	Boardroom	Community Room (combined A-B)	Community Room A	Community Room B	Outdoor Terrace
General Use	Free	Free	Free	Free	Free
Special Event	\$50	\$200	\$75	\$125	\$100
For-Profit	\$100	\$300	\$125	\$175	\$150

2. Reservations have a one-hour booking minimum. Meeting room users should include setup and teardown time as part of their room reservation inquiry.

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- 3. A 50% retainer is required at the time of the room reservation on Special Event and/or For-Profit meetings, with the remaining 50% paid one week ahead of the reservation date. The user must notify the library in writing at least 7 days prior to the reservation date if it becomes necessary to cancel a reservation. The 50% retainer will not be refunded for cancellations within 7 days of the reservation or for non-use of the space.
- 4. If the reservation must be postponed due to an emergency situation, the reservation may be rescheduled without penalty on a space-available basis, at the discretion of library staff. The library retains sole and exclusive right to revoke or cancel permission to use the facility. In the event of cancellation by the library, the library will provide as much notification as possible and will refund all fees paid or on deposit. The library specifically does not accept any responsibility for any expenses incurred or losses incurred by the user as a result of any library cancellation.

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