AGENDA
Library Board
5:00 PM - Monday, December 15, 2025
Library, 1101 6th Avenue

This meeting is being recorded.

Page

CALL TO ORDER

AGENDA APPROVAL

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

INTRODUCTION OF GUESTS

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

LIBRARY SPOTLIGHT

1. November Staff Milestone Anniversaries - One Year of Service - Chad Surom and Chelsea Prior

2. Chelsea Nunn Recognition

MINUTES

Motion to approve the November 2025 Meeting minutes. (**Action Requested**)   3 - 5
Library-Minutes-November 17 2025 DRAFT

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report   6
MPL Foundation Report 12-15-2025

3. Board Continuing Education

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

REGULAR AGENDA

ADJOURN

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

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, November 17, 2025, at 5:00 PM, with the following members present:

PRESENT:	Susan Kling, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt, Becky Garms, Bob Read, Julie Lammers, Sabrina Beyer, Krystle Mullin, Kelsey Logan, Ryan Norton
ABSENT:	None
STAFF PRESENT:	Bill Carroll, Kimberly Cowger, Ashley Osborn
FRIENDS REP:	Bonnie Raasch
GUESTS PRESENT:	None

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

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

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

INTRODUCTION OF GUESTS

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

No comments.

LIBRARY SPOTLIGHT

1. Chelsea Nunn Announcement - Chelsea Nunn announce that she will be leaving the Marion Public Library Board of Trustees as her family has purchased a new home and will be moving a half mile outside of the Marion City limits.

2. October Staff Milestone Anniversaries:
- 1 Year of Service - Alex Felker, Chloe Parenteau, and Melissa Brecht
- 5 Years of Service - Bethany Franzen

MINUTES

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

Moved by Logan, seconded by Mullin, to approve the October 2025 Meeting Minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
- Bonnie Raasch reported that a Volunteer Appreciation event was held for Friends Volunteers.
- Kim Venner taught two sessions on how to make book art that is sold in the Bookstore. 34 people attended.
- The Booksale this past weekend garnered eight new Friends members.
- The Friends Mission Statement has been updated.
- The Friends Booksales for 2026 will be held in April, July, and November.

2. Marion Public Library Foundation Report
- Hilery Livengood submitted a Foundation Report for Library Board of Trustee Members as she was absent from this meeting.

3. Board Continuing Education
- None to report.

4. Director's Report
- Statistics Highlights
  - o Ryan Norton asked why Gate Count stats were down from October of last year. Kimberly Cowger explained that this was due to a large turn out for Early Voting in October 2024.
  - o Ryan Norton also asked why the number of Programs were down this year from October of last year. Bill Carroll explained that with on of our programmer's shifting to a full-time MakerSpace Librarian, we had few programs this year.
- General Department Updates - Bill Carroll let Board Members know there should details coming soon on the roof repairs from the City Attorney.

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

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 6 (*Discussion*)
- Julie Lammer's asked about how often Policies are reviewed.
- Bill Carroll explained that the City Attorney reviews all Policies every other year

and that the Policy Work Group will get back on a schedule to review all policies on a set monthly schedule to that all policies are reviewed once per year.

2. Marion Public Library FY25 Annual Report (**Action Requested** - Receive and File and *Discussion*)

- Ross McIntyre presented the Power Point presentation on the Library's FY25 Annual Report that he will also be presenting to City Council.

Moved by Norton, seconded by Lammers, to receive and file the Marion Public Library FY25 Annual Report.
Approved unanimously

3. Marion Public Library FY25 State Library of Iowa Annual Survey (**Action Requested** - Receive and File and *Discussion)*

- Ryan Norton noticed the number of books in the collection seemed to have gone down quite a bit. Bill Carroll explained that this was due to a discrepancy in past years that was noticed and corrected this year.

Moved by Mullin, seconded by Beyer, to receive and file the FY25 State Library of Iowa Annual Survey.
Approved unanimously

4. Policy Review/Recommendation from Policy Work Group (Melissa, Bob, & Bob) (**Action Requested** and *Discussion*)
   a. Behavior Guidelines Policy -
- Changes to the policy regarding wet clothing stem from the splash pad that is now located in the park across the street from the library.
- Krystle asked if this policy applies to the Bookmobile. Bill Carroll recommends a separate Behavior Policy for the Bookmobile.
- A typo was noticed in the Policy - footware will be corrected to footwear.
   b. Meeting Rooms Policy
- Changes to this policy stem from the new meeting room reservation software the Library will be getting next month that will help reserve rooms in a more efficient way.

Moved by Nunn, seconded by Lammers, to approve the Policies with suggested changes and with the correction of one typo.
Approved unanimously

ADJOURN

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

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

December 2025 report to Board of Trustees

- TrueNorth Legacy Foundation provided $1,850 for Dolly Parton's Imagination Library in Marion.
- The GCRCF Program Support Fund awarded $15,500 for Dolly Parton's Imagination Library in Marion.
- MPL received $5,000 in support of food pantry infrastructure from the Department of Natural Resources' Food Storage Capacity Grant. This is a reimbursement program, so the library will make the purchases, then submit receipts to the DNR. This grant completes the fundraising efforts for the food pantry infrastructure, which is part of the MPL Plan of Service.
- The Foundation is pursuing several grants in support of a Community Read project, an objective in the MPL strategic plan.

Director's Report for the Library Board of Trustees Meeting on Monday, December 15, 2025

Budget Update:

- FY 26 has completed approximately 41.7% through November 30, 2025.
- As of the November 30, 2025 budget report, approximately 39% of the library's budget was expended for the year.
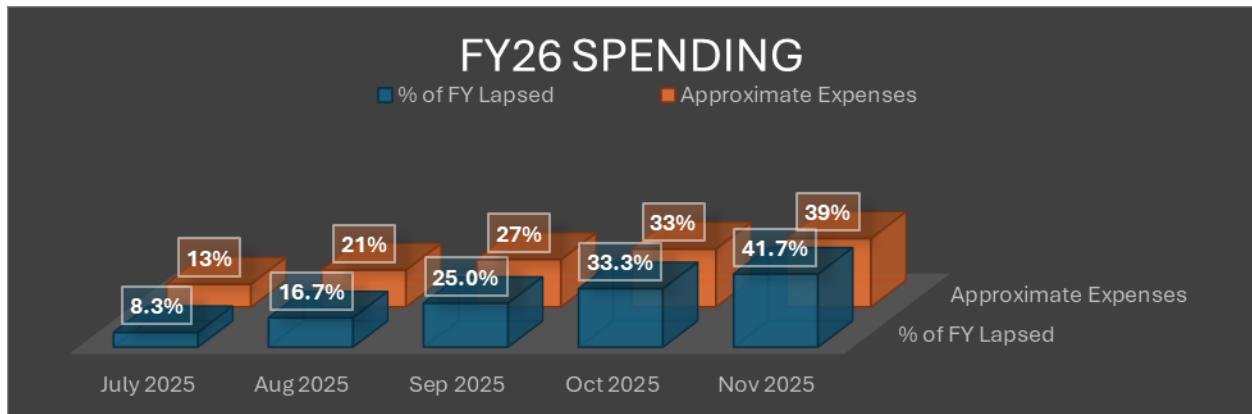
- As of the November 30, 2025 budget report, revenue received increased to approximately 22% received for the fiscal year. This will continue to increase as we see reimbursements from the State and County come in over the next few months.

Statistics Highlights:
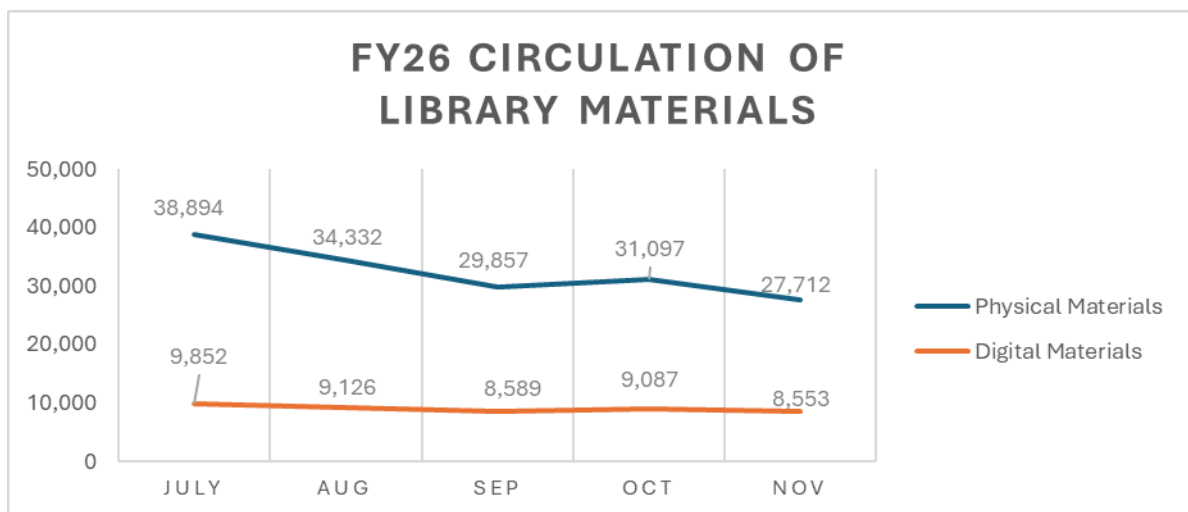
- For November 2025, circulation of physical items decreased approximately 10.9% from the previous month, having 27,712 items checked out. Circulation of physical items for the month decreased approximately 1.4% when compared with the previous year. The

decrease in circulation this year can likely be attributed to the decreased gate count compared with the previous month and also compared with the same time last year.

- For November 2025, circulation of digital items decreased approximately 5.9%, having 8,553 items checked out compared to the previous month. Circulation of digital items for the month decreased approximately 2.4% when compared with the previous year.

FY26 Total Visitors

| Month	Library Visitors
July	16,750
August	14,796
September	15,110
October	15,230
November	13,052
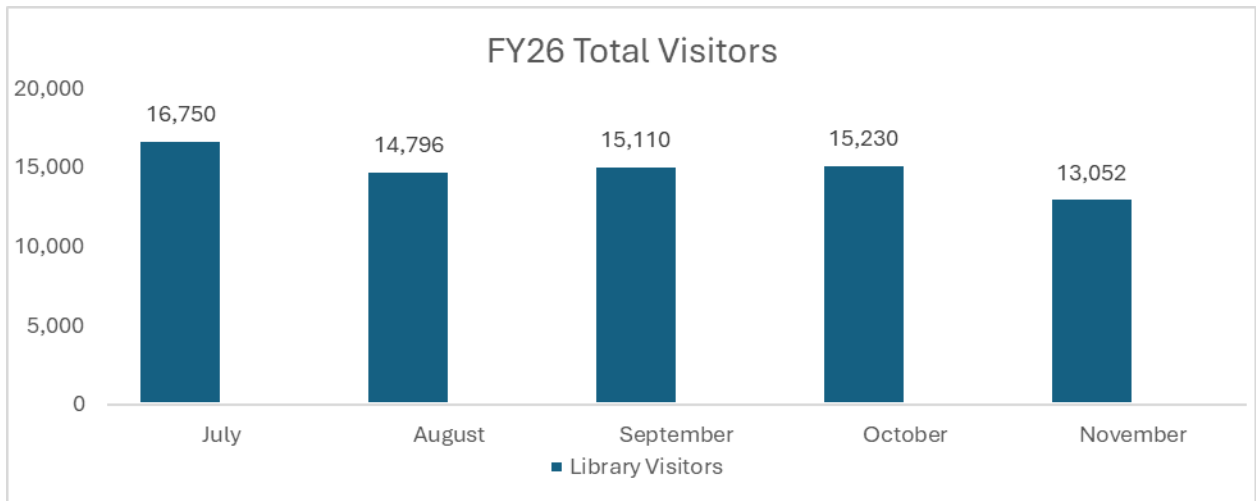
- The gate count for November 2025 was 13,052. The November gate count decreased approximately 14.3% compared to October 2025. Compared to the previous year, this year's gate counts saw an approximate 13.7% decrease compared to the same time last year. This decrease is likely attributed to the influx of patrons for the general election in 2024. Additionally, the library was closed two additional days because of snow.

Number of Programs Offered in FY26

Program	July	August	September	October	November
Adult Programs	32	48	46	54	50
General Programs	32	20	41	33	60
YA Programs	15	6	12	14	13
Kids Programs	31	22	25	33	18
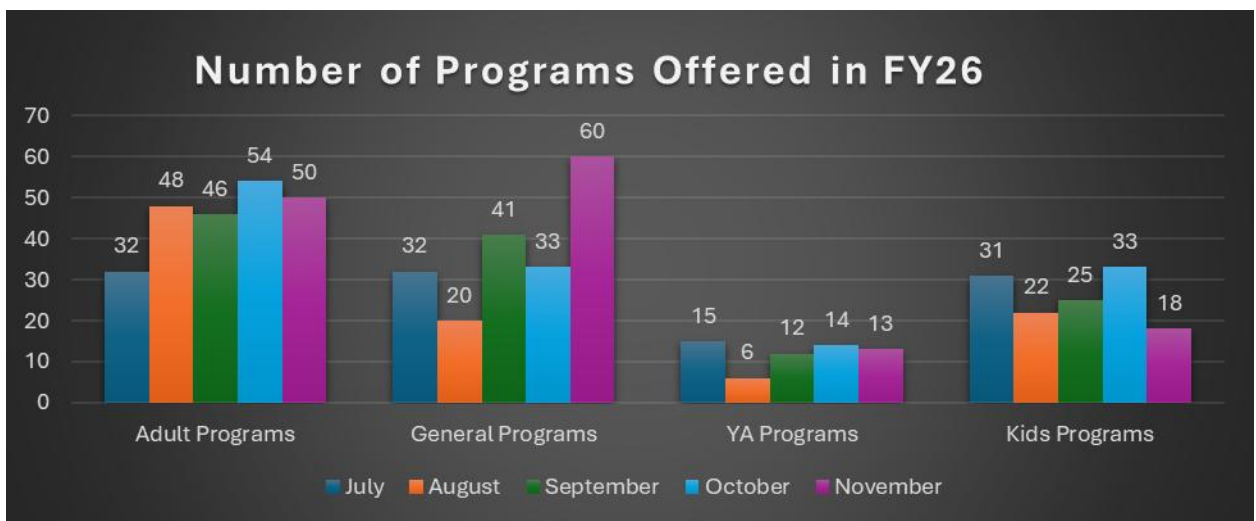
- Programming saw an increase in the number of programs offered between November (141) and October (134). The number of programs offered in November 2025 was higher than the number of programs offered in November 2024 (130).

FY26 Program Attendance
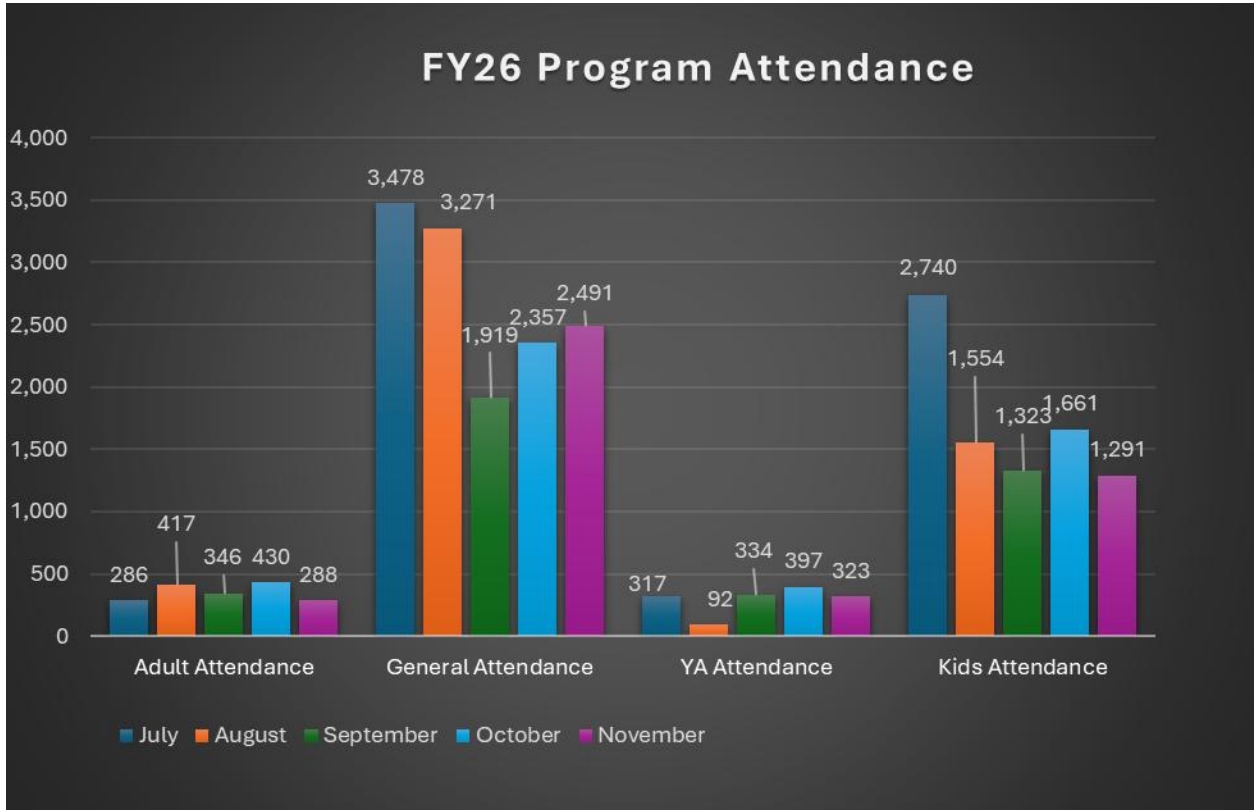
- Program attendees for November 2025 totaled 4,393 individuals. This is approximately 9.3% less than the 4,845 that attended programs in October. Compared with November 2024, which saw 5,343 attendees for programs, there was an approximate decrease for the current year of approximately 17.8%. This is likely attributed to last year having two programs in November totaling approximately 800 attendees to those programs.

Strategic Plan Updates:

- Library staff are working on the draft of the 2026 plan of service document. This will likely be presented to the Library Board of Trustees at their January 2026 meeting.

General Department Updates:

- **Library Administration**
  - The library held an all-staff training day on November 11. Staff learned about emergency response during ALICE and fire extinguisher training as well as about

the launch of the library's new meeting room software and calendar interface. Additionally, staff had several team building opportunities as well.

- o Budget planning for FY 2027 continues with the submitting of general fund requests for the library to City Finance by December 1. The next phase is recommendation of requests to City Council, and an all day work session by department heads and the Council members for budget discussions.
- o The library will continue to see activity and progress on the following projects in December:
    - Installation of ventilation in the MakerSpace for the laser etcher – scheduled for the second week of December
    - Remediation of uneven sidewalk at north entrance – schedule TBD and weather dependent
    - Installation of an emergency generator - ongoing
    - Installation of electric vehicle charging stations - ongoing

- **Marketing and Special Events update from Ashley Osborn**
    - o Marketing
        - The transition to LibraryMarket continues to make solid progress. Items completed for the transition during November include:
            - Specialty configurations (ILS connection, email notifications, etc.)
            - Creation of default images and icons for events
            - Library events and room reservation entry by staff
            - Staff training on the new system
            - Policy updates reflecting new system changes
            - Follow-up communication to staff and patrons regarding anticipated downtime.
        - The library partnered with the City of Marion, the Marion Chamber, Uptown Marion, and MEDCO to host The Morning Scramble's (Z102.9) Favorite Things Show at the library on November 25. Attendees received giveaways from local businesses in preparation for Small Business Saturday. The library received recognition throughout the show, and Ashley participated in an interview promoting library offerings.
        - Social media posts about the library's spin on the Starbucks Bearista cup (cake pans), adult painting and cooking programs, and seasonal holiday hours received the highest amount of engagement this month.
    - o Meetings & Special Events
        - 46 reservations were made for November. 42/46 reservations were completed.
            - Boardroom: 21 reservations
            - Community Room: 5 reservations
            - Community Room A: 8 reservations

- Community Room B: 8 reservations
- Outdoor Reading Terrace: N/A
  - o Media Mentions
    - November 4: City of Marion Food Drive ([KCRG](#))
    - November 17: Letter to the Editor – Nancy A. Miller ([The Gazette](#))
    - November 25: Christmas in the Park ([KWWL](#))
- **Adult Services Report from Sue Gerth**
  - o We had our first Cooking on a Budget with Horizons culinary program and had 15 people attend. We also had our first Adult Paint by Numbers class and had 26 attend, with very positive comments. Next paint by numbers event is December 16. Becca's puzzle exchange was an overwhelming success, with over 800 puzzles available for exchange. Attendance was over 100 people. Grace Champagne is our new part-time library assistant for Adult Services. She will also be working at reference, as well as providing programming for adults and supporting ongoing partnership programs.
  - o Collections team inventoried the entire library collection after an extensive weeding project with DVD's, adult fiction, and genres. New vinyl was ordered to replace worn vinyl from our opening day collection.
- **Youth Services Report from Bob Reynolds**
  - o Some events that occurred this month:
    - Book Page Crafts Workshops
    - Teen Board Game Meet-Up
    - Stage Swordfighting Workshop
    - Expressive Art with Tanager
  - o Longarm Quilter projects have increased from previous months as additional volunteers have been added and trained.
  - o Plans are in effect to have ventilation installed for the laser engraver in early December. This will increase opportunities for patrons in that space.
  - o Longfellow Elementary joined the library for a visit, including Storytime, crafts, scavenger hunt, and free play.
- **Patron Services update from Bob Reynolds**
  - o There were 15 patron incidents in November. These were behavior policy breaks.
  - o There were no patron injuries reported in November.
  - o Rural Linn County circulation remained similar compared to last month.
  - o Open Access circulation has decreased slightly compared to last month.
  - o Bookmobile circulation has decreased slightly since last month.
  - o Volunteer hours have increased compared to last month. This was in part due to the increased Long Arm quilter times and uses.
  - o As the Bookmobile Lead position was filled last month, we are working to fill the position of the vacated PT Patron Services Staff (Bookmobile).

- o   Discussions with Marion Fire Department began to allow for Fire Station 2 to be a new Bookmobile location on Friday mornings. This will replace Marion Pool and will begin mid-December.
- **IT & Maintenance update from Bob Reynolds**
  - o   Technology
    - Work was completed to update the Laptop Kiosk. This update allowed for improved use by patrons and laptop use according to policy.
    - Additional updates were performed on staff and patron use computers. These updates were for safety and confidentiality procedures.

Metro Library Network (MLN) Updates:
- MLN Library Directors did not meet in November due to scheduling conflicts.
- The next scheduled meeting is set for December 17, 2025.

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	$10,500.00	$0.00	$10,500.00	$0.00	$0.00	$10,579.20	($79.20)	101%	$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	**Local Grants/Contributions**									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	18,162.52	17,837.48	50	18,162.51
	Intergovernmental Totals	$163,500.00	$0.00	$163,500.00	$0.00	$0.00	$28,741.72	$134,758.28	18%	$28,860.65
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	517.65	.00	4,620.14	1,379.86	77	4,460.85
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	335.53	.00	3,116.54	2,883.46	52	3,191.53
4506	Fax Revenues	40.00	.00	40.00	8.50	.00	41.50	(1.50)	104	19.50
4509	Rental - Community Room	9,000.00	.00	9,000.00	650.00	.00	5,712.50	3,287.50	63	6,615.00
	Charges for Service Totals	$21,040.00	$0.00	$21,040.00	$1,511.68	$0.00	$13,490.68	$7,549.32	64%	$14,286.88
Misc Revenues										
4702	**Penalties/Fines**									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	345.65	.00	2,890.50	16,209.50	15	2,963.80
4708	**Other Contributions**									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	10,921.17	.00	10,921.17	39,574.83	22	35,503.00
	4708 - Other Contributions Totals	$50,496.00	$0.00	$50,496.00	$10,921.17	$0.00	$10,921.17	$39,574.83	22%	$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	3.10	.00	4.91	(4.91)	+++	.00
	Misc Revenues Totals	$69,596.00	$0.00	$69,596.00	$11,269.92	$0.00	$13,816.58	$55,779.42	20%	$38,466.80
Other Financing Sources										
4802	**Transfer In**									
4802.10	Transfer In From Special Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4802 - Transfer In Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Other Financing Sources Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department 410 - Library Totals	$254,136.00	$0.00	$254,136.00	$12,781.60	$0.00	$56,048.98	$198,087.02	22%	$81,614.33
	REVENUE TOTALS	$254,136.00	$0.00	$254,136.00	$12,781.60	$0.00	$56,048.98	$198,087.02	22%	$81,614.33

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										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	60,562.26	.00	351,410.62	630,196.38	36	385,832.22
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	40,137.63	.00	204,707.62	439,338.38	32	187,564.26
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00
6050	Benefits Payout	.00	.00	.00	3,666.42	.00	7,504.22	(7,504.22)	+++	.00
	Salaries Totals	$1,625,653.00	$0.00	$1,625,653.00	$104,366.31	$0.00	$563,622.46	$1,062,030.54	35%	$573,396.48
Employee Benefits/Costs										
6110	Social Security	74,968.00	.00	74,968.00	6,428.77	.00	34,662.37	40,305.63	46	35,335.64
6120	Medicare	23,787.00	.00	23,787.00	1,503.52	.00	8,106.57	15,680.43	34	8,264.02
6130	IPERS	129,517.00	.00	129,517.00	9,491.16	.00	52,423.20	77,093.80	40	54,009.72
6150	Health Insurance	149,647.00	.00	149,647.00	10,703.91	.00	59,137.44	90,509.56	40	56,776.60
6151	Wellness Program	504.00	.00	504.00	29.92	.00	165.92	338.08	33	125.80
6152	Life Insurance	1,463.00	.00	1,463.00	96.66	.00	535.14	927.86	37	606.88
6153	Long Term Disability	3,703.00	.00	3,703.00	250.61	.00	1,396.54	2,306.46	38	1,528.27
6154	Dental Insurance	3,605.00	.00	3,605.00	282.27	.00	1,565.10	2,039.90	43	1,411.08
6160	Worker's Compensation	873.00	.00	873.00	96.89	.00	694.98	178.02	80	651.36
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	1,650.00	2,310.00	42	1,650.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	3,750.00	7,050.00	35	4,200.00
	Employee Benefits/Costs Totals	$402,827.00	$0.00	$402,827.00	$29,963.71	$0.00	$164,087.26	$238,739.74	41%	$164,559.37
Staff Development										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	1,342.00	3,908.00	26	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	.00	.00	135.00	3,135.00	4	165.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	.00	.00	2,852.00	4,678.00	38	1,381.75
6240	Travel Expenses	6,900.00	.00	6,900.00	992.09	.00	5,386.79	1,513.21	78	4,976.93
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$23,700.00	$0.00	$23,700.00	$992.09	$0.00	$9,715.79	$13,984.21	41%	$6,523.68
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	12,944.16	.00	20,211.22	29,688.78	41	8,325.18
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	66.95	.00	66.95	1,183.05	5	361.80
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	.00	.00	15.70	5,284.30	0	.00
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	96.50	1,903.50	5	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	.00	.00	260.00	1,390.00	16	130.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Fund 101 - General Fund										
EXPENSE										
Department **410 - Library**										
Repair/Maintenance/Utilities										
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	6,595.09	.00	49,404.88	62,095.12	44	38,698.99
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	354.40	.00	1,805.51	3,954.49	31	2,925.88
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	.00	.00	534.13	1,445.87	27	550.81
	Repair/Maintenance/Utilities Totals	$179,840.00	$0.00	$179,840.00	$19,960.60	$0.00	$72,394.89	$107,445.11	40%	$50,992.66
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,302.44
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	.00	.00	102,310.77	(5,425.77)	106	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	150.58	.00	796.38	1,003.62	44	843.52
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	.00	144,900.00	0	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	3,005.51	2,824.59	51,496.93	25,189.48	68	50,892.06
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	31,360.00	22,400.00	.00	100	17,920.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	.00	7,175.00	5,322.65	1,902.35	87	1,116.05
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	220.93	.00	3,237.07	30,872.93	9	3,699.21
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	660.90	.00	3,067.60	6,532.40	32	1,977.60
	Contractual Services Totals	$443,366.00	$0.00	$443,366.00	$8,517.92	$41,359.59	$192,400.30	$209,606.11	53%	$306,428.31
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	.00	.00	3,478.21	521.79	87	3,052.20
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	8,250.00	.00	8,250.00	538.35	.00	2,065.48	6,184.52	25	617.92
6507	Operational Supplies	46,200.00	.00	46,200.00	6,785.86	.00	14,230.95	31,969.05	31	7,341.54
6508	Postage/Shipping	6,000.00	.00	6,000.00	460.43	.00	2,286.87	3,713.13	38	2,501.79
6510	Forms/Printing Services	7,950.00	.00	7,950.00	2,273.14	.00	2,999.30	4,950.70	38	3,499.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	695.21	.00	4,463.50	6,136.50	42	3,308.48
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	26.00	.00	528.83	9,071.17	6	128.43
6514	Medical Supplies	2,295.00	.00	2,295.00	.00	.00	262.28	2,032.72	11	354.80
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	.00	.00	518.75	15,331.25	3	93.28
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	44.70
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	179.99	.00	(3,238.87)	8,488.87	-62	.00
	Commodities Totals	$116,399.00	$0.00	$116,399.00	$10,958.98	$0.00	$27,595.30	$88,803.70	24%	$20,942.63
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	5,156.40	.00	(5,156.40)	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00

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										
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
6718	**Library Materials**									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	10,707.86	.00	43,093.62	40,066.38	52	34,253.91
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	446.89	.00	2,187.25	6,612.75	25	3,195.46
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	1,643.72	.00	14,727.91	45,772.09	24	14,911.53
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	1,556.03	.00	5,437.09	30,562.91	15	10,117.84
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	2,930.60	.00	10,347.16	7,652.84	57	6,423.43
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,417.12	.00	7,768.92	7,231.08	52	5,928.47
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,372.65	.00	33,759.78	42,740.22	44	37,779.05
6718.08	Library Materials Other	51,380.00	.00	51,380.00	54.98	.00	36,927.59	14,452.41	72	27,831.17
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	$349,340.00	$0.00	$349,340.00	$23,129.85	$0.00	$154,249.32	$195,090.68	44%	$140,440.86
	Capital Outlay Totals	$349,340.00	$0.00	$349,340.00	$23,129.85	$5,156.40	$154,249.32	$189,934.28	46%	$140,440.86
Transfers										
6910	**Transfers Out**									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department 410 - Library Totals	$3,141,125.00	$0.00	$3,141,125.00	$197,889.46	$46,515.99	$1,184,065.32	$1,910,543.69	39%	$1,263,283.99
	EXPENSE TOTALS	$3,141,125.00	$0.00	$3,141,125.00	$197,889.46	$46,515.99	$1,184,065.32	$1,910,543.69	39%	$1,263,283.99
Fund 101 - General Fund Totals										
	REVENUE TOTALS	254,136.00	.00	254,136.00	12,781.60	.00	56,048.98	198,087.02	22%	81,614.33
	EXPENSE TOTALS	3,141,125.00	.00	3,141,125.00	197,889.46	46,515.99	1,184,065.32	1,910,543.69	39%	1,263,283.99
	Fund 101 - General Fund Totals	($2,886,989.00)	$0.00	($2,886,989.00)	($185,107.86)	($46,515.99)	($1,128,016.34)	($1,712,456.67)		($1,181,669.66)
Fund 105 - Equipment Reserve Fund										
REVENUE										
Department 410 - Library										
Other Financing Sources										
4802	**Transfer In**									
4802.01	Transfer In From General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4802 - Transfer In Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Other Financing Sources Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00

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											
REVENUE											
	Department	410 - Library Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
		REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
EXPENSE											
	Department **410 - Library**										
	Commodities										
6580	Technology		4,800.00	.00	4,800.00	.00	5,237.04	.00	(437.04)	109	.00
		Commodities Totals	$4,800.00	$0.00	$4,800.00	$0.00	$5,237.04	$0.00	($437.04)	109%	$0.00
	Capital Outlay										
6711	Furniture		2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment		23,100.00	.00	23,100.00	.00	.00	4,242.94	18,857.06	18	.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
		Capital Outlay Totals	$25,200.00	$0.00	$25,200.00	$0.00	$0.00	$4,242.94	$20,957.06	17%	$0.00
	Department	410 - Library Totals	$30,000.00	$0.00	$30,000.00	$0.00	$5,237.04	$4,242.94	$20,520.02	32%	$0.00
		EXPENSE TOTALS	$30,000.00	$0.00	$30,000.00	$0.00	$5,237.04	$4,242.94	$20,520.02	32%	$0.00
	Fund **105 - Equipment Reserve Fund** Totals										
		REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
		EXPENSE TOTALS	30,000.00	.00	30,000.00	.00	5,237.04	4,242.94	20,520.02	32%	.00
	Fund **105 - Equipment Reserve Fund** Totals		($30,000.00)	$0.00	($30,000.00)	$0.00	($5,237.04)	($4,242.94)	($20,520.02)		$0.00
Fund 121 - Local Option Sales Tax											
EXPENSE											
	Department **410 - Library**										
	Capital Outlay										
6711	Furniture		18,500.00	.00	18,500.00	.00	.00	.00	18,500.00	0	.00
6717	Small Project Costs		22,500.00	.00	22,500.00	.00	.00	.00	22,500.00	0	.00
		Capital Outlay Totals	$41,000.00	$0.00	$41,000.00	$0.00	$0.00	$0.00	$41,000.00	0%	$0.00
	Department	410 - Library Totals	$41,000.00	$0.00	$41,000.00	$0.00	$0.00	$0.00	$41,000.00	0%	$0.00
		EXPENSE TOTALS	$41,000.00	$0.00	$41,000.00	$0.00	$0.00	$0.00	$41,000.00	0%	$0.00
	Fund **121 - Local Option Sales Tax** Totals										
		REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
		EXPENSE TOTALS	41,000.00	.00	41,000.00	.00	.00	.00	41,000.00	0%	.00
	Fund **121 - Local Option Sales Tax** Totals		($41,000.00)	$0.00	($41,000.00)	$0.00	$0.00	$0.00	($41,000.00)		$0.00

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**130 - Special Revenue**									
REVENUE										
Department	**410 - Library**									
Intergovernmental										
4400	**Federal Grants/Contributions**									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	40,000.00	.00	40,000.00	16,559.98	.00	40,485.30	(485.30)	101	14,536.88
	4701 - Donations Totals	$40,000.00	$0.00	$40,000.00	$16,559.98	$0.00	$40,485.30	($485.30)	101%	$14,536.88
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Misc Revenues Totals	$40,000.00	$0.00	$40,000.00	$16,559.98	$0.00	$40,485.30	($485.30)	101%	$14,536.88
	Department **410 - Library** Totals	$40,000.00	$0.00	$40,000.00	$16,559.98	$0.00	$40,485.30	($485.30)	101%	$14,536.88
	REVENUE TOTALS	$40,000.00	$0.00	$40,000.00	$16,559.98	$0.00	$40,485.30	($485.30)	101%	$14,536.88
EXPENSE										
Department	**410 - Library**									
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Contractual Services										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Contractual Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Commodities										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	2,315.14	.00	15,014.23	59,985.77	20	31,463.62
	Commodities Totals	$75,000.00	$0.00	$75,000.00	$2,315.14	$0.00	$15,014.23	$59,985.77	20%	$31,463.62
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00

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**										
Capital Outlay										
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfers										
6910	**Transfers Out**									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$2,315.14	$0.00	$15,014.23	$59,985.77	20%	$31,463.62
	EXPENSE TOTALS	$75,000.00	$0.00	$75,000.00	$2,315.14	$0.00	$15,014.23	$59,985.77	20%	$31,463.62
	Fund **130 - Special Revenue** Totals									
	REVENUE TOTALS	40,000.00	.00	40,000.00	16,559.98	.00	40,485.30	(485.30)	101%	14,536.88
	EXPENSE TOTALS	75,000.00	.00	75,000.00	2,315.14	.00	15,014.23	59,985.77	20%	31,463.62
	Fund **130 - Special Revenue** Totals	($35,000.00)	$0.00	($35,000.00)	$14,244.84	$0.00	$25,471.07	($60,471.07)		($16,926.74)
Fund 301 - Capital Projects										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4400	**Federal Grants/Contributions**									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	2,287.00
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$2,287.00
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($16,499.29)
4440	**Local Grants/Contributions**									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($14,212.29)
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4701 - Donations Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	35,795.63
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$35,795.63
	Misc Revenues Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$35,795.63
	Department **410 - Library** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$21,583.34

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 TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$21,583.34
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	125,000.00	.00	125,000.00	.00	167,373.80	49,086.00	(91,459.80)	173	159,742.96
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$125,000.00	$0.00	$125,000.00	$0.00	$167,373.80	$49,086.00	($91,459.80)	173%	$159,742.96
Department	**410 - Library** Totals	$125,000.00	$0.00	$125,000.00	$0.00	$167,373.80	$49,086.00	($91,459.80)	173%	$159,742.96
	EXPENSE TOTALS	$125,000.00	$0.00	$125,000.00	$0.00	$167,373.80	$49,086.00	($91,459.80)	173%	$159,742.96
Fund **301 - Capital Projects** Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	21,583.34
	EXPENSE TOTALS	125,000.00	.00	125,000.00	.00	167,373.80	49,086.00	(91,459.80)	173%	159,742.96
Fund **301 - Capital Projects** Totals		($125,000.00)	$0.00	($125,000.00)	$0.00	($167,373.80)	($49,086.00)	$91,459.80		($138,159.62)
Grand Totals										
	REVENUE TOTALS	294,136.00	.00	294,136.00	29,341.58	.00	96,534.28	197,601.72	33%	117,734.55
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	200,204.60	219,126.83	1,252,408.49	1,940,589.68	43%	1,454,490.57
Grand Totals		($3,117,989.00)	$0.00	($3,117,989.00)	($170,863.02)	($219,126.83)	($1,155,874.21)	($1,742,987.96)		($1,336,756.02)

Department 35 Library

Purchase Order	2026-00000135	Department	35 Library	G/L Date	09/09/2025	Amount 7,000.00
Description	Library Market Events Calendar and Room Reservation Software	Vendor	2628 - Library Market	Deliver by Date		Voided .00
Type	Budgeted		Ben Bizzle	Printed Date	09/09/2025	Discounted .00
Status	Open		P.O. Box 17332	Completed Date		Expensed 5,000.00
Bill To Location	LIBRARY - Library		Jonesboro, AR 72403	Expiration Date		Remaining 2,000.00
Assigned To Buyer						Encumbered 2,000.00
Resolution Number						

Item 1	Description	Contracts - Technology Service - Library Market Events Calendar and Room Reservation Software	Vendor Part Number		Amount	7,000.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	7,000.00	1099 Item	Yes	Expensed	5,000.00
	Discount	0%	Tavable	No	Remaining	2,000.00
	Status	Open	Confirming	No	Encumbered	2,000.00

	G/L Account		Project		Amount	Expensed	Encumbered
	101.410.6419 (Contracts - Technology Service)					5,000.00	2,000.00

Purchase Order	2026-00000165	Department	35 Library	G/L Date	10/28/2025	Amount 5,156.40
Description	Office Furniture and Installation for Manager Office	Vendor	1993 - Workspace Inc	Deliver by Date		Voided .00
Type	Budgeted		Workspace Inc	Printed Date	10/29/2025	Discounted .00
Status	Open		309 Locust St	Completed Date		Expensed .00
Bill To Location	LIBRARY - Library		Des Moines, IA 50309	Expiration Date		Remaining 5,156.40
Assigned To Buyer						Encumbered 5,156.40
Resolution Number						

Item 1	Description	Furniture - Office Furniture and Installation for Manager Office	Vendor Part Number		Amount	5,156.40
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	5,156.40	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	5,156.40
	Status	Open	Confirming	No	Encumbered	5,156.40

	G/L Account		Project		Amount	Expensed	Encumbered
	101.410.6711 (Furniture)					.00	5,156.40

Department **35 Library** Totals	Purchase Orders	2	Amount	$12,156.40
			Voided	$0.00

			Discounted		$0.00
			Expensed		$5,000.00
			Remaining		$7,156.40
			Encumbered		$7,156.40
Grand Totals	Purchase Orders	2	Amount		$12,156.40
			Voided		$0.00
			Discounted		$0.00
			Expensed		$5,000.00
			Remaining		$7,156.40
			Encumbered		$7,156.40

Chapter 7: Planning for the Library's Future

Strategic planning is another major responsibility of library boards. Boards continuously guide and shape library service for their community as they make decisions about money, buildings, programming, technology and staffing levels. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map assisting the board and the director in making decisions that are in the best interests of the community. A plan also publicizes the library's priorities and its vision of the future. There are examples of service options to consider in the **Appendix**.

Strategic Planning is a Required Standard

Standard #17 [Tier 2]: *"The library has a written plan…projecting up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Developing a plan involves the staff, the board, and the public."*

To meet this standard, the plan must:

❖ Be current at the time of submission

❖ Address community needs based on community data

❖ Contain a mission statement, which describes the library's purpose in the community

❖ Include goals and measurable objectives

While not required, it is still good practice for the board to evaluate the plan annually in order to review progress achieved and discuss future goals.

Planning Approaches

There are several ways to approach a planning process. As a department of city government, public libraries often join a broader planning effort conducted by the city, involving all city services. Another approach is to look at current trends in culture, business, and education and how libraries fit into those trends. Boards can opt to study and apply demographic data and census data. They can involve community members in focus group discussions.

There are also comprehensive planning models designed especially for public libraries, such as **Strategic Planning for Results** from the Public Library Association and **Libraries Transform** from the American Library Association.

Common Elements of Strategic Plans

Regardless of the planning method, strategic plans tend to address these common elements:

Demographics & Community Input
The first step in library planning is looking outward, not inward. What is your community like? What are the demographic, economic, technological, political, social, and cultural factors that may have an impact on library services? What is important to your community now and in the future?

To answer these questions, gather information about the community and involve stakeholders such as the city officials, business leaders, along with cultural, educational, human service, and social organizations. This could involve focus groups, surveys, and studying city demographic data and census data.

Reflective Mission Statement
Generally defined as an organization's purpose, a mission statement should be an easily understood expression of what the library does for the community. A mission statement should reflect the library's service priorities. For example: "Ida Grove Public Library stimulates imagination, providing a place where children develop a love of reading, where adults access community resources, and where people of all ages gather to become creative, lifelong learners."

Customer-Driven Goals
The words goals and objectives are often used interchangeably, but they are different. Goals should be written with the focus on community members, indicating the benefit, value, or enjoyment that people will realize as a result of the library providing a specific service or program. For example: "Patrons will receive assistance on using their personal devices (tablets, e-readers, smart phones) either through one-on-one training support or through group sessions."

Measurable Objectives

Objectives, on the other hand, are defined as "the way the library will measure its progress toward reaching a goal". Every objective contains these three elements:

- ❖ **Target Audience:** a target audience could be any age group – children, teens, senior citizens, or the entire community.

- ❖ **Measurement:** a measure is something to count, i.e. number of programs presented, number of people who attended programs. A measure can also gauge people's reaction to or satisfaction with a service, discovering the difference that a service or program made in someone's life.

- ❖ **Date or Time Frame:** an objective needs to predict a date – a month or a season of the year – when the objective will be accomplished. For example: By fall of 2020, library staff will have added Bold360 Chat service for community residents.

Plan Evaluation

While not required by standards, it is recommended that the board, director, and staff evaluate the library's plan at least annually. Having a deliberate discussion about planning progress reveals what was accomplished in the past year. It also helps decide whether unmet goals are still worthy of moving forward and whether new goals and objectives should be added. Annually evaluating the library's planning progress celebrates successes and points the way toward future endeavors.

In Summary

A library should undertake a formal planning process every three to five years to reevaluate the library's service to the community and its future. Planning involves looking at what is possible and considering a wide range of alternatives. Open-mindedness and creativity will help you develop a plan that will make the most effective use of library resources. Keep in mind the present and future needs of the entire community served by the library. Planning will be most effective when it involves a partnership between the board and director and includes obtaining input from the members of the public, as well as from staff.

Find more information on the **Planning Process**, including methods and how to get assistance, on the State Library website.

"It takes as much energy to wish it as it does to plan it."

Eleanor Roosevelt

Chapter 8: Evaluating Service and Advocating for Advancements

Evaluating Service

The library has a strategic plan and a budget that dictate what the library should be doing to provide service to the community. It is the board's responsibility to monitor and evaluate overall results of service and programming based on these documents. Monitoring doesn't mean that you should be in the library every day observing the kind of service provided by library staff. However, the board can survey the community to measure the satisfaction of those who use the library and to identify strengths and areas for improvement. The very term "trustee" indicates what the community expects from you. The community puts its trust in you to make sure the library is operating the way it should and the library is achieving the desired outcomes. It's your job to keep an eye on the progress of the library for the community.

A successful library reflects the strategic plan and the annual budget working to support each other.

Board Evaluation

Another aspect of evaluation is gauging the effectiveness of the board itself. Successful boards pay attention to communication, relationships, and hold themselves accountable for smart decision making. The most highly functioning libraries are led by highly functioning boards.

Your group should take time every year to formally evaluate board performance. The

purpose of a board evaluation exercise is not to find fault with individuals, but instead to identify strengths and areas for improvement. A board evaluation should be followed with a plan to improve. See **Appendix** for sample board assessment tools.

Advocating For Advancements

As a library advocate, it is necessary that you understand the value and importance of public library service. And further, that you communicate that value to the community, government leaders, and other decision-makers. When you advocate for better public library service, you are promoting a better quality of life for your community today and in the future. Advocacy is a primary role of library trustees because you have statutory responsibility for your library's governance and are expected to better its services.

As a volunteer leader of the library, you can be a good advocate for the organization because your motivation is service to the community. Board members are also community leaders and influential in the community, prime qualities for an advocate. You serve as the connection between the local community and its public library and are in a unique position to promote the library and see that it meets the needs of the community.

Advocacy efforts will generally be part of a planned board effort, where the board speaks with one voice. You, as an individual board member, can speak about the board's official position on issues and can also promote the interests of the library at any time. Advocacy may include establishing a relationship with the mayor, city council, and county board of supervisors; communicating to the taxpayers the needs and plans of the library; and carrying out public relations activities for the library.

In carrying out its advocacy role, one of the main responsibilities of library boards is to obtain adequate funding for the library. As a representative of the general public, you can make a more effective case for the importance of adequate funding for the library than the director, who may be viewed as having a vested interest in a larger budget.

Effective advocacy requires:

❖ A deep personal commitment to your library and the services it provides.

❖ A willingness to go out into your community on behalf of the library.

❖ A sense of what the community needs the library to be in the future.

❖ A willingness to work to help move the library forward.

Telling the Library Story

Don't wait for a budget presentation to make a case for needed funding or to describe library programs and services. To make sure the library is seen as an essential community service, tell the library story all year. Invite officials to library programs and

activities. Ask the director to provide reference services and assistance to city departments and officials. Share your successes with your city and county. Awards, record numbers at summer library programs, staff accomplishments and news articles should be part of regular reporting about the library to the city council.

In your community there are people who use the library and people who pay taxes to support the library but do not use it. Embrace all community members and be prepared to work with groups as well as individuals. This means not just waiting for an invitation, but initiating opportunities to meet with community groups such as Rotary, Kiwanis, school parent-teacher groups, and the Chamber of Commerce. Learn about community issues, interests, and concerns. Work with the director and other board members to communicate how the library can meet the needs of the community.

A successful advocate can bring new users and new revenue into the library, as well as increased awareness of library service. Legislators have been known to change their view of libraries after speaking to a trustee advocate. Or the people you talk with might become so enthused that they will leave a bequest to the library in their will, help with a fundraiser, or speak to state or federal legislators on behalf of the library.

Intellectual Freedom Advocate

Finally, as a trustee advocate, you will be a defender of intellectual freedom, defined by the American Library Association as the "the right of every individual to both seek and receive information from all points of view without restriction." Once the board has established a collection development policy and library resources are purchased which respond to community needs, trustee advocates must recognize a sacrosanct responsibility to permit people access to those materials. One of the most frequent questions asked of trustee advocates (usually in front of an audience) is whether a particular book or other item should be in the library's collection. The response must be unequivocal in defense of intellectual freedom.

See **Chapter 15: Intellectual Freedom** for more information.

"A library outranks any other one thing that a community can do to benefit its people."

Andrew Carnegie

Marion Public Library
Plan of Service
2025

LIBRARY MISSION & VISION

Mission: The mission of The Marion Public Library is to ensure equitable access to all, enhance community engagement, and elevate the experience for all library visitors.

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

STRATEGIC GOALS

1. Ensure Equitable Access to Resources

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

- Objective: Remove barriers to access, language, and communication.
    o Strategy: Expand language resources through a translation partnership. (2025)
        ▪ Research costs and feasibility of implementing digital language resources for library.
            • Added language learning service in July 2025 – Mango Languages
            • Added digital foreign language newspapers and magazines with a translation tool to convert languages in July 2025.
        ▪ Promote and utilize City's translation service in the library.
            • The City service is not a foreign language translation service, it is for assistance with those members of the community who may have limited or hearing loss. The library does have access to and can use this service as needed.
    o Strategy: Increase utilization of visual signage for accessibility. (2025)
        ▪ Add wayfinding signage to Adult Fiction/Non-fiction shelves.
            • Additional wayfinding signs added in January and September 2025.
                o Dyslexic friendly
                o Improves wayfinding
        ▪ Add wayfinding signage to children's fiction area (same as non-fiction signage created in 2024) in dyslexic friendly font.

- Additional wayfinding signs added in January and May 2025.
    - Dyslexic friendly
    - Signage includes visual representations of subjects.
- Strategy: Continue and expand specialized training for library staff. (2025)
    - Cross-train more staff for shifts in the Makerspace.
        - MakerSpace Library Assistant hired in May 2025.
        - Several other key staff have been cross trained in the space.
    - Offer reader's advisory training.
        - Training has been offered through annual staff training day.
        - Specialized course offerings have been utilized throughout the year as opportunities have become available.
    - Offer reference services training.
        - Training has been offered through annual staff training day.
        - Specialized course offerings have been utilized throughout the year as opportunities have become available.
    - Offer selection development training to staff.
        - Training has been offered through annual staff training day.
        - Specialized course offerings have been utilized throughout the year as opportunities have become available.
    - Provide opportunities for participation in multi-library, in-person staff development and training.
        - Staff participated in the corridor libraries staff day training in February 2025.
        - Another corridor libraries event is being planned for April 6, 2026.
    - Increase percentage of staff with State Library accreditation.
        - Most staff are working on their accreditation. As part of onboarding, all Patron Services staff are presented with this and a goal is set to complete it within a year of service. Increasing the percentage is difficult with the turnover of part-time staff positions over the last year.
    - Review and expand Niche Academy in-house training opportunities.
        - Patron Services Lead is heading a review of current videos and is working on scripts for additional videos. Additional offerings will be included and added in an ongoing manner starting in winter of 2025-26.
    - Check in with staff during department meetings three times per year on what kind of specialized training they are interested in exploring and offer in-person discussion.
        - Staff have been provided opportunities at all staff and department meetings to give their input on desired trainings. Additionally, staff have been provided a digital form to submit suggestions as well.

- Additionally, staff have an online form they can use to suggest training topics. This was debuted in May 2025.
  - Set up a form/forum for staff to submit training ideas.
    - Staff have an online form at their disposal to submit training topics and ideas. This debuted in May 2025.
  - Build out a yearly all-staff training calendar to complete during meetings.
    - Calendar built for entire year including two all-staff training days and bi-monthly all-staff training meetings.

- Objective: Engage community and increase library access through bookmobile.
  - Strategy: Engage non-library users in library services. (2025)
    - Add additional bookmobile stops in underserved segments of the community based upon GIS and statistical data.
      - Bookmobile service expanded to four days a week as of June 2025 with multiple additional stops.
      - Additional stops have been added throughout 2025.
    - Create an extension with the FHB program for Business accounts (retirement and assisted living residences) for the Bookmobile to deliver and retrieve. Partner with two assisted living locations to create a system to obtain resources and obtain 20 users for each.
      - Currently two assisted living locations in Marion have 'business' library cards. The team is working to expand this service in 2026 with delivering curated mini collections for those locations and additional locations around Marion.
    - Continue the fulfillment of the media campaign that was soft started this year to inform the community of offerings and ease of access available at the library including newsletter, social media, events bi-weekly.
      - The campaign continues with bi-weekly social media posts as well as updates in the library's monthly newsletter to patrons.
    - Refine bookmobile marketing plan and promote different stops, collection items, and services biweekly.
      - Bookmobile marketing is ongoing and will continue. Marketing efforts include social media, monthly newsletter, and direct outreach to media outlets.
    - Host contest/ giveaway incentive to encourage engagement with the bookmobile.
      - Plans include promotion and giveaways in 2026 on the bookmobile.
    - Partner with the other network libraries to advertise library services in the under-utilized advertising space on the Cedar Rapids Transit vehicles or other non-traditional advertising locations.

- MPL worked in tandem with Linn County libraries to utilize promotional materials in schools promoting MPL and other Linn County libraries.
- CR Transit advertising is not feasible within the constraints of the library's current budget.
        - Investigate the possibility to partner with HACAP as a mobile food pantry.
- Meetings with Horizons and HACAP have been held to determine feasibility for in-house and mobile food pantry for the library as of June 2025.
- Funds were procured for the infrastructure for the food pantry as of December 2025. Purchases will commence and the pantry is slated to open in early 2026.
        - Investigate the possibility of partnering with Headstart.
- Future opportunities are currently being planned and will likely be implemented in 2026.
  - Strategy: Equip bookmobile to be a mobile hotspot. (2025)
    - Bookmobile launched with mobile hotspot.
    - Expansion of services being explored includes grant funded technology for patrons to use on bookmobile.
  - Strategy: Increase partnerships with community organizations as route stops. (2025)
    - Introduce "collections to go" to organizations along bookmobile route stops; curate short-term library collections to stay at organizations for use.
- Additional bookmobile stops have been added in summer 2025 as well as Fall 2025. The next stops will likely be added in winter 2025-26. Added stops include:
          - Marion Pool/ Willowood Park
          - Four Oaks Marion
          - Wanatee Park
          - Azure Apartments
          - Fire Station #2
- Future bookmobile stops will need to be determined on an ongoing basis.
- Collection items will be curated for route stop types (i.e. young adult materials for Four Oaks, large print for retirement facilities, etc.).
    - Join park playdates in the summer.
- The library scheduled weekly park outings during the annual SLP in 2025.
    - Investigate adding signage/ advertising to a bookmobile host location.

- Discussions with partner stops is ongoing and funding opportunities for signage is being investigated.

- Objective: Offer digital/physical collections and resources.
    - Strategy: Provide educational materials to educate library users on offerings. (2025)
        - Increase engagement on collection-related social media posts by 10% over the next 12 months.
            - Media posts have increased in engagement by an additional 5% for 2025.
        - Increase utilization of library's digital information databases 10% from the previous year.
            - Linked in Learning and the EBSCO suite of databases (includes EBSCO Host, the Biography Reference Center, Novelist Plus and the Literary Reference Center) saw increased utilization above 10% between FY 24 and FY 25.
            - New databases that had no baseline for comparison included Fiero Code, Mango Languages, Mometrix, and PressReader.
            - Genalogy databases saw a decrease in utilization, including Ancestry.com, Heritage Quest, and Fold 3. Additionally DataAxle and Value Line databases saw a decrease in utilization. These decreases are opportunities for the library as we move into 2026.
        - Develop and deploy an educational newsletter for patrons highlighting library resources with a goal of 20% engagement rate.
            - The framework of this newsletter has been built, with the first edition set to launch at the end of the calendar year. This newsletter will be sent every other month to start, with ongoing evaluations and recommendations for improvement.
        - Introduce library resources via short videos/how-to classes available on library YouTube channel and in person.
            - Pre-production of videos has begun and likely will debut the first video this winter (25-26). Though the selection of videos will start modestly, this will expand as we continue into 2026 and beyond.
        - Update library website with how-to instructional videos for digital and physical resources.
            - A structure for displaying how-to videos has been finalized, with the uploading process scheduled to begin by the end of 2025. Videos will be linked to YouTube and added to the library's website.

2. Enhance Community Engagement

By offering services that reflect our community's interests, libraries play a vital role as hubs for learning, culture, and civic participation.

- Objective: Create opportunities for new community partnerships.
    - Strategy: Create a library programming partnership agreement and process for external partners. (2025)
        - A formal partnership agreement has been drafted and is being reviewed by City Legal. This is expected to be finalized and used beginning in 2026.
        - Offer tours and literary nights with local schools.
            - Multiple tours and events have been hosted at the library with both school districts and members of the home school community. Feasibility for bookmobile tours and engagement at school locations continues to be explored.
        - Work with high school students as volunteers for programs.
            - Marketing volunteer opportunities to high school students is being planned for winter 2025-26.
        - Work with local book stores for programing opportunities/possible literary festival for MPL in the future.
            - A literary festival program will likely not be feasible until spring 2026 and plans are being made to determine a specific day/ time.
            - Program partnerships with local bookstores occurred for:
                - February 19 – Author Talk John Patrick Green – Swamp Fox Bookstore
                - March 10 Readers Support Group with HEA (Empyrean series) – HEA
                - March 13 – Culinary Class with Gia's Italian Kitchen – Swamp Fox Bookstore
                - March 27 – Author talk with Hannah Morrissey – Swamp Fox Bookstore
                - April 17 – Author Talk with Joshua Moehling & Matt Goldman – Swamp Fox Bookstore
                - May 7 – Author Talk with Rita Woods – Swamp Fox Bookstore
                - May 15 – Culinary Class with Gia's Italian Kitchen – Swamp Fox Bookstore
                - June 14 – Iowa Children's Author Event – Swamp Fox Bookstore
                - September 4 – Author Talk with Erin Soderberg Downing – Swamp Fox Bookstore
                - September 9 – Author Talk with M.B. Henry – Swamp Fox Bookstore

- o September 11 – Author Talk with Hank Phillippi Ryan – Swamp Fox Bookstore

- Objective: Foster existing partnerships & relationships.
  - o Strategy: Broaden community outreach through Board and volunteer involvement. (2025)
    - Broaden volunteer base for tasks in the library and potentially on the bookmobile.
      - The library hosted a volunteer fair in May 2025 to recruit new library volunteers.
      - The library continues to advertise and promote volunteer opportunities in the community and with partners like FSB, Collins Aerospace, Hills, and more.
    - Explore feasibility for a Library Board advocacy sub-committee
      - Library Board decides to form an advocacy sub-committee after July 1, 2025, after new library board members are appointed.
      - After removal of standing committees in October 2025, library director will convene advocacy work groups in 2026.
    - Have Board members sign up for volunteer opportunities (i.e. large programs, bookmobile, City Showcase, outreach events, legislative advocacy events, etc.)
      - Volunteer opportunities have included staff appreciation event, city showcase, ILA legislative day, Uptown farmer's market events, DPIL graduation party, Uptown Parade, and more.

- Objective: Increase patron engagement with library programs, services, and initiatives.
  - o Strategy: Promote and increase library card sign-ups. (2025)
    - Despite concerted efforts to increase library card sign-ups, FY 25 saw a minor decrease in new cards when compared with FY 24. This is attributed to the decision by local area school districts to discontinue the partnership with MPL whereby student IDs also doubled as MPL library cards. This decision was made in relation to the signing of SF 496. Because of this, we saw fewer new library card sign-ups in FY 25.
    - Develop a marketing campaign that goes beyond September Library Card Sign Up Month.
      - The campaign includes promotion of library card sign up and the benefit of doing so in social media, library newsletters, and the library's website.
      - Mayoral proclamation declared for Library Card Signup Month in September 2025.
    - Promote library card signup benefits once a month on social media and once a quarter in monthly newsletter.

- The current campaign includes promotion of library card sign up and the benefit of doing so in social media, library newsletters, and the library's website.
  - A monthly social media post coupled with newsletter content that provides simple but powerful resources that the library provides. Ex. Computer access to explore games, to resume building, job search, homework, email use to connect with friends and family, family history and ancestry, and more!
    - The campaign includes promotion of library card sign up and the benefit of doing so in social media, library newsletters, and the library's website.

3. Evaluate Library Infrastructure & Funding

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

- Objective: Diversify library funding streams.
  - Strategy: Promote increased cross-collaboration with the library's Foundation and Friends groups. (2026)
    - Library Board, Friends, and Foundation Board members had multiple opportunities for outreach and collaboration in 2025 including:
      - Volunteering at Library Programs
      - Attending Uptown Market
      - Fall Parade
    - Dolly Parton's Imagination Library collaboration and transition of responsibilities.
      - A three-way MOU was developed in June 2025 for the DPIL between the Library, Foundation, and Friends
        - MOU outlines responsibilities for each party
        - MOU assigns financial/ fundraising to Foundation away from the Friends
  - Strategy: Explore feasibility for fundraising events and/or non-traditional fundraising opportunities for the Foundation and the Friends. (2027)
    - For now, fundraising events and non-traditional fundraising opportunities are being considered by the Foundation Director, Foundation, and Friends of the Library.
    - Potentially form an ad hoc committee in the future tasked with generating ideas and potential opportunities.
  - Strategy: Create and publish wishlist(s) and storefront(s) to enhance services above and beyond operating budget. (2026)

- - - Promote wishlists once a quarter on social media and once a quarter in monthly newsletter to promote purchases.
        - A wishlist/ catalog of funding opportunities debuted in fall 2025 and depending upon the return on investment, potentially will continue into 2026 and beyond.
      - Promote wishlists on MPL webpage.
        - Timeline TBD based upon feedback and reception of first iteration of list being created.

- Objective: Improve library efficiencies for patrons and staff.
  - Strategy: Research and reevaluate event and room management software. (2025)
    - The library signed a contract with LibraryMarket, which will improve efficiencies and lower costs. The tool went live in December 2025.
  - Strategy: Provide opportunities for staff input to further improve efficiencies. (2025)
    - Check in with staff during department meetings three times per year on where efficiencies can be improved and offer in-person discussion.
      - Staff have monthly staff meetings and are provided a forum to suggest ideas for improvement and discuss.
    - Set up form/ forum for staff to submit efficiency requests.
      - An online request form is in final review and will likely debut to staff by the end of 2025. Additionally, plans to add a comment/ suggestion box in the staff break room will likely be implemented by early 2026.
    - Collection HQ introduced for Collection team efficiencies regarding inventory, weeding, and collection purchases.
      - CollectionHQ software tool deployed in April 2025. The team utilizes CollectionHQ for collection development, weeding, and replacement of lost, stolen, and worn-out items.
    - Set up acquisitions program in Polaris for ordering materials.
      - This function in Polaris is contingent upon assistance from staff at Cedar Rapids Public Library. This implementation will likely not fully occur until spring 2026.
    - Set up Ingram InDemand program for rapid ordering of popular titles.
      - This program successfully debuted in spring 2025 and has helped improve efficiencies in ordering materials for the library's collection.

4. Elevate the Internal & External Customer Experience

Having a dual approach to elevate customer service not only creates a positive and productive atmosphere within the library, but ensures patrons have a meaningful and satisfying experience at the library.

- Objective: Provide personalized, high-quality service to patrons.
  - Strategy: Implement KERA training and MPL Approach training for staff. (2025)
    - KERA implemented in early 2025. Refresher touchpoints set up throughout 2025.
    - Provided resources and reference materials to support KERA and MPL Approach including handouts, presentations, and videos including:
      - Materials generated and shared with all staff via internal M: drive in April 2025.
      - Monthly newsletter with tips/ tricks debuts in Summer 2025.
    - Hosted bi-annual training refreshers in tandem with leadership team.
      - Refreshers held in Spring and Fall 2025.

- Objective: Increase opportunities for staff development.
  - Strategy: Provide development opportunities focused on customer service, reference services, and readers advisory. (2025)
    - Staff provided monthly training opportunities for customer service/ conflict resolution/ de-escalation through the Ryan Dowd series of trainings.
    - Staff provided trainings through City of Marion's 'Marion University' monthly training series.
    - Specialized trainings have been offered and completed by multiple different staff for:
      - Reference services
      - Customer service
      - Programming
      - Readers Advisory
  - Strategy: Formalize an internal onboarding process for staff (2027)
    - An internal onboarding process for newly hired Patron Services staff has been implemented as a pilot program in order to utilize eventually for all library staff.
  - Strategy: Design and develop internal intranet for staff use (2028)
    - Carry out needs analysis with staff (2025)
      - This project is on hold pending collaboration with City IT.

Pipe Pro Inc.
6633 8th Street SW
Cedar Rapids, Iowa 52404
319-365-2960

October 20, 2025

Marion Public Library
1106 6th Ave.
Marion, Iowa 52302

RE: MV-280 Add walk off drains at doors to outdoor reading patio

Pipe Pro, Inc. is pleased to offer the following proposal:

Inclusions

- Provide and install 3 linear drains at the 2nd floor outdoor patio doors per provided drawing
- (2) 36-inch drains and (1) 72-inch drain
- Provide labor and materials to pipe drains to existing first floor storm sewer
- Storm piping insulation
- All work is to be done Monday through Friday 7am-3:30pm
- Provide all tools and rental equipment needed
- Consumables

Specific exclusions

- Floor cutting
- Moving furniture and bookshelves in areas work is to be done
- Concrete removal and infill
- Overtime/off hours
- Floor finishes/flooring material
- Additional costs for unforeseen above ceiling obstacles
- Removal and replacement of existing ceiling finishes where work is to be done

o   Exclusions—applicable sales and use taxes, structural steel, BIM modeling, structural engineering, asbestos abatement, lead abatement, concrete, temporary power, temporary heat/cooling, scaffold, sprinkler system, ceiling repairs, CAD drawings, heat tracing, engineering, dumpster, storage facilities, bonding, unforeseen conditions. Pipe Pro Inc. shall not be responsible for any failure to perform, or delays in performance or its obligations resulting from the COVID-19 pandemic or any future epidemic. Owner shall not be entitled to any damages resulting thereof.

Materials $10,456.00

Labor $14,230.00

Total price $24,686.00

Add for overtime/off hours $5,200.00

Sincerely,
Mike Vrba
Project Manager
Pipe Pro Inc.
Office 319-365-3960 Ext. 32
Cellular 319-558-6266
E-mail Mvrba@pipeproinc.com

Pipe Pro, Inc Terms and Conditions

1. <u>Pipe Pro's Responsibilities.</u> Pipe Pro, Inc. ("Pipe Pro") shall perform the scope of work set forth in the Proposal (hereinafter, "Work"). Pipe Pro shall perform Work during normal working hours, 7:00 a.m. to 3:30 p.m., Monday through Friday.

2. <u>Owner's Responsibilities.</u> Owner shall procure all access rights, easements, right-of-way and permits including without limitation environmental, building, zoning, utility, and occupancy for Pipe Pro to perform its Work. Owner shall provide appropriate space on the premises to store materials and operate equipment. Owner shall supply all necessary utilities or other specified supplies, all at no cost to Pipe Pro. Owner shall be responsible for taxes, including without limitation sales, use, excise, value-added, or other similar tax applicable to the Work.

3. <u>Payment.</u> Payment terms are net thirty from the date of invoice. Overdue payments will be charged interest at 1.5% per month. Pipe Pro Inc. reserves the right to progress bill at its discretion any project, and bill for ordered and stored materials. Pipe Pro Inc. reserves the right to suspend any or all further work, or terminate the agreement if owner, customer, or subsidiary fails to make timely payments. Owner/customer shall be responsible to pay for all work performed until suspension or termination date including but not limited to demobilization, remobilization, termination costs and losses. Pipe Pro Inc. reserves the right to require a down payment to commence project.

4. <u>Changes in Scope of Work.</u> Any change in the Scope of Work, any change in the plans or specifications, or any damage to Pipe Pro's work by Owner or others shall entitle Pipe Pro to an equitable adjustment in the time and price. Pipe Pro shall be entitled to an equitable adjustment in the time and price resulting from unforeseen conditions, including without limitation boycotts, labor disputes, fire, delays in transportation, acts by public utilities or public bodies, inspectors, adverse weather conditions, unavoidable casualties, catastrophes, war, unacceptable substitutes, acts of God, or other causes beyond Pipe Pro's control.

5. <u>Hazardous Materials and Conditions.</u> Pipe Pro will not be responsible for any hazardous materials encountered at the site. If Pipe Pro encounters any hazardous material or condition, Pipe Pro will suspend work in any affected area, notify Owner, and shall not be required to resume work until after Owner has delivered written notice specifying that such condition has been rendered safe for the resumption of work. Pipe Pro shall be entitled to an equitable adjustment in price and time for any encountered hazardous materials or condition. Owner shall indemnify Pipe Pro and its officers, employees, agents, and subcontractors from and against all claims, costs, losses, and damages including without limitation reasonable attorney's fees, arising out of or resulting from such hazardous materials or conditions.

6. <u>Release.</u> Pipe Pro will not be responsible for any claims, costs, losses, or damages arising out of acts or neglect by Owner or governmental agencies, acts or neglect of utility owners or other contractors performing other construction work, fires, floods, corrosive substance in the air, strikes, lockouts, inability to obtain materials or services, commotions, war, epidemics, abnormal weather conditions, acts of God, or other factors outside of Pipe Pro's reasonable control. Owner waives all rights against Pipe Pro arising out of perils covered by builder's risk policies and any other property insurance applicable to the Work.

7. <u>Limited Warranty.</u> Pipe Pro provides a warranty of good workmanship on its Work for twelve months from the date of substantial completion (hereinafter, "Limited Warranty"). Pipe Pro's obligations and liabilities under this Limited Warranty are limited to repairing its defective workmanship. The Limited Warranty excludes abuse, modification, improper maintenance or operation and normal wear and tear under normal usage. There are no other warranties than the Limited Warranty, which is exclusive and in lieu of all other warranties, express or implied, for design, performance, merchantability, fitness for a particular purpose, or otherwise. The Limited Warranty is the sole and exclusive remedy for Owner. Except for the Limited Warranty, Owner waives and releases any and all causes of action, including without limitation negligence, strict liability, or breach of contract or warranty.

8. <u>Waiver of Consequential Damages.</u> Owner and Pipe Pro waive claims against each other for any special, incidental, indirect, or consequential damages arising out of or relating to this Agreement or the performance of this Agreement. This mutual waiver includes without limitation (1) damages incurred by the Owner for rental expenses, for losses of revenue, use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons and (2) damages incurred by Pipe Pro for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Agreement.

9. <u>Limitation of Liability.</u> To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Pipe Pro and Pipe Pro's officers, directors, partners, employees, agents, subcontractors, and suppliers and any of them, to Owner and anyone claiming by, though, or under Owner, for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to this Agreement or the performance of this Agreement from any cause or causes of Pipe Pro or Pipe Pro 's officers, directors, partners, employees, agents, or subcontractors, or any of them, shall not exceed the total compensation received by Pipe Pro pursuant to this Agreement.

10. <u>Indemnity.</u> Owner shall indemnify and defend Pipe Pro and its officers, employees, agents, and subcontractors from and against all claims, costs, losses, and damages, including without limitation attorney's fees, arising out of the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than Pipe Pro's Work) to the extent caused by any negligent act or omission of Owner or any individual or entity directly or indirectly employed by Owner.

11. <u>Time to File</u>. Any and all actions, rights, claims, costs, losses, and damages by any Party against any other Party arising out of this Agreement or the performance of this Agreement shall be barred and cannot be initiated by any Party more than one year after substantial completion.

12. <u>Attorney's fees.</u> Pipe Pro shall be entitled to recover all fees, costs, and expenses, including without limitation reasonable attorney's fees, resulting from any default or breach of contract by Owner, including without limitation failure to make payments as required by the Agreement.

13. <u>Choice of Law and Venue.</u> The law of the State of Iowa shall govern any disputes arising out of this Agreement. The Iowa District Court in and for Linn County or the United States District Court for the Northern District of Iowa shall be the sole and exclusive venue for any disputes and both parties consent to jurisdiction in the State of Iowa.

MPL Foundation Meeting Board Liaisons 2026

4th Thursday of Every OTHER Month at 8 a.m.

Attendance via Zoom will be an option for all meetings

	Board Liaison Volunteer	
Thursday, January 22nd		
Thursday, March 26th		
Thursday, May 28th		
Thursday, July 23rd		
Thursday, September 24th		
Thursday, November 19th*		

*November's meeting will be on the 3rd Thursday of the month due to the Thanksgiving Holiday being the 4th Thursday of the month

MPL Friends Meeting Board Liaisons 2026
4th Thursday of Every Month at 5 p.m.

These Meetings take place In Person, in MPL's Board Room

	Board Liaison Volunteer	
Tuesday, January 27th		
Tuesday, February 24th		
Tuesday, March 24th		
Tuesday, April 28th		
Tuesday, May 26th		
Tuesday, June 23rd		
Tuesday, July 28th		
Tuesday, August 25th		
Tuesday, September 22nd		
Tuesday, October 27th		
Tuesday, November 24th		
December	No Meeing in December	