



AGENDA

Library Board

5:00 PM - Monday, November 18, 2024
Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 834 5668 2247. 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.

LIBRARY SPOTLIGHT

New Library Board of Trustees Member - Becky Garms

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

MINUTES

Motion to approve the October 2024 Meeting minutes.

[Library-Minutes-October 21 2024 DRAFT](#)

3 - 6

REPORTS

Friends of the Marion Public Library Report

Marion Public Library Foundation Report

Board Continuing Education

Art Advisory Committee Report

Finance Committee

Personnel Committee Report

Director's Report	7 - 23
<ul style="list-style-type: none"> • Budget Update • Statistics Highlights • General Department Updates • MLN Updates 	

[Directors Report November 19 2024](#)
[Budget Performance Report October 2024 FINAL](#)
[Open PO Report - October 2024](#)

Policy Committee Report	24 - 31
<ul style="list-style-type: none"> • Behavior Guidelines Policy • Public Records Request Policy • Recording Studio and Green Screen Room Policy • Unattended Child Policy 	

[Behavior Guidelines Policy 11-2024](#)
[Public Records Request Policy 11-2024](#)
[Recording Studio & Green Screen Room Policy 11-2024](#)
[Unattended Child Policy 11-2024](#)

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

REGULAR AGENDA

1. State Library Board of <i>Trustees Handbook</i> - Ch. 6 (Discussion)	32 - 35
Ch. 6 - Iowa Library Trustee's Handbook 2021 Edition	
2. Board Charter (Action Requested)	36 - 54
Library Board Operation Mission Vision Update Draft 10-2024	
3. Purchase Request (Action Requested)	55
Window Shades Purchase Approval	
4. Annual Report Presentation (Q & A and Discussion)	56 - 70
FY24 Annual Report Presentation	
5. Library Closure in Relation to Library Generator Project (Action Requested)	
6. Meeting Room Policy (Action Requested)	71 - 75
Meeting Rooms Policy 11-2024	
7. Peppermint Walk/Bookmobile Tours Volunteer Sign-up Sheet	

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, October 21, 2024
Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 21, 2024, at 5:00 PM, with the following members present:

- PRESENT: In Person: Susan Kling, Jack Zumwalt, Sandy Rosenberger, Ross McIntyre, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt
Via Zoom: None
- ABSENT: Okpara Rice, Kim Rose, Cara Briggs Farmer, Chelsea Nunn
- STAFF PRESENT: In Person: Bill Carroll, James Teahen, Ashley Osborn, Hilery Livengood
Via Zoom: Kimberly Cowger
- FRIENDS REP: Jo Pearson
- GUESTS PRESENT: Nick Tharalson, Stefanie McIntyre, Brooklyn Coburn

CALL TO ORDER

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

AGENDA APPROVAL

Motion to approve agenda as presented.

Moved by Rosenberger, seconded by Kling, to approve the agenda as presented.

Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

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You will have five minutes to address the Board.

MINUTES

Motion to approve the September 2024 minutes.

Moved by Alexander, seconded by Logan, to approve the September 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Jo Pearson reported that the recent Friends financial audit went well.
- The Friends Bookstore is bringing in around \$800/month.
- The next Friends Book Sale will be November 15-17, 2024. There will also be a bake sale on Saturday.
- The Adult Book Fair brought it around \$375 in sales.

Marion Public Library Foundation Report

- Hilery Livengood reports that Sally Reck has joined the Foundation Board.
- The Treasurer position is being filled.
- Working on donor recognition for the Bookmobile.

Board Continuing Education

- None to report.

Art Advisory Committee Report

- Art Committee met last week and will meet again in November.

Finance Committee

- No report.

Personnel Committee Report

- No report.

Director's Report

- General Department Updates - Adult Book Fair brought in over 700 people in just a few hours. Many people signed up for Library cards.

Policy Committee Report

- Distribution and Display Policy - Revised to consolidate and group like things together. Only new language is limiting posting to up to three. Jack Zumwalt noticed a typo under number 5, the word posting is listed twice.
- Photo & Video Recording Policy - No changes to actual policy, only the release form.
- MPL Photo Release Form - All Ages - Address, City/State/Zip, Phone, and Email lines can be removed as we are not required to collect them.
- Social Media Policy - Only reviewed, no revisions.

Moved by Alexander, seconded by Rosenberger, to remove the Address, City/State/Zip, Phone, and Email lines from the photo release form.

Approved unanimously

Moved by Kling, seconded by Logan, to approve the policies as presented, with the one typo in the Distribution and Display Policy being corrected.

Approved unanimously

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

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

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* – Ch. 5 (Discussion)

- Jack Zumwalt had a question about unexpected funding that is received. Hilery Livengood explained that some donations go through the Foundation. Bill Carroll added that any donations that come in to the Library go into a Special Revenue fund, which is a protected fund, donations do not go into the City's General Fund.
- The Library follows the City's Petty Cash Policy.
- Bob Hoyt asked if there's any possibility of the Special Library Levy being put back in place. Bill Carroll explained that there's been discussion, but not a lot of support.

2. Strategic Plan (Action Requested)

- The Board reviewed the final draft of the Strategic Plan.

Moved by Kling, seconded by Zumwalt, to approve the final draft of the Strategic Plan as presented.

Approved unanimously

3. Library Holiday Schedule for 2025 (Action Requested)

a. Spring 2025 Staff Training Day - Bill Carroll requests moving the Library's 2025 Spring Staff Training Day from Good Friday to Thursday, February 20, 2025 so that staff can take part with six other Corridor Libraries for a training opportunity with a special speaker.

b. Thanksgiving and New Year's Eve (2025 and 2024) - Bill Carroll requested that the 1/2 holiday time be shifted from Thanksgiving Eve to the 1/2 holiday time of New Year's Eve and being closed all day on New Year's Eve to match what the City of Marion and other MLN Libraries do.

Moved by Zumwalt, seconded by Rosenberger, to accept the suggested changes for Spring 2025 Staff Training Day, Thanksgiving Eve, and New Year's Eve holidays in 2025 and 2024.

Approved unanimously

4. Board Charter (Discussion)

- Needs to be updated to the new Mission and Vision from the new Strategic Planning and to remove the Commitments to Our Community and Each Other.

5. PO Approval - Library Bookmobile Wrap (Action Requested)

- The Friends have agreed to sponsor payment for the Bookmobile wrap, full Board approval is needed for the Purchase Order approval.

Moved by Alexander, seconded by Logan, to approve the purchase order for the Bookmobile Wrap.

Approved unanimously

6. Bookmobile Ribbon Cutting (Discussion and Direction Requested)

- Bill Carroll recommends a ribbon cutting date for the Bookmobile of Friday, December 6, 2024 at 3:00 p.m. prior to the Peppermint Walk.
- The Board agrees that this will be a great date.

7. FY 24 Annual Report (Receive and file)

- Copies of the FY 24 Annual Report were handed out to Board Members.
- Ross McIntyre will present the Annual Report to City Council on November 5th.

Moved by Rosenberger, seconded by Kling, to receive and file the FY 24 Annual Report.
Approved unanimously

ADJOURN

Moved by Alexander, seconded by Logan, to adjourn at 6:03 p.m.
Approved unanimously

Respectfully submitted by:

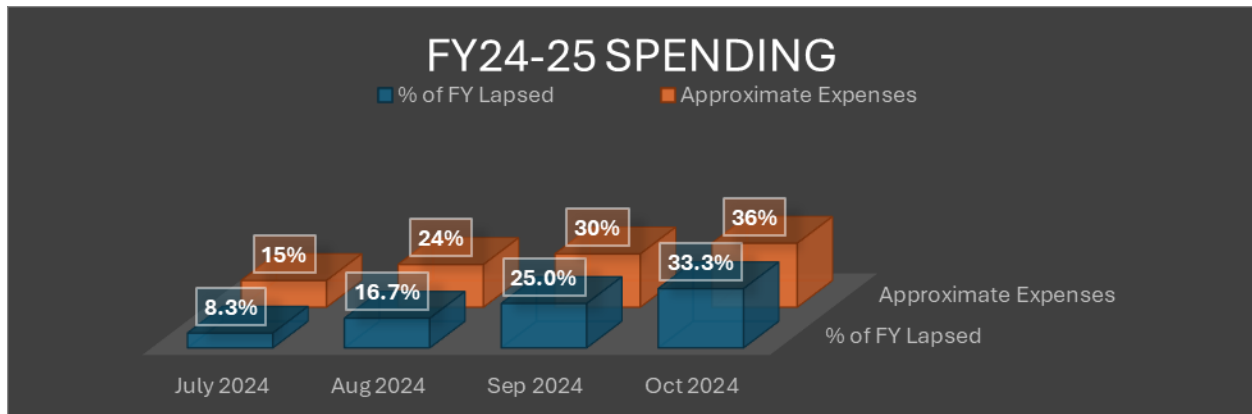
Meeting notes taken by Ashley Osborn, Marketing and Special Events Manager.

Meeting Minutes submitted by Kimberly Cowger, Administrative Assistant

Director’s Report for the Library Board of Trustees Meeting on Monday, November 18, 2024

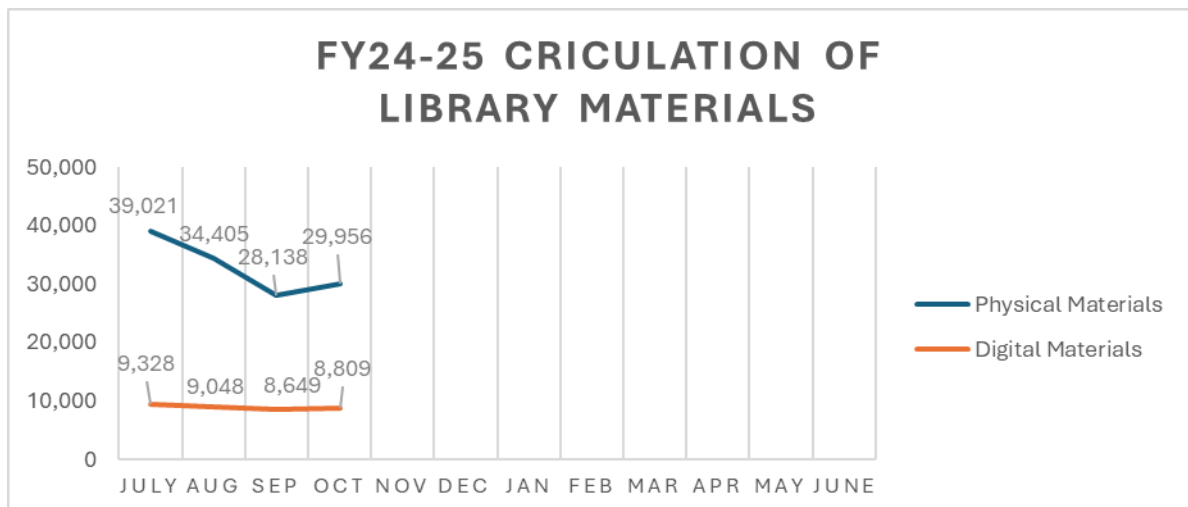
Budget Update:

- The current fiscal year has lapsed approximately 33.3% through October 31, 2024.
- As of the October 31, 2024 budget report, approximately 36% of the library’s budget has been expended for the year.

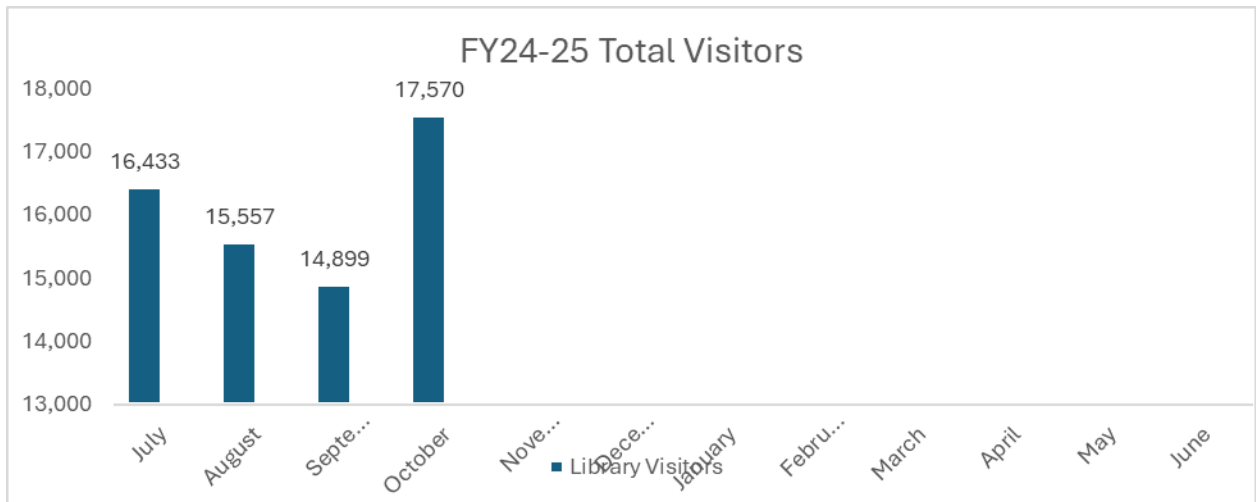


- As of October 31, 2024 budget report, revenue received increased to approximately 36% received for the fiscal year.

Statistics Highlights:



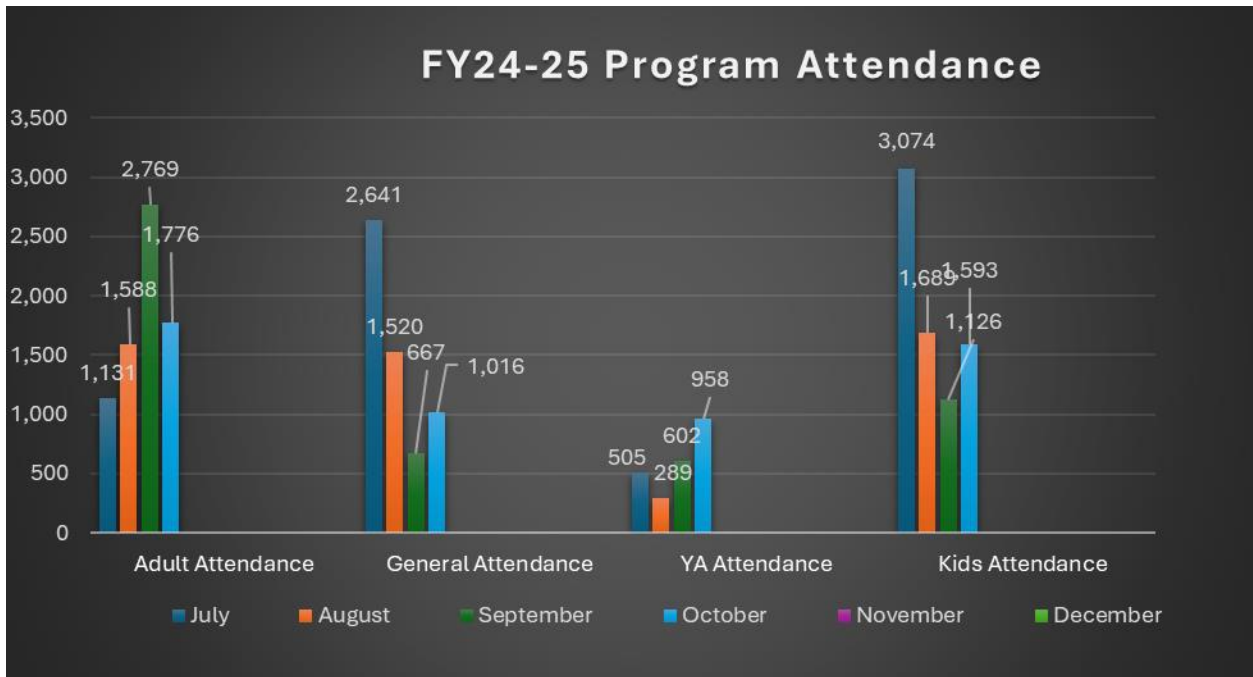
- For October 2024, circulation of physical items increased approximately 6.5% from the previous month, having 29,956 items checked out. Circulation of physical items for the month decreased approximately 2.7% when compared with the previous year.
- For October 2024, circulation of digital items increased approximately 1.9% from the previous month.



- The gate count for October 2024 was 17,570. The October gate count was approximately 17.9% higher than September 2024. Compared with the previous year, the gate count was approximately 15.0% higher than in October 2023.



- Programming saw an increase in the number of programs offered between October (162) and September (140). The number of programs offered in October 2024 was equivalent to the number of programs offered in October 2023.



- Program attendees for October 2024 totaled 5,343 individuals. This is approximately 3.5% more than the 5,164 that attended programs in September. Compared with October 2023, which saw 4,994 attendees for programs, there was an approximate increase for the current year of approximately 7.0%.
- Due to a glitch with program tracking software hosted by the State Library of Iowa, there was a data-entry discrepancy discovered which showed the library over reporting program attendance by 37 patrons for October of 2023. There were a couple other minor discrepancies discovered for the previous fiscal year and these will be corrected/ reported to the Library Board in subsequent months where applicable.

General Department Updates:

- **Library Administration**
 - End of year reporting documentation for FY 24 was completed and submitted to the State Library in October. In the coming weeks we should begin to see revenue from the State Library arrive for Open Access, ILL, and Enrich Iowa Direct State Aide.
 - Budget planning for FY 26 continues and the library will be submitting its request for the general fund by December 1. Once this information has been submitted to the City, the City Manager will then meet with the Library Director to discuss requests.
 - The library director and two staff members attended and presented at the annual Iowa Library Conference in Des Moines in October.

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- During October’s heavy rains, it was discovered there are a few leaks in the ceiling above the Marketplace area of the library. A contractor has been remedying these deficiencies. These were likely not caught during the construction and inspection phase of the library building project. The repairs are expected to be completed in the next week or two.
 - **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - Printed copies of the 2025-2028 Strategic Plan, as well as the FY24 Annual Report, were delivered. Distribution for these two documents has commenced and will continue in the coming months.
 - The library’s room donor signage was reprinted and installed this month by Pointcore Graphics Solutions (formerly LetterPerfect).
 - Planning is underway for the bookmobile’s ribbon cutting on December 6.
 - Ashley has been working with a group of students from Mount Mercy University’s marketing program, who have selected the library as their project for the semester. The group will be putting together a social media analysis, graphics templates, and a few bookmobile-related items for the library to use.
 - Open rates for all email newsletters from MPL continue to stay above industry standards and have open rates ranging from 33 – 37%.
 - Meetings & Special Events
 - 70 reservations were made for September. 63/70 reservations were completed.
 - Boardroom: 31 reservations
 - Community Room: 5 reservations
 - Community Room A: 12 reservations
 - Community Room B: 15 reservations
 - Outdoor Reading Terrace: 0 reservations
 - Media Mentions
 - October 11: Ten Unexpected Things to Check Out at Public Libraries (Library of Things mentioned; [Mellon Foundation](#)).
 - October 15: General Election Absentee In-Person Early Voting Begins (Library listed as a satellite voting location; [Linn County Civic Alerts](#)).
 - **Patron Services update from Bob Reynolds**
 - There were 24 Patron Incidents in October. These were behavior policy breaks.
 - There was one patron injury in October. It was determined that the library was not at fault.
 - Rural Linn County, Open Access, and total circulation are up compared to last month. A trend seen as school is back in session.

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- Study Room use has increased from last month.
 - **Programming update from Kylee Pusteoska**
 - On Oct. 12, we hosted a Meet the Reptiles program and had 146 patrons get up close and personal with snakes, lizards, and a giant turtle!
 - The following day, we hosted a Forum on Aging with 20 attendees and a desire from the participants to host another event at MPL.
 - On Oct. 19, we hosted a volunteer fair with local organizations getting a chance to recruit volunteers and while attendance wasn't high, the engagement was wonderful and the participants were very thankful for a chance to get volunteers involved in their organizations.
 - On Oct. 24, ASAC came to the teen area for a presentation for young people about the dangers of prescription drugs. We had 25 young people attend and were very engaged, including a group of Vernon Middle School football players who were in the front row answering questions throughout the presentation!
 - On the same evening, we hosted a book launch for local businesswoman, Lindsay Leahy, and had 120 people attend, and for several of them, it was their first trip to MPL.
 - **Reader's Advisory & Collections update from Sue Gerth**
 - The bookmobile collection keeps coming in; working with Darryn to get the collection organized on the bookmobile.
 - Interviewed and hired two part-time shelving clerks for evenings and weekends. They will be starting mid-November.
 - Sue and Kylee hosted our October Fold in the Cheese cooking program—it was all about soup! Great attendance and delicious soups.
 - Collection staff working on plans for more wayfinding signage in the adult collection, weeding, and other projects over the winter months
 - **IT and Building Maintenance from James Teahen**
 - During the month of October there were a total of 14 internal technology/facilities help tickets that came in. Of the 14 tickets 12 of them were due to various technical issues that came up (computers not connecting to the network, install software, laptop kiosk malfunction, computer wouldn't start up etc.) and 2 were for facilities (carpet stain and leaky pipe under sink).
 - Installation of panic buttons at all public staff desks was completed.
 - Procured all technology for bookmobile.
 - Received quotes for CIP projects for current fiscal year.
 - Identification signs installed throughout the building (tornado, AED, fire extinguisher, etc.).

Metro Library Network (MLN) Updates:

- MLN Library Directors met at the Cedar Rapids Public Library on October 16, 2024.
- Service updates were discussed as well as the upcoming corridor libraries CE collaboration in February 2025
- The next scheduled meeting is set for November 20, 2024.



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	10,698.14	.00	10,698.14	(198.14)	102	10,665.33
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$10,698.14	\$0.00	\$10,698.14	(\$198.14)	102%	\$10,665.33
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	8,172.02	.00	18,162.51	17,837.49	50	9,206.01
	<i>Intergovernmental Totals</i>	\$163,500.00	\$0.00	\$163,500.00	\$18,870.16	\$0.00	\$28,860.65	\$134,639.35	18%	\$19,871.34
<i>Charges for Service</i>										
4504	Copy Charges	5,000.00	.00	5,000.00	929.81	.00	3,698.30	1,301.70	74	2,064.65
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	584.89	.00	2,898.81	3,101.19	48	1,865.00
4506	Fax Revenues	.00	.00	.00	5.75	.00	19.50	(19.50)	+++	1.75
4509	Rental - Community Room	4,000.00	.00	4,000.00	1,337.50	.00	6,022.50	(2,022.50)	151	2,387.50
	<i>Charges for Service Totals</i>	\$15,000.00	\$0.00	\$15,000.00	\$2,857.95	\$0.00	\$12,639.11	\$2,360.89	84%	\$6,318.90
<i>Misc Revenues</i>										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	100.00	.00	100.00	.00	.00	.00	100.00	0	46.74
	4702 - Penalties/Fines Totals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$46.74
4704	Misc Revenues	6,600.00	.00	6,600.00	608.40	.00	2,747.00	3,853.00	42	1,863.36
4708	Other Contributions									
4708.01	Other Contributions General	35,503.00	.00	35,503.00	.00	.00	35,503.00	.00	100	35,503.00
	4708 - Other Contributions Totals	\$35,503.00	\$0.00	\$35,503.00	\$0.00	\$0.00	\$35,503.00	\$0.00	100%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	.00	.00	+++	1.98
	<i>Misc Revenues Totals</i>	\$42,203.00	\$0.00	\$42,203.00	\$608.40	\$0.00	\$38,250.00	\$3,953.00	91%	\$37,415.08
	Department 410 - Library Totals	\$220,703.00	\$0.00	\$220,703.00	\$22,336.51	\$0.00	\$79,749.76	\$140,953.24	36%	\$63,605.32
	REVENUE TOTALS	\$220,703.00	\$0.00	\$220,703.00	\$22,336.51	\$0.00	\$79,749.76	\$140,953.24	36%	\$63,605.32
EXPENSE										
Department 410 - Library										
<i>Salaries</i>										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	71,559.20	.00	312,445.70	643,100.30	33	297,478.57
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	33,066.88	.00	153,448.90	417,833.10	27	151,983.75
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	20.83

Page 6 of 75



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries Totals</i>		\$1,526,828.00	\$0.00	\$1,526,828.00	\$104,626.08	\$0.00	\$465,894.60	\$1,060,933.40	31%	\$449,483.15
<i>Employee Benefits/Costs</i>										
6110	FICA	73,548.00	.00	73,548.00	6,448.00	.00	28,709.36	44,838.64	39	27,743.23
6120	Medicare	22,383.00	.00	22,383.00	1,507.99	.00	6,714.31	15,668.69	30	6,488.36
6130	IPERS	126,856.00	.00	126,856.00	9,846.99	.00	43,891.29	82,964.71	35	42,144.91
6150	Health Insurance	163,431.00	.00	163,431.00	11,640.08	.00	45,136.52	118,294.48	28	51,281.00
6151	Wellness Program	308.00	.00	308.00	25.90	.00	99.90	208.10	32	103.60
6152	Life Insurance	1,545.00	.00	1,545.00	121.86	.00	485.02	1,059.98	31	501.03
6153	Long Term Disability	3,735.00	.00	3,735.00	308.43	.00	1,219.84	2,515.16	33	1,172.88
6154	Dental Insurance	3,604.00	.00	3,604.00	289.56	.00	1,121.52	2,482.48	31	1,201.60
6160	Worker's Compensation	873.00	.00	873.00	92.32	.00	492.45	380.55	56	620.27
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	7,920.00	.00	7,920.00	330.00	.00	1,320.00	6,600.00	17	2,640.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	3,300.00	5,700.00	37	3,000.00
<i>Employee Benefits/Costs Totals</i>		\$413,203.00	\$0.00	\$413,203.00	\$31,511.13	\$0.00	\$132,490.21	\$280,712.79	32%	\$136,896.88
<i>Staff Development</i>										
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	3,825.00	.00	3,825.00	.00	.00	165.00	3,660.00	4	.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	339.50
6230	Training/Conference Registrations	8,125.00	.00	8,125.00	70.00	.00	920.00	7,205.00	11	549.12
6240	Travel Expenses	5,000.00	.00	5,000.00	948.62	.00	3,415.06	1,584.94	68	3,112.60
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
<i>Staff Development Totals</i>		\$18,120.00	\$0.00	\$18,120.00	\$1,018.62	\$0.00	\$4,500.06	\$13,619.94	25%	\$4,001.22
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	2,402.06	.00	6,480.73	55,219.27	11	3,742.07
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	361.80	888.20	29	.00
6331	Vehicle Maintenance	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	9.00
6350	Other Equipment Repairs	2,150.00	.00	2,150.00	.00	.00	130.00	2,020.00	6	940.00
6371	Electric/Gas Utility Expense	109,425.00	.00	109,425.00	6,389.95	.00	31,377.93	78,047.07	29	35,436.32
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	418.25	.00	2,507.63	3,012.37	45	1,828.95
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	100.90	.00	296.57	1,683.43	15	488.36
<i>Repair/Maintenance/Utilities Totals</i>		\$185,225.00	\$0.00	\$185,225.00	\$9,311.16	\$0.00	\$41,154.66	\$144,070.34	22%	\$42,444.70
<i>Contractual Services</i>										
6402	Advertising/Publications	8,798.00	.00	8,798.00	687.57	.00	2,235.57	6,562.43	25	1,620.11
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	80,683.00	.00	80,683.00	.00	.00	84,247.11	(3,564.11)	104	59,764.79

Page 14 of 75



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6409	Credit Card Merchant Fees	1,320.00	.00	1,320.00	157.76	.00	604.35	715.65	46	440.68
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	143,430.32	1,469.68	99	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	101,127.00	.00	101,127.00	2,951.10	1,759.33	49,677.81	49,689.86	51	31,180.76
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	4,480.00	.00	17,920.00	36,560.00	33	20,780.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	223.21	7,660.96	892.84	5,846.20	59	892.84
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	745.50	1,952.78	2,237.75	31,339.47	12	2,656.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	.00	.00	999.10	8,600.90	10	1,895.20
<i>Contractual Services Totals</i>		\$450,838.00	\$0.00	\$450,838.00	\$9,245.14	\$11,373.07	\$302,244.85	\$137,220.08	70%	\$262,661.20
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	1,728.95	.00	3,052.20	2,947.80	51	9.95
6506	Office Supplies	8,250.00	.00	8,250.00	110.88	.00	541.81	7,708.19	7	1,005.53
6507	Operational Supplies	45,365.00	.00	45,365.00	1,468.62	.00	5,573.35	39,791.65	12	9,123.20
6508	Postage/Shipping	10,200.00	.00	10,200.00	439.92	.00	1,726.48	8,473.52	17	1,216.57
6510	Forms/Printing Services	8,950.00	.00	8,950.00	1,480.00	.00	1,828.49	7,121.51	20	47.54
6511	Janitorial Supplies	10,600.00	.00	10,600.00	761.78	.00	2,669.04	7,930.96	25	1,490.75
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	.00	.00	32.67	4,967.33	1	.00
6514	Medical Supplies	2,295.00	.00	2,295.00	145.59	.00	291.00	2,004.00	13	120.84
6560	Pre-Employment Screening	434.00	.00	434.00	.00	.00	.00	434.00	0	.00
6580	Technology	2,850.00	.00	2,850.00	.00	.00	93.28	2,756.72	3	2,626.35
6590	Events & Meetings	1,000.00	.00	1,000.00	44.70	.00	44.70	955.30	4	54.90
6599	Misc Commodities/Expenses	5,200.00	.00	5,200.00	.00	.00	.00	5,200.00	0	.00
<i>Commodities Totals</i>		\$106,144.00	\$0.00	\$106,144.00	\$6,180.44	\$0.00	\$15,853.02	\$90,290.98	15%	\$15,695.63
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	109.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	1,867.97
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 Library Materials										
6718.01	Library Materials Adult Materials	75,560.00	.00	75,560.00	7,335.15	.00	25,784.13	49,775.87	34	28,844.35
6718.02	Library Materials Young Adult Materials	8,000.00	.00	8,000.00	782.32	.00	2,712.35	5,287.65	34	16,308.79
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	3,800.20	.00	12,699.01	41,800.99	23	20,334.35
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	561.05	.00	5,409.17	27,090.83	17	8,582.01



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	1,752.08	.00	5,124.29	10,875.71	32	7,465.75
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,221.52	.00	4,648.95	5,351.05	46	3,693.52
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	14,691.63	.00	31,692.78	18,307.22	63	26,323.03
6718.08	Library Materials Other	44,217.00	.00	44,217.00	118.54	.00	23,253.27	20,963.73	53	27,735.57
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	\$290,777.00	\$0.00	\$290,777.00	\$30,262.49	\$0.00	\$111,323.95	\$179,453.05	38%	\$139,287.37
	<i>Capital Outlay Totals</i>	<i>\$298,777.00</i>	<i>\$0.00</i>	<i>\$298,777.00</i>	<i>\$30,262.49</i>	<i>\$0.00</i>	<i>\$111,323.95</i>	<i>\$187,453.05</i>	<i>37%</i>	<i>\$141,264.34</i>
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 410 - Library Totals	\$2,999,135.00	\$0.00	\$2,999,135.00	\$192,155.06	\$11,373.07	\$1,073,461.35	\$1,914,300.58	36%	\$1,052,447.12
	EXPENSE TOTALS	\$2,999,135.00	\$0.00	\$2,999,135.00	\$192,155.06	\$11,373.07	\$1,073,461.35	\$1,914,300.58	36%	\$1,052,447.12
Fund 101 - General Fund Totals										
	REVENUE TOTALS	220,703.00	.00	220,703.00	22,336.51	.00	79,749.76	140,953.24	36%	63,605.32
	EXPENSE TOTALS	2,999,135.00	.00	2,999,135.00	192,155.06	11,373.07	1,073,461.35	1,914,300.58	36%	1,052,447.12
	Fund 101 - General Fund Totals	(\$2,778,432.00)	\$0.00	(\$2,778,432.00)	(\$169,818.55)	(\$11,373.07)	(\$993,711.59)	(\$1,773,347.34)		(\$988,841.80)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0	12,179.49
	<i>Commodities Totals</i>	<i>\$10,660.00</i>	<i>\$0.00</i>	<i>\$10,660.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,660.00</i>	<i>0%</i>	<i>\$12,179.49</i>
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 410 - Library Totals	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$12,179.49
	EXPENSE TOTALS	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$12,179.49



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0%	12,179.49
Fund 105 - Equipment Reserve Fund Totals										
		(\$10,660.00)	\$0.00	(\$10,660.00)	\$0.00	\$0.00	\$0.00	(\$10,660.00)		(\$12,179.49)
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	20,000.00	.00	20,000.00	770.18	.00	13,824.68	6,175.32	69	12,277.19
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$770.18	\$0.00	\$13,824.68	\$6,175.32	69%	\$12,277.19
4708	Other Contributions									
4708.01	Other Contributions General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
	4708 - Other Contributions Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00
	<i>Misc Revenues Totals</i>	\$30,000.00	\$0.00	\$30,000.00	\$770.18	\$0.00	\$13,824.68	\$16,175.32	46%	\$12,277.19
	Department 410 - Library Totals	\$30,000.00	\$0.00	\$30,000.00	\$770.18	\$0.00	\$13,824.68	\$16,175.32	46%	\$12,277.19
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$770.18	\$0.00	\$13,824.68	\$16,175.32	46%	\$12,277.19
EXPENSE										
Department 410 - Library										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6409	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contractual Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Commodities</i>										
6500	Events & Meetings	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,503.37

Page 15 of 75



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
<i>Commodities</i>										
6599	Misc Commodities/Expenses	30,000.00	.00	30,000.00	6,499.64	.00	27,543.51	2,456.49	92	13,998.09
	<i>Commodities Totals</i>	\$32,500.00	\$0.00	\$32,500.00	\$6,499.64	\$0.00	\$27,543.51	\$4,956.49	85%	\$16,501.46
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers</i>										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$32,500.00	\$0.00	\$32,500.00	\$6,499.64	\$0.00	\$27,543.51	\$4,956.49	85%	\$16,501.46
	EXPENSE TOTALS	\$32,500.00	\$0.00	\$32,500.00	\$6,499.64	\$0.00	\$27,543.51	\$4,956.49	85%	\$16,501.46
Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	30,000.00	.00	30,000.00	770.18	.00	13,824.68	16,175.32	46%	12,277.19
	EXPENSE TOTALS	32,500.00	.00	32,500.00	6,499.64	.00	27,543.51	4,956.49	85%	16,501.46
	Fund 130 - Special Revenue Totals	(\$2,500.00)	\$0.00	(\$2,500.00)	(\$5,729.46)	\$0.00	(\$13,718.83)	\$11,218.83		(\$4,224.27)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00
	4400 - Federal Grants/Contributions Totals	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	(16,499.29)	16,499.29	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,499.29)	\$16,499.29	+++	\$0.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$16,499.29)	\$116,499.29	-16%	\$0.00
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	144,895.00
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$144,895.00

Page 8 of 75



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Misc Revenues</i>										
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	35,795.63	.00	35,795.63	(35,795.63)	+++	.00
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$35,795.63	\$0.00	\$35,795.63	(\$35,795.63)	+++	\$0.00
<i>Misc Revenues Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$35,795.63</i>	<i>\$0.00</i>	<i>\$35,795.63</i>	<i>(\$35,795.63)</i>	<i>+++</i>	<i>\$144,895.00</i>
Department 410 - Library Totals		\$100,000.00	\$0.00	\$100,000.00	\$35,795.63	\$0.00	\$19,296.34	\$80,703.66	19%	\$144,895.00
Department 620 - Finance										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	.00	.00	.00	.00	+++	10,678,659.71
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,678,659.71
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.04	State Contributions FEMA	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Intergovernmental Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$10,678,659.71</i>
<i>Misc Revenues</i>										
4704	Misc Revenues	.00	.00	.00	.00	.00	.00	.00	+++	.00
4710	Insurance Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Misc Revenues Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
Department 620 - Finance Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,678,659.71
REVENUE TOTALS		\$100,000.00	\$0.00	\$100,000.00	\$35,795.63	\$0.00	\$19,296.34	\$80,703.66	19%	\$10,823,554.71
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,580.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	231,000.00	.00	231,000.00	159,592.96	10,220.00	159,742.96	61,037.04	74	18,677.83
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<i>\$431,000.00</i>	<i>\$0.00</i>	<i>\$431,000.00</i>	<i>\$159,592.96</i>	<i>\$10,220.00</i>	<i>\$159,742.96</i>	<i>\$261,037.04</i>	<i>39%</i>	<i>\$21,257.83</i>
Department 410 - Library Totals		\$431,000.00	\$0.00	\$431,000.00	\$159,592.96	\$10,220.00	\$159,742.96	\$261,037.04	39%	\$21,257.83
Department 620 - Finance										
<i>Staff Development</i>										
800	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
<i>Staff Development</i>										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Staff Development Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	(109.56)	.00	(109.56)	109.56	+++	40,157.81
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Repair/Maintenance/Utilities Totals</i>		\$0.00	\$0.00	\$0.00	(\$109.56)	\$0.00	(\$109.56)	\$109.56	+++	\$40,157.81
<i>Contractual Services</i>										
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	30,079.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6427	Grant/Rebate Program	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	740.00	77,160.15	1,110.00	(78,270.15)	+++	9,190.20
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$740.00	\$77,160.15	\$1,110.00	(\$78,270.15)	+++	\$39,269.20
<i>Commodities</i>										
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6507	Operational Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6508	Postage/Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00

Page 8 of 75



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
	EXPENSE									
	Department 620 - Finance									
	Commodities									
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Commodities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Capital Outlay									
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718	Library Materials									
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00
6751	Bond Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%	\$0.00
	Department 620 - Finance Totals	\$1,200,000.00	\$0.00	\$1,200,000.00	\$630.44	\$77,160.15	\$1,000.44	\$1,121,839.41	7%	\$79,427.01
	EXPENSE TOTALS	\$1,631,000.00	\$0.00	\$1,631,000.00	\$160,223.40	\$87,380.15	\$160,743.40	\$1,382,876.45	15%	\$100,684.84
Fund 301 - Capital Projects Totals										
	REVENUE TOTALS	100,000.00	.00	100,000.00	35,795.63	.00	19,296.34	80,703.66	19%	10,823,554.71
	EXPENSE TOTALS	1,631,000.00	.00	1,631,000.00	160,223.40	87,380.15	160,743.40	1,382,876.45	15%	100,684.84
Fund 301 - Capital Projects Totals		(\$1,531,000.00)	\$0.00	(\$1,531,000.00)	(\$124,427.77)	(\$87,380.15)	(\$141,447.06)	(\$1,302,172.79)		\$10,722,869.87
	Grand Totals									
	REVENUE TOTALS	350,703.00	.00	350,703.00	58,902.32	.00	112,870.78	237,832.22	32%	10,899,437.22
	EXPENSE TOTALS	4,673,295.00	.00	4,673,295.00	358,878.10	98,753.22	1,261,748.26	3,312,793.52	29%	1,181,812.91
	Grand Totals	(\$4,322,592.00)	\$0.00	(\$4,322,592.00)	(\$299,975.78)	(\$98,753.22)	(\$1,148,877.48)	(\$3,074,961.30)		\$9,717,624.31



Budget Performance Report

Fiscal Year to Date 10/31/24

Include Rollup Account and Rollup to Account



Open Purchase Order Report

As of G/L Date 10/31/24

Report by Department - Purchase Order Number

Detail Listing

Department	35 Library						
Purchase Order	2025-00000127	Department	35 Library	G/L Date	10/23/2024	Amount	10,220.00
Description	Bookmobile Wrap (Design, Materials, & Installation)	Vendor	1295 - World Class Displays	Deliver by Date		Voided	.00
Type	Unbudgeted		Jason Hauschild	Printed Date	10/30/2024	Discounted	.00
Status	Open		4491 8th Ave	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Marion, IA 52302	Expiration Date		Remaining	10,220.00
Assigned To Buyer						Encumbered	10,220.00
Resolution Number							

Item 1	<i>Description</i>	Misc Project Costs - Bookmobile Wrap (Design, Materials, & Installation)	<i>Vendor Part Number</i>		<i>Amount</i>	10,220.00
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00
	<i>Price per Unit</i>	10,220.00	<i>1099 Item</i>	No	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	10,220.00
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	10,220.00
	<i>G/L Account</i>	301.410.6750 (Project Costs)	<i>Project</i>	FACS 18 043 (Mobile Library)	<i>Amount</i>	
					<i>Expensed</i>	.00
					<i>Encumbered</i>	10,220.00

Department	35 Library Totals	Purchase Orders	1	Amount	\$10,220.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$10,220.00
				Encumbered	\$10,220.00
	Grand Totals	Purchase Orders	1	Amount	\$10,220.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$10,220.00
				Encumbered	\$10,220.00

Behavior Guidelines Policy

Scope of Policy			
Scope:	Expected Behavior in the Library	Effective Date:	Revised 11/ 13 18/ 23 24

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 and shoes.

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 behave in an appropriate manner. Continued inappropriate behavior may result in loss of library privileges. Loss of

Behavior Guidelines Policy

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.

~~Refer to Meeting Rooms Policy, Section II No. 2 for information on selling items or services on premises.~~

Public Records Request Policy



Scope of Policy			
<i>Scope:</i>	Procedures and Fees for Public Records Requests	<i>Effective Date:</i>	<u>Revised 1011/1018/2224</u>

Provisions			
<p>1. Purpose The Public Records Request Policy defines the procedures and fees associated with handling public records requests made to the Marion Public Library (hereinafter “Library”). It is the policy of the Library to respond in an orderly manner in accordance with Iowa Code Chapter 22 to requests to inspect or receive copies of public records maintained by the Library.</p>			
<p>2. Applicability This policy applies to the Library; the other City of Marion departments may have their own public records policies.</p>			
<p>3. Background The Library recognizes the right of the public to access public records maintained by the Library in accordance with state law. The Library recognizes that certain records maintained by the Library are not public records or may be exempt from public disclosure and that a request to access public records may require a balance of the right of the public to access the records, individual privacy rights, governmental interests, confidentiality issues, and privilege issues. Additionally, when the Library responds to requests to inspect or copy records it is understood that costs are incurred by the Library. This policy is adopted to balance these competing interests, to establish an orderly and consistent procedure for responding to public records requests and to support the adoption of a fee schedule designed to reimburse the Library for the actual costs incurred in responding to public records requests.</p>			
<p>4. Designated Custodian Iowa Code Section 22.1(2) requires government bodies to delegate an official or employee as its “lawful custodian” responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to the public. The Library’s “lawful custodian” is the Library Director or any employee delegated such responsibilities by the Library Director.</p>			
<p>5. Public Records Requests The following procedures shall be followed in responding to requests to inspect or receive copies of public records maintained by the Library</p> <ul style="list-style-type: none">A) Records requests may come in the form of a letter, email, fax or verbal request. In order to accurately and timely process a records request, the Library needs to know the full extent of the request and how to contact the requesting party in case the lawful custodian has any questions or concerns. The requestor may put his or her request in writing using the City of Marion’s Public Request Portal.B) Any request for public records maintained by the Library should must be referred to the Library’s lawful custodian or designee for review, collection, and processing of the request.C) The library shall refer any request for public records not maintained by the library to the City Records Custodian.D) The fee to be charged for providing records in response to a public records request will be in accordance with the most current fee schedule adopted by the Library Board.<ul style="list-style-type: none">1) At the requesting party’s preference, the Library may make the requested records available in hard copy or in electronic format. The requesting party may ask the Library department to supply copied records either by mail or pickup at the Library.			

- 2) The Library reserves the right to adjust the fee structure for extraordinary requests and provide a cost estimate to the requesting party prior to request completion.
- E) The person requesting public records can request the Library to prepare an estimate of the charges that will be incurred to respond to the public records request. The Library may also require an advance deposit of the estimated charges before copying any of the requested records or making the records available for inspection of copying. If the actual costs incurred by the Library to respond to a records request are less than the amount of any required prepayment, the overpayment will be refunded promptly to the person or entity making the prepayment. If the actual costs incurred by the Library to respond to the request are more than the amount of prepayment, the Library shall charge the requesting party for all additional costs.
- F) Unless otherwise prohibited by law, the Library may, at the Library’s discretion, furnish copies of requested records without charge or at a reduced fee if the Library determines that the waiver or reduction of fees is in the public interest.
- G) The Library shall provide a reasonable opportunity for the inspection, examination or copying of requested public records which are not exempt from disclosure. Unless otherwise approved in advance and in writing by the Library Director, any inspection, examination or copying of requested records shall be done at Library during regular Library business hours.
- H) The City Library reserves the right to not release copies of requested public records until the requester pays for the corresponding charges to complete said request.

6. Fee Schedule

The following fees and costs were approved by the Library Board and may be charged pursuant to Iowa Code Chapter 22 for access and/or copies of public records maintained by the City of Marion.

Copy Charges:

Guidelines/Conditions		Fee
Black & White	Single Sided – 8.5x11	\$0.10/page
	Single Sided – 8.5x14, 11x17	\$0.20/page
	Double Sided – 8.5x11,	\$0.20/page
	Double Sided – 8.5x14, 11x17	\$0.40/page
Color	Single Sided – 8.5x11	\$0.50/page
	Single Sided – 8.5x14, 11x17	\$1.00/page
	Double Sided – 8.5x11	\$1.00/page
	Double Sided – 8.5x14, 11x17	\$2.00/page

Postage Charges:

If the requester chooses to have records mailed to them, postage will be charged at actual cost.

Media Storage Device Charges (USB):

If the requester chooses to have records saved on a USB or other portable media storage device, the device will be charged at actual cost.

Labor Charges:

The City will provide 30 minutes of Library staff time free of charge to respond to each requester. Requester’s will be charged at the hourly rate for those involved in obtaining or reviewing records.

Legal Charges:

Some requests may need to be reviewed by the City Attorney. In such circumstances, the requestor will be billed for the time spent by the City Attorney at the attorney’s hourly rate.

7. Disclaimer

Although records provided to a requester may be deemed “open” or “public” records within the meaning of Iowa Code Chapter 22, the City recommends that requesters’ use of any information provided by the City comply with all local, state, and federal laws, including but not limited to laws related to privacy, harassment, discrimination, debt collection, libel, slander and tort.

8. Questions

Any questions concerning the Library’s Public Records Request Policy or related procedures or fees should be directed to the records custodian:

Library Director
Marion Public Library
1101 6th Avenue
Marion, IA 52302
info@marionpubliclibrary.org
319-377-3412

Recording Studio & Green Screen Room Policy

Scope of Policy			
<i>Scope:</i>	Use of Library Audiovisual Spaces (Recording Studio & Green Screen Room)	<i>Effective Date:</i>	Created Revised <u>7/11/3/18/2024</u>

Provisions			
I. General Rules Governing Use of Audiovisual Spaces			
<ol style="list-style-type: none">1. Space capacities must be observed. Occupancy limits are posted in each room and on the library website. Capacities vary from 1-4<u>5</u> people.2. The library is not responsible for loss or damage to the private property of individuals or organizations using the spaces.3. Damage incurred to library property will be the responsibility of the group reserving the spaces and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future use.4. Any use of and/or content made in the library's audiovisual spaces must comply with all applicable local, state, and federal laws, including copyright laws. Users are responsible for obtaining their own protection(s) for any intellectual property developed in the studio.5. Decorations and other materials may not be fastened to library floors, walls, doors, windows, equipment, or furniture.6. No group or user may reassign use of the space to another.7. Users are responsible for ensuring the room is returned to an acceptable condition for the next user. It is understood that rooms may be in use multiple times a day for multiple different groups. If the user notices any damage, they must notify staff at the start of their reservation time.8. Food and beverages are not permitted in the library's audiovisual spaces.9. Users must follow all Library policies, rules, and procedures.			
II. Audiovisual Space Availability & Reservations			
<ol style="list-style-type: none">1. Users who reserve the Recording Studio and/or Green Screen Room must be at least 18 years old. Users under the age of 18 who wish to use the space must be accompanied by a caregiver over the age of 18 for the duration of the reservation.2. Users who reserve an audiovisual space are required to have a library card with the Metro Library Network.3. Both audiovisual spaces are available on a first-come, first-served basis. Rooms may be reserved up to two (2) weeks in advance through the library's online reservation system, or at any staff desk.4. The Recording Studio and/or Green Screen Room may be checked out for a maximum of one (1), three-hour period per day.5. Users may check out a space even if fees on their cards exceed the limit.			

Recording Studio & Green Screen Room Policy

6. Users are required to inform staff at the Reference Desk when their reservation is complete. If a staff member is not available at the Reference Desk, users should speak with the Information Desk on the main level.
7. If a reserved space is no longer needed, groups are asked to contact the library to cancel the reservation.
8. If the space remains vacant 15 minutes after the reserved time, it can be released to another patron.

Unattended Child Policy



Scope of Policy			
<i>Scope:</i>	Lost or Unattended Child Procedure	<i>Effective Date:</i>	Revised-Reviewed 11/1318/2324

Provisions
<p>While in library facilities, children under the age of nine must be within sight of a caregiver 12 years of age or older.</p> <p>The following procedure will be used if it is determined that a child is lost or left unattended:</p> <ol style="list-style-type: none">1. Any staff member can help the lost child locate a parent or caregiver.2. The staff member will notify the employee in charge that there is a lost or unattended child in the building.3. The employee in charge will attempt to locate the child’s caregiver in the building.4. If the caregiver cannot be found in the building, a staff member will stay with the child while the employee in charge continues to attempt to locate the caregiver. If the caregiver has not been located within a reasonable amount of time, staff will notify police.5. If there is an unattended child present at library closing, the employee in charge and a second staff member will wait with the child for 15 minutes. If a caregiver can’t be located within that time, staff will notify police.



Chapter 6: Developing and Adopting Policies

The Need for Policies

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

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

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

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

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

Policy Development Steps

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

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

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

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

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

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

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

Standards and Accreditation

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

More information regarding policy standards is available on the [Public Library Standards](#) webpage on the State Library website.

Library Board Operation



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

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

Library Board Operation



Section 1: MISSION & VISION

Mission:

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

Vision:

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

Our Commitments to Our Community and Each Other:

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

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Library Board Operation



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

ARTICLE I GENERAL

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

ARTICLE II MEMBERSHIP

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

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

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

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

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

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

ARTICLE III OFFICERS AND COMMITTEES

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

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

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

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

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

Library Board Operation

Library Board Operation



Board.

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

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

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

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

ARTICLE IV MEETINGS

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

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

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

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

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

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

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

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

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

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

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

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

Library Board Operation

Library Board Operation



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

ARTICLE VII LIBRARY DIRECTOR'S RESPONSIBILITIES TO THE BOARD

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

Library Board Operation



Section 3: LIBRARY BILL OF RIGHTS

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

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

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

Library Board Operation



Section 4: THE FREEDOM TO READ

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

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

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

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

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

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

Library Board Operation

Library Board Operation



these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

Library Board Operation



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

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

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

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

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

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

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

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

Library Board Operation



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

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

A Joint Statement by: American Library Association of American Publishers

Library Board Operation



Section 5: FREEDOM TO VIEW STATEMENT

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

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

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

Endorsed January 10, 1990, by the ALA Council

Section 6: LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

Library Board Operation



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

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

Library Board Operation



Section 7: PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

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



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

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

Library Board Operation



Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Section 8: LIBRARY ORDINANCE

**Article V
LIBRARY BOARD OF TRUSTEES**

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

§ 12-5.1 Composition.

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

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

§ 12-5.2 Organization.

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

§ 12-5.3 Powers and duties.

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

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

Library Board Operation



rooms.

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

Library Board Operation

Library Board Operation



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

§ 12-5.4 Contracting with other libraries.

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

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

§ 12-5.5 Nonresident use.

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

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

§ 12-5.6 Library account.

[Ord. No. 19-01]

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

Library Board Operation

Chapter 195
Library

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

§ 195-1 Establishment of Public Library.

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

§ 195-2 Injury to books or property.

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

§ 195-3 Theft.

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

§ 195-4 Notice posted.

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

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

Commercial Shading Systems

Corporate Office: 950 Commercial St Suite A
Lisbon, IA 52253
Phone: 319-393-4626

Prepared By:

Matthew Witmer
Cell: 272-209-0266
Email: matthew.witmer@sillteam.com

Local Office/Installation Team:

950 Commercial Street Ste A, Lisbon, IA 52253
Contact: Jeremy Kubovec
Email: Jeremy.kubovec@sillteam.com

Quote

Valid for 90 Days

Date:	8/9/2024
Quote #	1
P.O. #	

Customer:

Job: Marion Public Library Added Shades
Address: 1101 6th Ave, Marion, IA 52302
Company: Marion Public Library
Contact: James Teahen
Phone: 319-743-1988
Email: jteahen@marionpubliclibrary.org

Description	QTY	Amount
Window Treatments		
*Supply & install manual roller shades		
Product: Manual roller shades	22	
Manufacturer: Draper		
Control: CLN CCL Clutch & steel bead chains		
Fabric: E-Screen - 1% Openness - Charcoal/Charcoal		
Accessories: Below ceiling w/ a front fascia - Black		
Total:	22	

Project Acknowledgements
Plans Dated: N/A
Addendum Acknowledgement: N/A
Estimated Project Completion Date: This quote is valid for 90 days
For project to be tax exempt, we must receive certificate

Subtotal:	\$10,900.00
Tax:	Exempt
Labor:	\$900.00
Freight:	\$50.00
Total Due:	\$11,850.00



FY24 Annual Report Presentation: Marion Public Library

Ross McIntyre
President, Library Board of Trustees

WOW! What a Year!



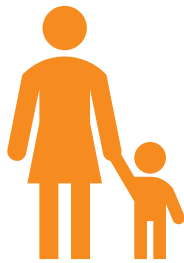
FY24: By the Numbers



3,920
new library cards



179,239
library visitors



61,390
program attendees



1,203
volunteer hours logged

FY24: By the Numbers



391,190

physical items circulated



642

meeting room reservations



114

free notary appointments



7,516

study room reservations

New At the Library in FY24

- E-Assist Bicycles
 - Check out one of two bicycles for use within Marion city limits.
 - Borrowers must be 18 years of age or older to check out and ride bikes
 - Expands the library's "Library of Things"



New At the Library in FY24

- Fiero Code
 - Online coding platform that teaches coding from the ground up
 - Coding clubs offered for tweens & teens
 - Expands the library's STEM program offerings



New At the Library in FY24

- Fold in the Cheese Cooking Club
 - Cooking program by average cooks, for average cooks
 - Highly anticipated and well-received program with each class reaching full capacity
 - Class livestreams reach 1.5K – 3K individuals per month



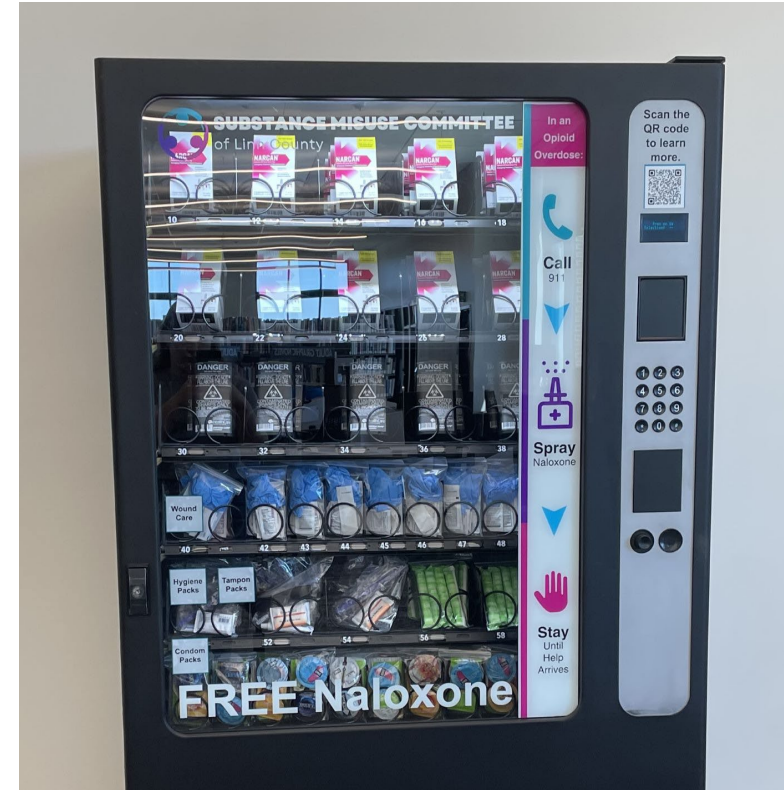
New At the Library in FY24

- MakerSpace Appointment Scheduling
 - Patrons can book appointments through self-scheduling software
 - Software provides accurate tracking of machine usage and allows staff to better prepare for appointments



New At the Library in FY24

- Naloxone Vending Machine
 - Part of Linn County's Naloxone Vending Machine Program
 - Ensures individuals in the community have free access to Naloxone and other harm reduction supplies
 - Reduces barriers to healthy living



New At the Library in FY24

- Recording Studio Reservations
 - Studio is now open for patron reservations
 - Room usage includes written manual and tutorials on how to use equipment



New At the Library in FY24

- STEAM Kits
 - Science, Technology, Engineering, Art, and Math kits for kids
 - Encourage curiosity and creativity
 - Generously purchased with a grant through the Alliant Energy Foundation



Library Financials

Adopted Budget: \$2,765,505

Expended: \$2,553,976

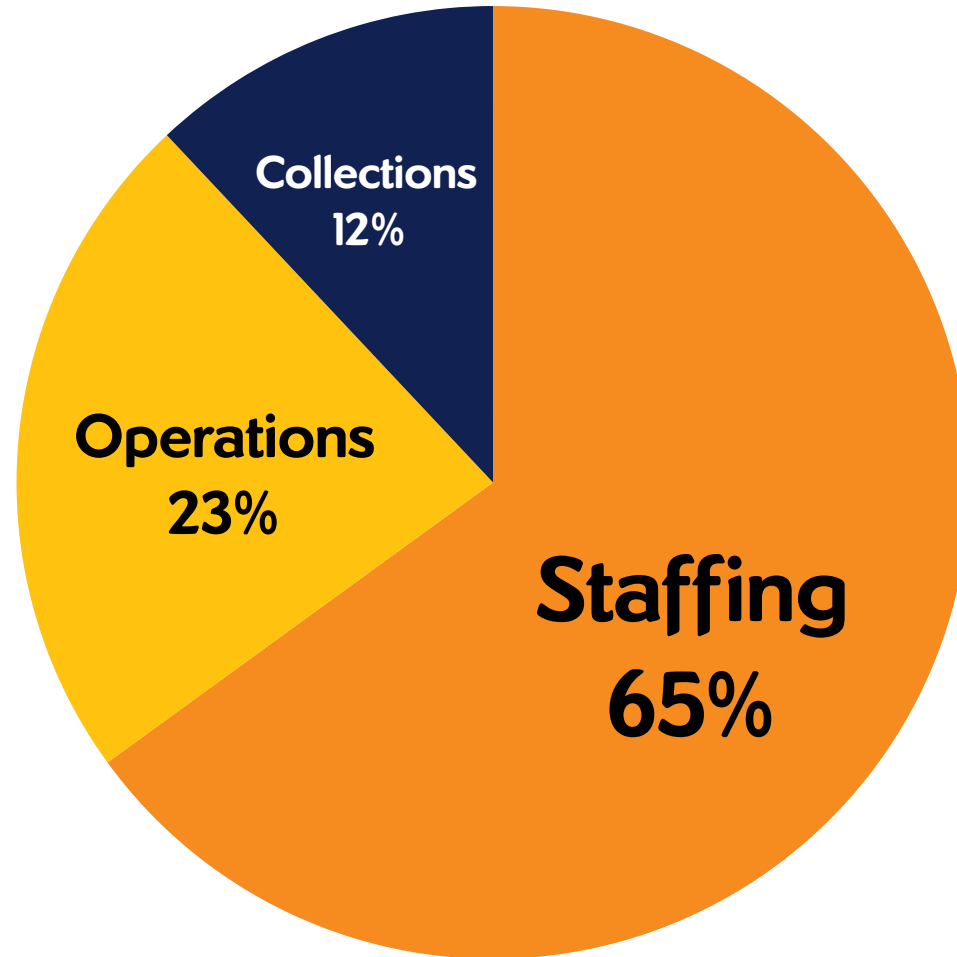
Revenue Adopted: \$230,400

Revenue Collected: \$236,411

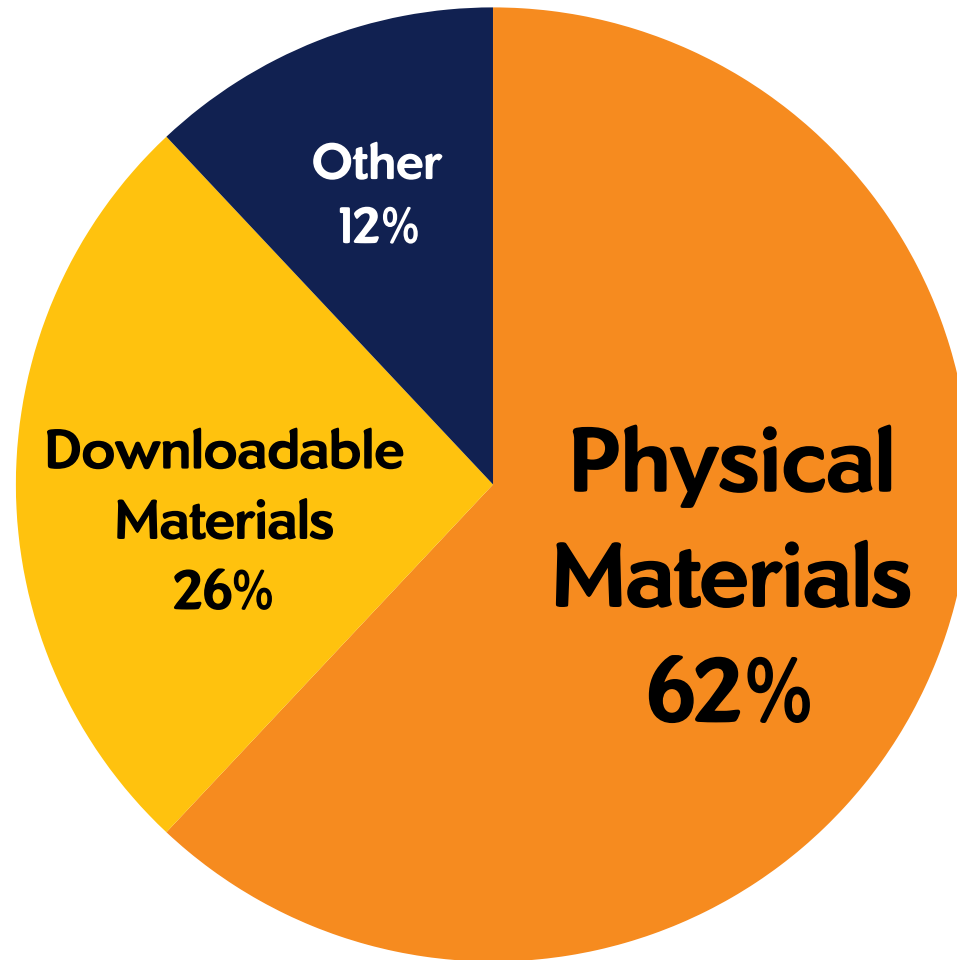
Savings: \$217,540



Library Financials: Library Expenditures



Library Financials: Collection Expenditures



Questions?

Thank you for listening!



MARION
Public Library

Meeting Room Policy

Scope of Policy			
<i>Scope:</i>	General Rules for Use of the Library Meeting Rooms	<i>Effective Date:</i>	Revised 02/13/2024 Effective 06/01/2024

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
<p>I. Meeting Room Hours</p> <ol style="list-style-type: none">1. 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.
<p>II. General Rules Governing Use of the Meeting Rooms</p> <ol style="list-style-type: none">1. Meeting room capacities must be observed. Occupancy limits are posted in each meeting room and on the library's website.2. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.3. 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.5. 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.

III. Room Arrangement, Setup & Cleanup Guidelines

1. 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.
3. 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 belongings for meeting room users.
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, white boards, or furniture, and partition walls. Confetti and glitter are not permitted.

IV. Promotion & Advertisement of Meeting Rooms

1. 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.
4. 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

1. Food and drink are permitted in meeting rooms. Meeting room users are able to bring in any type (homemade, purchased, catered, etc.) of refreshments. The library does not have a preferred caterer list.
2. Linens, tableware, and table decorations are to be provided and set up by either caterers or meeting room users.
3. 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

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

4. Caterers 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.

- Community Room (combined A-B)
- Community Room A
- Community Room B
- Board Room
- Outdoor Reading Terrace

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 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.

The following equipment may be utilized in meeting rooms depending upon which room is reserved. **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 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. Primary or additional contacts must be present during the entire reservation.
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 (events@marionpubliclibrary.org) 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.
3. 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.

Meeting Room Policy

4. 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.
5. All individuals and groups who reserve a meeting room are required to sign the Meeting Rooms Policy

Agreement.

6. 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. If a reserved room is no longer needed, groups are asked to contact the library to cancel the reservation.
8. Meeting room usage and booking is subject to staff availability and capacity.

VIII. Meeting Room Fees

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. Time for setup and teardown is automatically blocked off 30 minutes before and after each reservation.
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.