



AGENDA

Library Board

5:00 PM - Monday, December 16, 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# 897 3584 9620. A link is also provided at www.cityofmarion.org. Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Page

CALL TO ORDER

AGENDA APPROVAL

Motion to approve agenda as presented.

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

MINUTES

Motion to approve the November 2024 minutes.

[Library-Minutes-November 18 2024 DRAFT](#)

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REPORTS

Friends of the Marion Public Library Report

Marion Public Library Foundation Report

[MPL Foundation Report December 2024](#)

Board Continuing Education

Art Advisory Committee Report

Finance Committee

Personnel Committee Report

7

- Director's Report 8 - 24
- Budget Update
 - Statistics Highlights
 - General Department Updates
 - MLN Updates

[Directors Report December 16 2024](#)
[Budget Performance Report November 2024 FINAL](#)
[Open PO Report - November 2024](#)

- Policy Committee Report
- Policy Committee did not meet

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

REGULAR AGENDA

- | | |
|---|---------|
| 1. State Library Board of <i>Trustees Handbook</i> - Ch. 7 - 8 (Discussion) | 25 - 30 |
| Ch. 7-8 - Iowa Library Trustee's Handbook 2021 Edition | |
| 2. Meeting Rooms Policy (Action Requested) | 31 - 34 |
| Meeting Rooms Policy 12-2024 | |
| 3. Circulation Policy (Action Requested) | 35 - 37 |
| Circulation Policy 12-2024 | |
| 4. FY24 Annual State Library Survey (Action Requested) | 38 - 59 |
| FY24 MPL Annual State Library Survey | |
| 5. Friends Meeting Board Liaisons 2025 Sign-up | 60 |
| Friends Meeting Board Liaisons 2025 Sign-up | |

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, November 18, 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, November 18, 2024, at 5:00 PM, with the following members present:

- PRESENT: In Person: Susan Kling, Jack Zumwalt, Sandy Rosenberger, Kim Rose, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt, Becky Garms
Via Zoom: Okpara Rice, Cara Briggs Farmer
- ABSENT: None
- STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn, Allyson Lindgren
- FRIENDS REP: Wynelle Lindsley
- GUESTS PRESENT: Nick Tharalson

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 Rose, seconded by Nunn, to approve the agenda as presented.

Approved unanimously

LIBRARY SPOTLIGHT

New Library Board of Trustees Member - Becky Garms

- Board members introduced themselves for the benefit of our new Board member, Becky Garms.

INTRODUCTION OF GUESTS

PUBLIC FORUM

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You will have five minutes to address the Board.

MINUTES

Motion to approve the October 2024 Meeting minutes.

Moved by Rice, seconded by Kling, to approve the October 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Wynnelle Lindsley reported that the Book Sale and Bake Sale the Friends had over the past weekend had lots of traffic and lots of help from volunteers.
- Friends held a Volunteer Appreciation event recently to thank the 38 Book Store volunteers they have.
- Online registration for the Dolly Parton Imagination Library was recently turned back on so current membership of 920 children will likely increase soon.

Marion Public Library Foundation Report

- Bill Carroll reported in Hilery Livengood's absence that Sally Reck is now a member of the Foundation Board.
- Former Foundation Director Amy Gieger and CODA Credit Union were recently honored on National Philanthropy Day.
- The Linn Area Credit Union donor signage in the library will be updated to CODA Credit Union soon with financial help from CODA to pay for it.

Board Continuing Education

- None to report.

Art Advisory Committee Report

- Committee will meet next on November 25th.

Finance Committee

- No report.

Personnel Committee Report

- No report.

Director's Report

- Budget Update - We are 33.3% of the way into the Fiscal Year, Revenue and Expenses are both at 36% for the year.
- Statistics Highlights - Our Annual State Library Survey was submitted last month, ahead of the October 31st deadline.
- General Department Updates - Our Strategic Plan is complete and has been printed. There will be a Bookmobile preview for City Council and Library Board Members in early December. Panic Buttons have been installed at all Service Desks in the Library. Chelsea Nunn asked if there was also an App option for panic buttons, there is not.

Policy Committee Report - only minor changes were suggested for the policies listed below.

- Behavior Guidelines Policy
- Public Records Request Policy
- Recording Studio and Green Screen Room Policy
- Unattended Child Policy

Moved by Alexander, seconded by Rosenberger, to accept all Policies as presented.
Approved unanimously

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

Moved by Kling, seconded by Zumwalt, to accept all Reports as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 6 (Discussion)

- The chapter on Policies was discussed.
- The purpose of the Policy Committee is to make recommendations to the whole Board on possible changes but any Board member can give suggestions.

2. Board Charter (Action Requested)

- Second review of the Library Board Operations to update the mission and vision statements.

Moved by Zumwalt, seconded by Rosenberger, to approve the updates to the Board Charter mission and vision statements as presented.

Approved unanimously

3. Purchase Request (Action Requested)

- Funds were added to our FY25 budget to add blinds/shades to the North facing windows in Board Room, MakerSpace, and Teen Programming Room. Since the project cost is over \$10,000, Board approval is needed for this purchase.

Moved by Rice, seconded by Rose, to approve the purchase order for blinds for the Board Room, MakerSpace, and Teen Programming Room.

Approved unanimously

4. Annual Report Presentation (Q & A and Discussion)

- Board President, Ross McIntyre, gave his presentation to Board Members on the Library's FY24 Annual Report that he previously gave to City Council.

5. Library Closure in Relation to Library Generator Project (Action Requested)

- For installation of the Generator project, the main power to the building would need to be turned off for two days. The Library would either need to be closed for these two days or a temporary hook up of power could be arranged for \$35,000.
- Library Director, Bill Carroll, recommended to the Board that the Library be closed for these (yet to be determined) two days. Alternative Library services would still be offered, such as having the Bookmobile parked in the Library Parking lot those days.

Moved by Alexander, seconded by Rose, to approve the plan for a two day closure for the Generator Project installation.

Approved unanimously

6. Meeting Room Policy (Action Requested)

- Suggested changes to the Meeting Room Policy would allow for Meeting Room users to use the Culinary Kitchen if they can demonstrate they have the skills to use the equipment and if they have proper proof of insurance.
- Several Board members were in favor of this change since it would allow more usage of the Culinary Kitchen.

Moved by Logan, seconded by Rice, to approve the suggested changes to the Meeting Room Policy.

Approved unanimously

7. Peppermint Walk/Bookmobile Tours Volunteer Sign-up Sheet

- Volunteers are needed for the Peppermint Walk/Bookmobile ribbon cutting, the sign-up sheet was sent around to Board members.

ADJOURN

Moved by Rosenberger, seconded by Zumwalt, to adjourn at 6:11 p.m.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

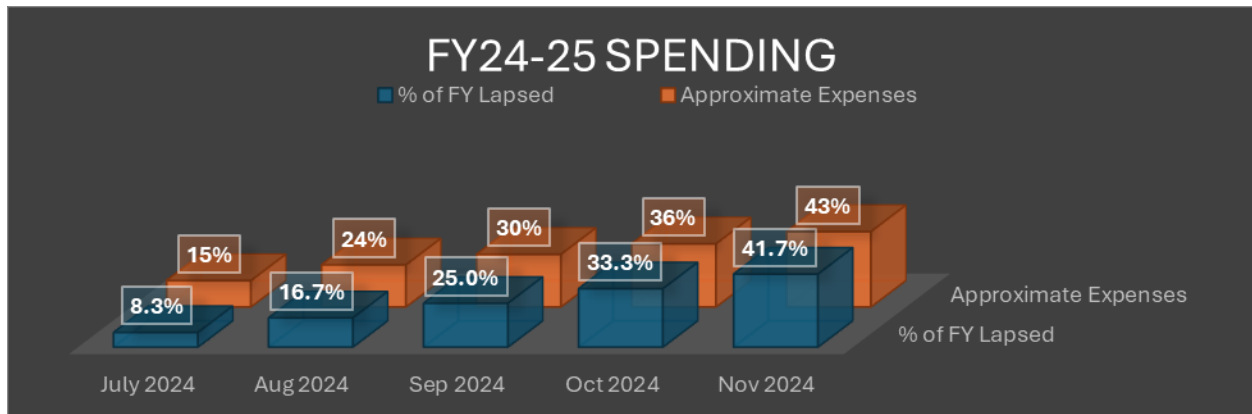
December 2024 report to Board of Trustees

- The Foundation’s Board of Directors approved Abbie Parker, Linn Mar High School Associate Principal, to its membership.
- The bookmobile donor signage is complete.
 - On the vehicle’s exterior, the four organizations that contributed \$25,000 or more are recognized on the back door. Additionally, Friends of MPL, which paid for the vehicle’s wrap, also is recognized.
 - On the interior, a temporary sign recognizes all donors of \$1,000 or more to the bookmobile vehicle purchase. After we complete fundraising for the bookmobile’s opening collection, a permanent sign will be fabricated. That sign also will list donors of \$1,000 or more to the vehicle’s starting collection.
- The Foundation received a \$10,000 grant for the bookmobile opening collection from the Linn County Fund at the Greater Cedar Rapids Community Foundation.
- Grants totaling \$12,500 are pending for library materials for the bookmobile. Of the \$70,000 materials budget for the bookmobile starting collection, the Foundation has raised approximately \$47,000, leaving a \$23,000 gap.
- Year-end solicitations are being sent to prior Foundation individual donors and Marion residents who could make qualified charitable distributions (QCDs) from a retirement account. The focus of these is the bookmobile collection, although we list options for general support and the Dolly Parton Imagination Library.
- We continue exploring a grant opportunity through the National Endowment for the Arts, the “Big Read.” The grant supports community reading programs designed around a single book, an objective on the library’s strategic plan. Programming for the 2025-26 grant cycle will center around the theme *OUR NATURE: How Our Physical Environment Can Lead Us to Seek Hope, Courage, and Connection*. Awards range from \$5,000 to \$20,000 and require a match. The letter of inquiry deadline is January 23, 2025, and the full grant application is due January 30, 2025.

Director’s Report for the Library Board of Trustees Meeting on Monday, December 16, 2024

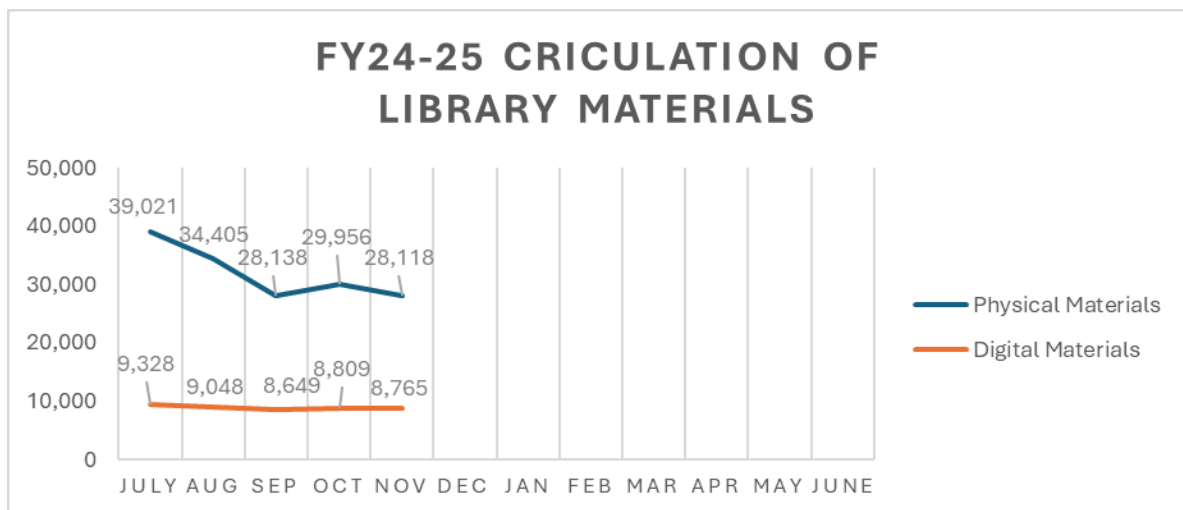
Budget Update:

- The current fiscal year has lapsed approximately 41.7% through November 30, 2024.
- As of the November 30, 2024 budget report, approximately 43% of the library’s budget has been expended for the year.

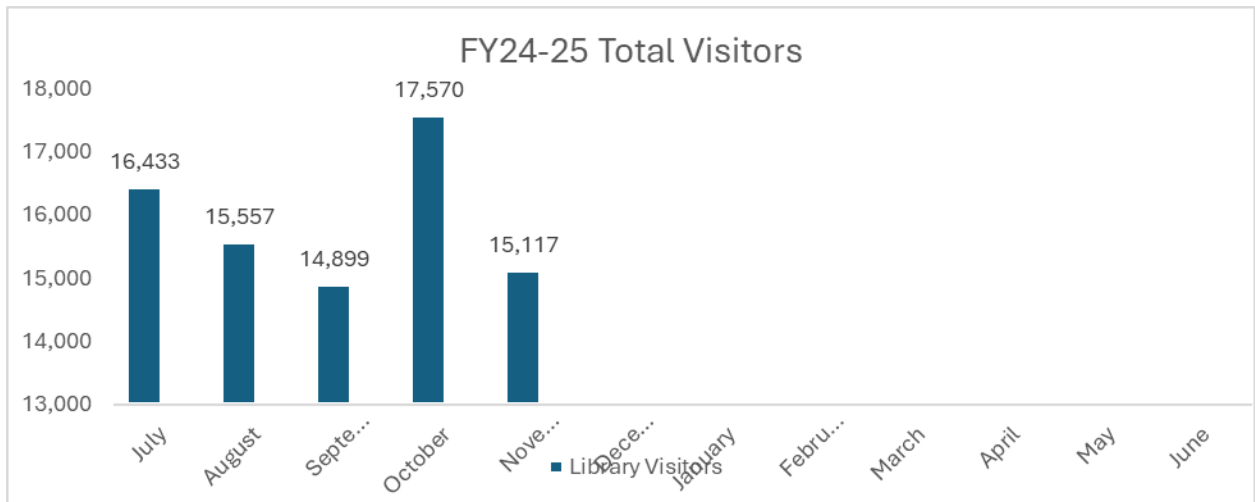


- As of November 30, 2024 budget report, revenue received increased to approximately 37% received for the fiscal year. This will likely increase in the coming weeks as we realize revenue from the State Library for the ILL and OA programs and revenue from Linn County for service to rural residents.

Statistics Highlights:



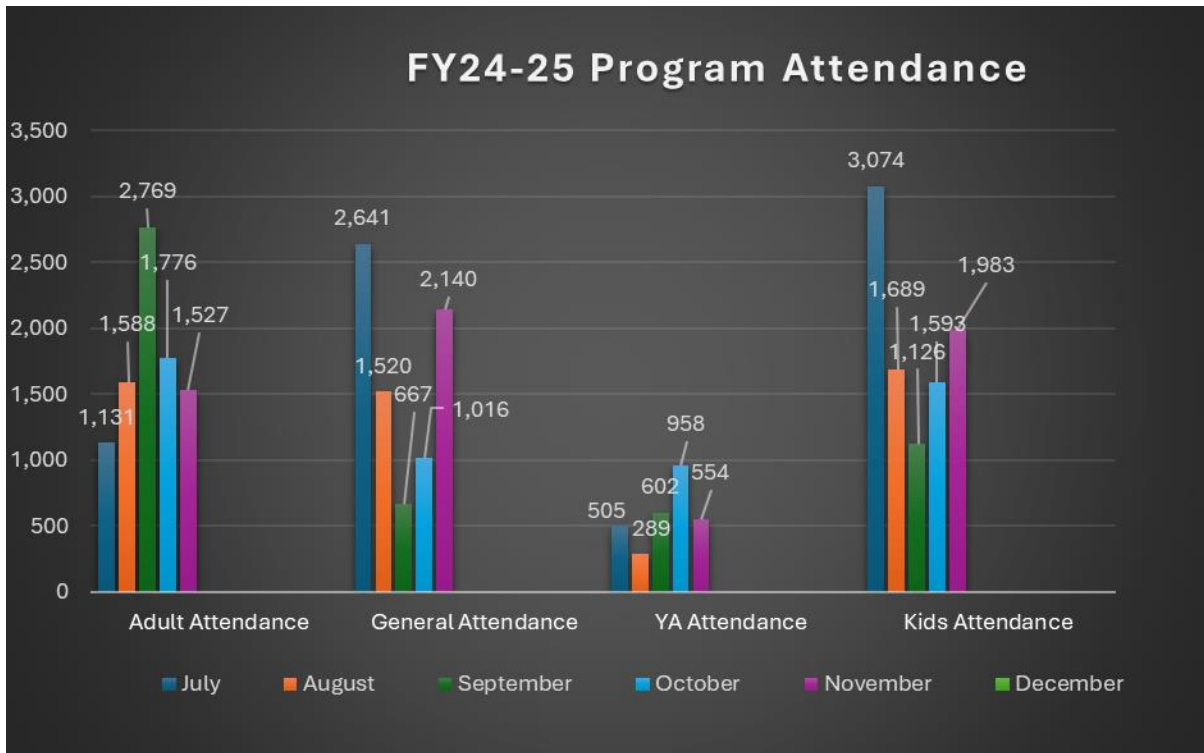
- For November 2024, circulation of physical items decreased approximately 6.1% from the previous month, having 28,118 items checked out. Circulation of physical items for the month increased approximately 1.4% when compared with the previous year.
- For November 2024, circulation of digital items decreased approximately 0.5% from the previous month.



- The gate count for November 2024 was 15,117. The November gate count was approximately 14.0% lower than October 2024. Compared with the previous year, the gate count was approximately 12.1% higher than in November 2023.



- Programming saw a slight decrease in the number of programs offered between November (130) and November (162). The number of programs offered in November 2024 was slightly lower than the number of programs offered in November 2023 (141).



- Program attendees for November 2024 totaled 6,204 individuals. This is approximately 16.1% more than the 5,343 that attended programs in October. Compared with November 2023, which saw 4,189 attendees for programs, there was an approximate increase for the current year of approximately 48.1%.
- Due to a glitch with program tracking software hosted by the State Library of Iowa, there was a data-entry discrepancy discovered which showed the library over reporting program attendance by 23 patrons for November 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**
 - All library staff had an informative all-day staff training on Monday, November 11. Topics included information on a local non-profit that provides resources for suicide prevention, health and safety preparedness, interactive training for patron interactions and customer service, education on the new strategic plan, and a preview of the bookmobile.
 - On November 13, members of the City and Library team attended the 2024 National Philanthropy Days Awards Ceremony to honor recently retired

Foundation Director, Amy Geiger. Amy was awarded the Outstanding Fundraising Professional Award.

- Budget planning for FY 26 continues and the library submitted its request for the general fund November 30th. Once this information has been submitted to the City, the City Manager will then meet with the Library Director to discuss requests in December.
- During October's heavy rains, it was discovered there are a few leaks in the ceiling above the Marketplace area of the library. Work on a solution for this issue continues.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - The bookmobile wrap was finalized and sent to production during the month of November.
 - Planning continues for the bookmobile's ribbon cutting on December 6, as well as post-ribbon cutting marketing and outreach. Ashley has been working closely with Bob and Darryn on what this looks like.
 - Ashley attended the final presentation for the Mount Mercy University Digital Marketing course, where students presented their findings on a marketing plan for the bookmobile and a social media analysis.
 - The library served as a polling place for the General Election on November 5.
 - 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
 - 53 reservations were made for November. 47/53 reservations were completed.
 - Boardroom: 21 reservations
 - Community Room: 6 reservations
 - Community Room A: 10 reservations
 - Community Room B: 10 reservations
 - Outdoor Reading Terrace: 0 reservations
 - Media Mentions
 - No substantial media mentions were made during the month of November.
- **Patron Services update from Bob Reynolds**
 - There were 18 Patron Incidents in November. These were behavior policy breaks.
 - There was one patron ban in November due to repeated behavior policy breaks. This ban is due to end on January 1 if the conditions in the letter received by the patron are met. These conditions help to ensure success in the library.

- Rural Linn County circulation has increased since last month while Open Access circulation has dipped slightly. This is likely due to the holidays and proximity to the library.
- Volunteer hours have decreased this month. This is due to holiday travel as well as some volunteers moving for the winter.
- Notary services have seen a significant decrease from previous months. Changes in service requested has not been attributed to anything.
- **Programming update**
 - The programming team is in transition as we work to fill one full-time open position and the open manager position.
- **Reader's Advisory & Collections update from Sue Gerth**
 - Worked with Darryn to fill the bookmobile and prep collection for roll out. Using funds from donations to purchase materials; adding bookplates to recognize memorial donations.
 - Ordered more board games our for Library Of Things.
 - Working with Ashley on wayfinding signage for adult fiction & non-fiction.
 - Hired two part-time shelveers.
 - Had our last Fold In The Cheese regular cooking session for the year in November, full class.
 - Attended staff training day; awards ceremony honoring Amy Geiger.
- **IT and Building Maintenance from James Teahen**
 - During the month of November there were a total of 10 internal technology/facilities help tickets that came in. Of the 10 tickets, four of them were due to various technical issues that came up (computers not connecting to the network, tablet kept rebooting, speaker issue in one of the study rooms) and 6 were for facilities (lightbulbs out, toilet issues etc).
 - Installation of technology in the bookmobile.
 - CIP quote for 2nd floor blinds was approved.

Metro Library Network (MLN) Updates:

- MLN Library Directors met at the Hiawatha Public Library on November 20, 2024.
- Service updates were discussed as well as the upcoming corridor libraries CE collaboration in February 2025.
- The next scheduled meeting is set for December 18, 2024.



Budget Performance Report

Fiscal Year to Date 11/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
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	10,698.14	(198.14)	102	10,665.33
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$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	61,456.04
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	18,162.51	17,837.49	50	9,206.01
	<i>Intergovernmental Totals</i>	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$28,860.65	\$134,639.35	18%	\$81,327.38
<i>Charges for Service</i>										
4504	Copy Charges	5,000.00	.00	5,000.00	762.55	.00	4,460.85	539.15	89	2,582.30
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	292.72	.00	3,191.53	2,808.47	53	2,376.98
4506	Fax Revenues	.00	.00	.00	.00	.00	19.50	(19.50)	+++	17.25
4509	Rental - Community Room	4,000.00	.00	4,000.00	592.50	.00	6,615.00	(2,615.00)	165	2,600.00
	<i>Charges for Service Totals</i>	\$15,000.00	\$0.00	\$15,000.00	\$1,647.77	\$0.00	\$14,286.88	\$713.12	95%	\$7,576.53
<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	216.80	.00	2,963.80	3,636.20	45	2,501.01
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	\$216.80	\$0.00	\$38,466.80	\$3,736.20	91%	\$38,052.73
	Department 410 - Library Totals	\$220,703.00	\$0.00	\$220,703.00	\$1,864.57	\$0.00	\$81,614.33	\$139,088.67	37%	\$126,956.64
	REVENUE TOTALS	\$220,703.00	\$0.00	\$220,703.00	\$1,864.57	\$0.00	\$81,614.33	\$139,088.67	37%	\$126,956.64
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	73,386.52	.00	385,832.22	569,713.78	40	367,133.15
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	34,115.36	.00	187,564.26	383,717.74	33	185,660.96
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	20.83

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Budget Performance Report

Fiscal Year to Date 11/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	4,945.67
	<i>Salaries Totals</i>	<u>\$1,526,828.00</u>	<u>\$0.00</u>	<u>\$1,526,828.00</u>	<u>\$107,501.88</u>	<u>\$0.00</u>	<u>\$573,396.48</u>	<u>\$953,431.52</u>	<u>38%</u>	<u>\$557,760.61</u>
<i>Employee Benefits/Costs</i>										
6110	FICA	73,548.00	.00	73,548.00	6,626.28	.00	35,335.64	38,212.36	48	34,406.57
6120	Medicare	22,383.00	.00	22,383.00	1,549.71	.00	8,264.02	14,118.98	37	8,046.67
6130	IPERS	126,856.00	.00	126,856.00	10,118.43	.00	54,009.72	72,846.28	43	51,871.03
6150	Health Insurance	163,431.00	.00	163,431.00	11,640.08	.00	56,776.60	106,654.40	35	64,101.25
6151	Wellness Program	308.00	.00	308.00	25.90	.00	125.80	182.20	41	129.50
6152	Life Insurance	1,545.00	.00	1,545.00	121.86	.00	606.88	938.12	39	629.85
6153	Long Term Disability	3,735.00	.00	3,735.00	308.43	.00	1,528.27	2,206.73	41	1,484.16
6154	Dental Insurance	3,604.00	.00	3,604.00	289.56	.00	1,411.08	2,192.92	39	1,502.00
6160	Worker's Compensation	873.00	.00	873.00	158.91	.00	651.36	221.64	75	736.57
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	7,920.00	.00	7,920.00	330.00	.00	1,650.00	6,270.00	21	2,970.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	4,200.00	4,800.00	47	3,750.00
	<i>Employee Benefits/Costs Totals</i>	<u>\$413,203.00</u>	<u>\$0.00</u>	<u>\$413,203.00</u>	<u>\$32,069.16</u>	<u>\$0.00</u>	<u>\$164,559.37</u>	<u>\$248,643.63</u>	<u>40%</u>	<u>\$169,627.60</u>
<i>Staff Development</i>										
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	3,825.00	.00	3,825.00	.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	461.75	.00	1,381.75	6,743.25	17	864.12
6240	Travel Expenses	5,000.00	.00	5,000.00	1,561.87	.00	4,976.93	23.07	100	4,112.03
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
	<i>Staff Development Totals</i>	<u>\$18,120.00</u>	<u>\$0.00</u>	<u>\$18,120.00</u>	<u>\$2,023.62</u>	<u>\$0.00</u>	<u>\$6,523.68</u>	<u>\$11,596.32</u>	<u>36%</u>	<u>\$5,315.65</u>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	1,844.45	11,850.00	8,325.18	41,524.82	33	4,170.17
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	7,321.06	.00	38,698.99	70,726.01	35	40,725.97
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	418.25	.00	2,925.88	2,594.12	53	2,286.75
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	254.24	.00	550.81	1,429.19	28	667.28
	<i>Repair/Maintenance/Utilities Totals</i>	<u>\$185,225.00</u>	<u>\$0.00</u>	<u>\$185,225.00</u>	<u>\$9,838.00</u>	<u>\$11,850.00</u>	<u>\$50,992.66</u>	<u>\$122,382.34</u>	<u>34%</u>	<u>\$48,799.17</u>
<i>Contractual Services</i>										
6402	Advertising/Publications	8,798.00	.00	8,798.00	66.87	.00	2,302.44	6,495.56	26	1,620.11
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	80,683.00	.00	80,683.00	.00	.00	84,247.11	(3,564.11)	104	59,764.79



Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6409	Credit Card Merchant Fees	1,320.00	.00	1,320.00	239.17	.00	843.52	476.48	64	507.61
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	1,214.25	1,646.06	50,892.06	48,588.88	52	33,151.79
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	.00	.00	17,920.00	36,560.00	33	25,260.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	223.21	10,184.80	1,116.05	3,099.15	78	1,116.05
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	1,461.46	596.82	3,699.21	31,233.97	12	2,812.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	978.50	.00	1,977.60	7,622.40	21	2,502.90
<i>Contractual Services Totals</i>		\$450,838.00	\$0.00	\$450,838.00	\$4,183.46	\$12,427.68	\$306,428.31	\$131,982.01	71%	\$270,166.07
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	.00	.00	3,052.20	2,947.80	51	85.22
6506	Office Supplies	8,250.00	.00	8,250.00	76.11	.00	617.92	7,632.08	7	1,265.16
6507	Operational Supplies	45,365.00	.00	45,365.00	1,768.19	.00	7,341.54	38,023.46	16	9,965.53
6508	Postage/Shipping	10,200.00	.00	10,200.00	775.31	.00	2,501.79	7,698.21	25	1,214.58
6510	Forms/Printing Services	8,950.00	.00	8,950.00	1,671.00	.00	3,499.49	5,450.51	39	47.54
6511	Janitorial Supplies	10,600.00	.00	10,600.00	639.44	.00	3,308.48	7,291.52	31	2,266.59
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	95.76	.00	128.43	4,871.57	3	.00
6514	Medical Supplies	2,295.00	.00	2,295.00	63.80	.00	354.80	1,940.20	15	202.73
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	2,663.34
6590	Events & Meetings	1,000.00	.00	1,000.00	.00	.00	44.70	955.30	4	154.90
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	\$5,089.61	\$0.00	\$20,942.63	\$85,201.37	20%	\$17,865.59
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	8,469.78	.00	34,253.91	41,306.09	45	35,491.36
6718.02	Library Materials Young Adult Materials	8,000.00	.00	8,000.00	483.11	.00	3,195.46	4,804.54	40	16,905.02
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	2,212.52	.00	14,911.53	39,588.47	27	23,898.11
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	4,708.67	.00	10,117.84	22,382.16	31	9,975.36



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	1,299.14	.00	6,423.43	9,576.57	40	8,979.96
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,279.52	.00	5,928.47	4,071.53	59	4,715.90
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	6,086.27	.00	37,779.05	12,220.95	76	30,970.68
6718.08	Library Materials Other	44,217.00	.00	44,217.00	4,577.90	.00	27,831.17	16,385.83	63	31,860.94
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	\$29,116.91	\$0.00	\$140,440.86	\$150,336.14	48%	\$162,797.33
Capital Outlay Totals		\$298,777.00	\$0.00	\$298,777.00	\$29,116.91	\$0.00	\$140,440.86	\$158,336.14	47%	\$164,774.30
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		\$2,999,135.00	\$0.00	\$2,999,135.00	\$189,822.64	\$24,277.68	\$1,263,283.99	\$1,711,573.33	43%	\$1,234,308.99
EXPENSE TOTALS		\$2,999,135.00	\$0.00	\$2,999,135.00	\$189,822.64	\$24,277.68	\$1,263,283.99	\$1,711,573.33	43%	\$1,234,308.99
Fund 101 - General Fund Totals										
REVENUE TOTALS		220,703.00	.00	220,703.00	1,864.57	.00	81,614.33	139,088.67	37%	126,956.64
EXPENSE TOTALS		2,999,135.00	.00	2,999,135.00	189,822.64	24,277.68	1,263,283.99	1,711,573.33	43%	1,234,308.99
Fund 101 - General Fund Totals		(\$2,778,432.00)	\$0.00	(\$2,778,432.00)	(\$187,958.07)	(\$24,277.68)	(\$1,181,669.66)	(\$1,572,484.66)		(\$1,107,352.35)
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
Commodities Totals		\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$12,179.49
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
Capital Outlay Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
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



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0%	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	712.20	.00	14,536.88	5,463.12	73	12,623.19
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$712.20	\$0.00	\$14,536.88	\$5,463.12	73%	\$12,623.19
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	\$712.20	\$0.00	\$14,536.88	\$15,463.12	48%	\$12,623.19
	Department 410 - Library Totals	\$30,000.00	\$0.00	\$30,000.00	\$712.20	\$0.00	\$14,536.88	\$15,463.12	48%	\$12,623.19
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$712.20	\$0.00	\$14,536.88	\$15,463.12	48%	\$12,623.19
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

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
Commodities										
6599	Misc Commodities/Expenses	30,000.00	.00	30,000.00	3,920.11	.00	31,463.62	(1,463.62)	105	14,265.38
<i>Commodities Totals</i>		\$32,500.00	\$0.00	\$32,500.00	\$3,920.11	\$0.00	\$31,463.62	\$1,036.38	97%	\$16,768.75
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		\$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
<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	\$3,920.11	\$0.00	\$31,463.62	\$1,036.38	97%	\$16,768.75
EXPENSE TOTALS		\$32,500.00	\$0.00	\$32,500.00	\$3,920.11	\$0.00	\$31,463.62	\$1,036.38	97%	\$16,768.75
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		30,000.00	.00	30,000.00	712.20	.00	14,536.88	15,463.12	48%	12,623.19
EXPENSE TOTALS		32,500.00	.00	32,500.00	3,920.11	.00	31,463.62	1,036.38	97%	16,768.75
Fund 130 - Special Revenue Totals		(\$2,500.00)	\$0.00	(\$2,500.00)	(\$3,207.91)	\$0.00	(\$16,926.74)	\$14,426.74		(\$4,145.56)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	100,000.00	.00	100,000.00	2,287.00	.00	2,287.00	97,713.00	2	.00
4400 - Federal Grants/Contributions Totals		\$100,000.00	\$0.00	\$100,000.00	\$2,287.00	\$0.00	\$2,287.00	\$97,713.00	2%	\$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	\$2,287.00	\$0.00	(\$14,212.29)	\$114,212.29	-14%	\$0.00
Misc Revenues										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	144,895.00
4701 - Donations Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$144,895.00

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Misc Revenues</i>										
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	35,795.63	(35,795.63)	+++	.00
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$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>\$0.00</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	\$2,287.00	\$0.00	\$21,583.34	\$78,416.66	22%	\$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	\$2,287.00	\$0.00	\$21,583.34	\$78,416.66	22%	\$10,823,554.71
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,580.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	231,000.00	.00	231,000.00	.00	10,220.00	159,742.96	61,037.04	74	40,628.18
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<i>\$431,000.00</i>	<i>\$0.00</i>	<i>\$431,000.00</i>	<i>\$0.00</i>	<i>\$10,220.00</i>	<i>\$159,742.96</i>	<i>\$261,037.04</i>	<i>39%</i>	<i>\$43,208.18</i>
Department 410 - Library Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$10,220.00	\$159,742.96	\$261,037.04	39%	\$43,208.18
Department 620 - Finance										
<i>Staff Development</i>										
6800	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 11/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Staff Development Totals</i>		\$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	(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	\$0.00	\$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	31,068.90	46,091.25	32,178.90	(78,270.15)	+++	9,606.45
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$31,068.90	\$46,091.25	\$32,178.90	(\$78,270.15)	+++	\$39,685.45
<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

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Budget Performance Report

Fiscal Year to Date 11/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
<i>Commodities</i>										
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Capital Outlay</i>										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718	Library Materials									
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00
6751	Bond Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%	\$0.00
Department 620 - Finance Totals		\$1,200,000.00	\$0.00	\$1,200,000.00	\$31,068.90	\$46,091.25	\$32,069.34	\$1,121,839.41	7%	\$79,843.26
EXPENSE TOTALS		\$1,631,000.00	\$0.00	\$1,631,000.00	\$31,068.90	\$56,311.25	\$191,812.30	\$1,382,876.45	15%	\$123,051.44
Fund 301 - Capital Projects Totals										
REVENUE TOTALS		100,000.00	.00	100,000.00	2,287.00	.00	21,583.34	78,416.66	22%	10,823,554.71
EXPENSE TOTALS		1,631,000.00	.00	1,631,000.00	31,068.90	56,311.25	191,812.30	1,382,876.45	15%	123,051.44
Fund 301 - Capital Projects Totals		(\$1,531,000.00)	\$0.00	(\$1,531,000.00)	(\$28,781.90)	(\$56,311.25)	(\$170,228.96)	(\$1,304,459.79)		\$10,700,503.27
Grand Totals										
REVENUE TOTALS		350,703.00	.00	350,703.00	4,863.77	.00	117,734.55	232,968.45	34%	10,963,134.54
EXPENSE TOTALS		4,673,295.00	.00	4,673,295.00	224,811.65	80,588.93	1,486,559.91	3,106,146.16	34%	1,386,308.67
Grand Totals		(\$4,322,592.00)	\$0.00	(\$4,322,592.00)	(\$219,947.88)	(\$80,588.93)	(\$1,368,825.36)	(\$2,873,177.71)		\$9,576,825.87



Budget Performance Report

Fiscal Year to Date 11/30/24

Include Rollup Account and Rollup to Account



Open Purchase Order Report

As of G/L Date 11/30/24

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order	2025-00000174	Department	35 Library	G/L Date	11/19/2024	Amount	11,850.00
Description	Blinds for Board Room, MakerSpace, and Teen Programming Room	Vendor	2343 - Commercial Shading Systems LLC	Deliver by Date		Voided	.00
Type	Budgeted		Jeremy Kubovec	Printed Date	11/22/2024	Discounted	.00
Status	Open		950 Commercial St	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Suite A	Expiration Date		Remaining	11,850.00
Assigned To Buyer			LISBON, IA 52253			Encumbered	11,850.00
Resolution Number							

Item 1	<i>Description</i>	Building Maintenance & Repairs - Blinds for Board Room, MakerSpace, and Teen Programming Room	<i>Vendor Part Number</i>		<i>Amount</i>	11,850.00
	<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>	11,850.00	<i>1099 Item</i>	Yes	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	11,850.00
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	11,850.00
	<i>G/L Account</i>	101.410.6310 (Building Maintenance & Repairs)	<i>Project</i>		<i>Amount</i>	
					<i>Expensed</i>	.00
					<i>Encumbered</i>	11,850.00

Purchase Order	2025-00000175	Department	35 Library	G/L Date	11/19/2024	Amount	10,220.00
Description	Bookmobile Wrap (Design, Materials, & Installation)	Vendor	2535 - World Class Displays	Deliver by Date		Voided	.00
Type	Unbudgeted		Colleen Schutt	Printed Date	11/25/2024	Discounted	.00
Status	Open		2662 Cass Rd	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		TRAVERSE CITY, MI 49684	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>	Yes	<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>		<i>Amount</i>	
					<i>Expensed</i>	.00
					<i>Encumbered</i>	10,220.00

Department 35 Library Totals	Purchase Orders	2	Amount	\$22,070.00
			Voided	\$0.00



Open Purchase Order Report

As of G/L Date 11/30/24

Report by Department - Purchase Order Number

Detail Listing

			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$22,070.00
			Encumbered	\$22,070.00
Grand Totals	Purchase Orders	2	Amount	\$22,070.00
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$22,070.00
			Encumbered	\$22,070.00



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

Meeting Room Policy

Scope of Policy			
<i>Scope:</i>	General Rules for Use of the Library Meeting Rooms	<i>Effective Date:</i>	Revised 11/2 /186/2024

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">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">Meeting room capacities must be observed. Occupancy limits are posted in each meeting room and on the library's website.The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use.Meeting rooms may not be reserved by an organization for their own membership purposes for more than one date during a month. Exceptions may be made at the discretion of library management.All rooms are kept locked. Room users must check in at the Information Desk upon arrival and notify staff when finished.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.All meeting room doors must be kept closed for the duration of the reservation.No group or organization may reassign use of the facility to another.The library is a tobacco-free facility, including vaping and electronic cigarettes.No alcohol can be served or consumed on the property (except for special events with prior approval from the Library Director).Any open flame is prohibited, including candles and warming tray burners.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 and/or injuries to persons or property stemming from, or related to, improper use of the appliances and /or amenities for which use is being sought.

The library's programming rooms, such as the Youth and Teen Programming Rooms, are not able to be reserved by individuals and groups.

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.

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.

Circulation Policy



Scope of Policy			
<i>Scope:</i>	Use of library cards, loan periods and material recovery process	<i>Effective Date:</i>	Revised <u>12/9/16</u> /2024

Provisions			
I. Library Card Eligibility			
1. Those eligible for a Metro library card include:			
<ul style="list-style-type: none">• Marion residents.• Residents of Cedar Rapids and Hiawatha, other Linn County communities with public libraries, and other Iowa communities with public libraries that participate in the State's Open Access program.• Individuals whose city or county has contracted for service with our library.			
2. Those eligible for a Quick card include:			
<ul style="list-style-type: none">• Any visitor to a physical library location.			
II. Library Card Owner Responsibilities			
1. Card owners and caregivers of minors are responsible for all items checked out on their cards.			
2. Patrons are encouraged to bring their cards to the library for the most efficient service. Library staff may ask for verification or identification before checkout to a person who has forgotten their library card.			
3. Patrons are responsible for notifying the library of any change of home address, email address, phone number, and if their card is lost. The card owner assumes full responsibility for damage, loss, or theft of library materials and for violation of any copyright regulations. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.			
III. Library Card Types & Issuing Guidelines			
1. The Metro Library Network (MLN) offers two different types of library cards: Metro and Quick. Each has distinct benefits and expectations; patrons can visit the library's website or ask a staff person for details.			
2. Library card applications for Metro cards for children from birth through age 13 must be signed by a parent or legal guardian. Both child and guardian must be present.			
3. Without a current I.D., patrons can get a Quick Library Card that limits checkouts to no more than three items, limits holds to five.			
4. Anyone from Marion, Cedar Rapids, Hiawatha, a contracting community, or from another Linn County community so long as that community has a public library that participates in Open Access, is eligible for a Metro card.			
5. Any visitor to a physical library location can be issued a Quick card without I.D. or proof of address.			

Circulation Policy



IV. Loan Periods

Material	Checkout Period	Renewals	Checkout Limit	Holds
Audiobook	21 days	2 renewals	Unlimited	Limit of 50
Bikes	Within the day*	Not renewable	1 bike	Not holdable
Binge Boxes - DVD	7 days	2 renewals	20 items	Limit of 50
Blu-Rays	7 days	2 renewals	20 items	Limit of 50
Book Bags	21 days	2 renewals	Unlimited	Limit of 50
Book Club Kits	35 days	Not renewable	Unlimited	Limit of 50
Books	21 days	2 renewals	Unlimited	Limit of 50
Cake Pans	7 days	1 renewal	Unlimited	Not holdable
DVD - Fiction	7 days	2 renewals	20 items	Limit of 50
DVD - Non-Fiction	21 days	2 renewals	20 items	Limit of 50
DVD - TV Shows	7 days	2 renewals	20 items	Limit of 50
Games	7 days	1 renewal	Unlimited	Not holdable
<u>Holiday Books (Youth)</u>	<u>7 days</u>	<u>2 renewals</u>	<u>Unlimited</u>	<u>Limit of 50</u>
Interlibrary Loan	Varies	Varies	10 items	Limit of 10
Laptop & Tablets	2 hours	Not renewable	1 item	Not holdable
LaunchPads	21 days	2 renewals	1 item	Limit of 50
Library of Things	14 days	2 renewals	1 item	Limit of 1
Magazines	21 days	2 renewals	Unlimited	Limit of 50
Misc Kits (STEAM, ELK, etc)	21 days	2 renewals	2 items	Limit of 2
Playaway Book Packs	21 days	2 renewals	Unlimited	Limit of 50
Playaways	21 days	2 renewals	Unlimited	Limit of 50
Puzzles	21 days	Not renewable	Unlimited	Not holdable
Quick Picks	10 days	Not renewable	5 items	Not holdable
ReadAlouds (Wonderbooks)	21 days	2 renewals	Unlimited	Limit of 50
Turntables	7 days	Not renewable	1 item	Not holdable
Video Games	7 days	Not renewable	3 items	Limit of 50
Vinyl	7 days	Not renewable	2 items	Not holdable

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*Bikes must be returned within operating hours of the library on the same day they are checked out.

V. Material Recovery Process

1. Our library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.
2. The library will charge patrons replacement costs for items not returned and a fee to cover the cost of processing (Refer to Materials Fees and Replacement Costs Policy for borrowing timelines). The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.
3. A courtesy phone call, written reminder, or email notice about overdue materials will be made after materials are three, 10, and 20 days past the due date. The responsibility to return materials rests with the borrower. The amount of fees assessed is determined by the type of material checked out, not by the type of card an

Circulation Policy



individual holds. Items not returned within 35 days will result in replacement fees being charged to the patron's library card.

4. Checkout privileges will be temporarily suspended when the amount owed to the Marion, Cedar Rapids or Hiawatha public libraries reaches \$20.00. Checkout privileges are reinstated when materials are returned, or all replacement fees have been paid.

VI. Payment of Fees

1. Patrons who pay for lost materials and then subsequently find the materials within two months may be granted a refund.
2. Cardholders who have recovery fees totaling \$25 or more will receive up to three notices. If there is no response, borrowers will be subject to action by Unique National Collections. Cardholders who are reported to Unique National Collections will be assessed a \$10.00 non-negotiable collection fee in addition to any replacement costs and/or fees. Unique's program will include up to three written notices and two phone calls. Once reported to Unique, patrons are required to pay the total amount owed which includes the \$10 referral fee. Patron circulation privileges are restored once all replacement fees have been paid.
3. The Code of Iowa Chapter 714.5 Library materials and equipment -- unpurchased merchandise -- evidence of intention, states, in part: "The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails 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. . ." The library shall comply with the provisions and procedures outlined in the Iowa Code and its supplements, including the filing of a criminal complaint, if necessary, to assure that materials borrowed from the Marion Public Library are returned.

Marion Public Library

FY24 Iowa Public Library General Information Survey

CURRENT YEAR

PREVIOUS YEAR

Section A - General Information

(Reporting period July 1, 2023 to June 30, 2024 - unless otherwise specified)

Due October 31, 2024

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

A01	Library Name	MARION PUBLIC LIBRARY	<i>MARION PUBLIC LIBRARY</i>
A02	Library District	NE=Northeast	<i>NE=Northeast</i>
A03	Street Address	1101 6TH AVE	<i>1101 6TH AVE</i>
A04	City	MARION	<i>MARION</i>
A05	Zip	52302	<i>52302</i>
Mailing Address			
A06	Mailing Address	1101 6TH AVE	<i>1101 6TH AVE</i>
A07	City	MARION	<i>MARION</i>
A08	Zip	52302	<i>52302</i>
Other Contact Information			
A09	County	LINN	<i>LINN</i>
A10	Phone	(319) 377-3412	<i>(319) 377-3412</i>
A11	Has any information in questions A1 to A10 changed in the past year?	No	<i>No</i>

YES, answer YES on the pulldown menu and enter a correction in a note.

NO - answer NO on the pulldown menu and continue with question A14.

A12	City population (2020 decennial population)	41,535	41,535
A13	Library Size Code	G	G
A14	Library Director/Administrator Name	Bill Carroll	Bill Carroll

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2024.

B01	Total number of paid librarians	40	44
B02	Total number of all paid librarian hours worked per week	1060.00	1160.00
B03	Paid librarians FTE	26.50	29.00
B04	Total number of all other paid staff	0	0
B05	Total number of all other paid staff hours worked per week	.0	.0
B06	All other paid staff FTE	0.00	0.00
B07	Total number of paid staff	40	44
B08	Total paid staff FTE	26.50	29.00

Levels of Education

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

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2024.

B13	Hourly salary of the director	\$55.03	\$53.16
B14	Hourly salary of assistant director	N/A	\$47.57
B15	Hourly average salary of department heads	\$36.97	\$30.29
B16	Hourly salary of the children's librarians	N/A	N/A
B17	Hourly average salary of library clerks	\$15.86	\$15.85
B18	Hourly average salary of shelvers or pages	\$12.55	\$12.14
B19	Hourly average salary of janitorial or building maintenance employees	N/A	N/A

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY24 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY24 (July 1, 2023 - June 30, 2024).

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

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

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

OPERATING INCOME

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

REPORT ALL SOURCES OF FUNDS FOR FY24 (JULY 1, 2023 - JUNE 30, 2024).

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

DO NOT REPORT

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

Total Governmental Operating Income

D01	City income received from the city's general fund (exclude income from special levies)	\$2,248,795	\$2,125,654
D02	City income received from special levies	\$75,116	\$75,397
D03	County income received from all counties	\$64,674	\$50,967
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$36,325	\$50,002
D05	Other governmental income received	\$0	\$0
D06	Total local government operating income received	\$2,424,910	\$2,302,020
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	72,121	\$71,139
D08	Other income received from the State of Iowa	\$0	\$0

D09	Total state government operating income received	\$72,121	\$71,139
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D10	Total federal government income received	\$0	\$0
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Non-Governmental Operating Income

D11	Total non-governmental grants received	\$40,500	\$5,000
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D12	Endowments and gifts received (only report if money was spent in FY24)	\$16,935	\$25,078
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D13	Fines and/or fees received	\$0	\$0
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D14	Other income received	\$0	\$0
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D15	Total non-governmental operating income received	\$57,435	\$30,078
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Total Operating Income

D16	Total operating income received	\$2,554,466	\$2,403,237
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OPERATING EXPENDITURES

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

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY24 (July 1, 2023 - June 30, 2024), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

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

D17	Total salaries and wages expenditures (before deductions)	\$1,277,998	\$1,118,105
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D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	\$396,309	\$348,731
D19	Total staff expenditures	\$1,674,307	\$1,466,836
D20	Print physical collection expenditures	\$155,238	\$151,831
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$23,700	\$27,019
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$12,933	\$27,348
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$3,172	\$1,463
D24	Total physical non-print collection expenditures	\$39,805	\$55,830
D25	Total physical collection expenditures	\$195,043	\$207,661
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$0	\$0
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$15,921	\$17,041
D28	Total e-book collection expenditures	\$15,921	\$17,041
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0	\$0
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$16,421	\$15,112

D31	Total downloadable audio collection expenditures	\$16,421	\$15,112
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	\$0	\$0
D33	Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	\$126,098	\$104,016
D34	Total downloadable and Electronic Information collection expenditures	\$158,440	\$136,169
D35	Total collection expenditures	\$353,483	\$343,830
D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$526,676	\$592,571
D37	Total of all operating expenditures	\$2,554,466	\$2,403,237

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2023). To assist with determining this number, we have pre-filled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E26. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2024).

E01	Printed books (# of items), held at start of year	117,550	110,616
E02	Printed books (# of items), added during year	6,726	11,247
E03	Printed books (# of items), withdrawn during year	3,296	4,313

E04	Printed books (# of items), held at end of year	120,980	117,550
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	0	0
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	18,656	18,830
E07	Total e-books held at end of year	18,656	18,830
E08	Total books (print and e-books), held at end of year.	139,636	136,380
E09	Audio materials (# of physical items), held at start of year	974	315
E10	Audio materials (# of physical items), added during year	325	705
E11	Audio materials (# of physical items), withdrawn during year	213	46
E12	Audio materials (# of physical items), held at end of year	1,086	974
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	0	0
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	10,094	10,015
E15	Total downloadable audio materials, held at end of year	10,094	10,015
E16	Total audio materials (physical and downloadable), held at end of year.	11,180	10,989
E17	Video materials (# of physical items), held at start of year	20,601	20,657
E18	Video materials (# of physical items), added during year	624	1,247
E19	Video materials (# of physical items), withdrawn during year	815	1,303

E20	Video materials (# of physical items), held at end of year	20,410	20,601
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0
E22	Total video materials (physical and downloadable), held at end of year	20,410	20,601
E23	Other library materials (# of physical items), held at start of year	279	209
E24	Other library materials (# of physical items), added during year	1,050	707
E25	Other library materials (# of physical items), withdrawn during year	969	637
E26	Other library materials (# of physical items), held at end of year	360	279
E27	Total physical items, held at start of year	139,404	131,797
E28	Total physical items, added during year	8,725	13,906
E29	Total physical items, withdrawn during year	5,293	6,299
E30	Total physical items, held at end of year	142,836	139,404
E31	Total downloadable items, held at end of year	28,750	28,845
E32	Total physical and downloadable items, held at end of year	171,586	168,249

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecre>

E33	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here.	26	26
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E34	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2	2
E35	Total licensed databases	28	28

Section F - Circulation and Use Counts

Report circulation for FY24 (July 1, 2023 to June 30, 2024). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

F01	Adult books	111,198	88,931
F02	Young adult books	13,337	11,878
F03	Children's books	178,483	142,588
F04	Video recordings (physical formats)	59,672	51,452
F05	Audio recordings (physical formats)	9,429	7,640
F06	Serials (physical formats)	2,537	1,836
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	16,534	13,727
F08	Total PHYSICAL circulation by material type	391,190	318,052

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

F09	Circulation of physical items to the rural population of your own county:	12,123	9,508
F10	Total physical circulation of all materials cataloged as "children's"	204,433	149,001

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
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F12	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	37,012	45,958
F13	Total use of e-books	37,012	45,958
F14	Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F16	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	41,065	46,215
F17	Total use of downloadable audio recordings	41,065	46,215
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F19	All other electronic serials – Include RB Digital or similar	14,432	6,345
F20	Total use of electronic serials	14,432	6,345
F21	Total use of downloadable materials	92,509	98,518

Successful Retrieval of Electronic Information (Database Use)

F22	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	421	1,477
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F23	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	74,269	77,661
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F24	Total successful retrieval of Electronic Information.	74,690	79,138
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Circulation and Use Totals

F25	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	483,699	416,570
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F26	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	167,199	177,656
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F27	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26).	558,389	495,708
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Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

F28	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	434	155
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F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	61,162	29,216
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F30	Total Interlibrary Loan received from other libraries	61,596	29,371
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F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	281	121
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F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	36,200	34,091
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F33	Total Interlibrary Loan provided to other libraries	36,481	34,212
Other Use Counts			
F34	Current total number of registered users as of June 30, 2024	20,342	41,239
F35	Door count annually	179,239	132,291
F36	Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below.	CT - Annual Count	CT - Annual Count
F37	Total number of reference transactions annually	10,031	7,498
F38	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below.	CT - Annual Count	CT - Annual Count
F39	Number of Internet computers for public use	37	39
F40	Number of uses of public Internet computers <u>ANNUALLY</u>	28,257	18,198
(You may count a typical week and multiply by 52)			
F41	Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below.	CT - Annual Count	CT - Annual Count
F42	Total number of wireless sessions annually	17,396	10,109
F43	Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count.	CT - Annual Count	CT - Annual Count

F44	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	0	0
F45	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3.	181,504	136,173
F46	Total website visits annually	181,504	136,173
F47	Does the library check out WIFI hotspots for use outside the library? (YES/NO)	Yes	Yes
F48	As of June 30, 2024, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO)	No	No

Section G - Programs and Content Recordings

LIBRARY PROGRAMS

Live Program Sessions

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

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

INCLUDE

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

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G51 to G59
- Recorded presentations of program content. Report these on questions G49 to G50.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the

audience to view or list to on-demand. Do not include promotional or marketing content.

Recordings of program content are counted separately from live programs as indicated below.

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

Children Ages 0-5

G01	Total number of live, in-person, onsite library programs for children ages 0-5	268	105
G02	Total number of people attending live, in-person, onsite library programs for children ages 0-5	18,458	5,352
G03	Total number of live, in-person, offsite library programs for children ages 0-5	8	27
G04	Total number of people attending live, in-person, offsite library programs for children ages 0-5	229	953
G05	Total number of live, virtual library programs for children ages 0-5	0	2
G06	Total number of people attending live, virtual library program for children ages 0-5	0	11
G07	Total number of library programs for children ages 0-5	276	134
G08	Total number of people attending library programs for children ages 0-5	18,687	6,316

Children Ages 6-11

G09	Total number of live, in person, onsite library programs for children ages 6-11	77	55
G10	Total number of people attending live, in-person, onsite library programs for children ages 6-11	2,295	2,047
G11	Total number of live, in-person, offsite library programs for children ages 6-11	0	5
G12	Total number of people attending live, in-person, offsite library programs for children ages 6-11	0	539

G13	Total number of live, virtual library programs for children ages 6-11	0	0
G14	Total number of people attending live, virtual library programs for children ages 6-11	0	0
G15	Total number of library programs for children ages 6-11	77	60
G16	Total number of people attending library program for children ages 6-11	2,295	2,586
<i>Young Adults Ages 12-18</i>			
G17	Total number of live, in person, onsite library program for young adults	190	138
G18	Total number of people attending live, in-person, onsite library programs for young adults	6,933	3,979
G19	Total number of live, in-person, offsite library programs for young adults	9	87
G20	Total number of people attending live, in-person, offsite library programs for young adults	127	965
G21	Total number of live, virtual library programs for young adults	0	0
G22	Total number of people attending live, virtual library program for young adults	0	0
G23	Total number of library programs for young adults	199	225
G24	Total number of people attending library program for young adults	7,060	4,944
<i>Adults Aged 19 or Older</i>			
G25	Total number of live, in person, onsite library program for adults	621	214

G26	Total number of people attending live, in-person, onsite library programs for adults	11,756	1,812
G27	Total number of live, in-person, offsite library programs for adults	2	25
G28	Total number of people attending live, in-person, offsite library programs for adults	57	278
G29	Total number of live, virtual library programs for adults	36	0
G30	Total number of people attending live, virtual library program for adults	984	0
G31	Total number of library programs for adults	659	239
G32	Total number of people attending library program for adults	12,797	2,090
<i>General Interest - For All Ages</i>			
G33	Total number of live, in person, onsite general interest library programs	378	155
G34	Total number of people attending live, in-person, onsite general interest library programs	18,550	4,109
G35	Total number of live, in-person, offsite general interest library programs	5	4
G36	Total number of people attending live, in-person, offsite general interest library programs	1,777	971
G37	Total number of live, virtual, general interest, library programs	1	1
G38	Total number of people attending live, general interest, virtual library programs	224	25
G39	Total number of live general interest library programs	384	160

G40	Total number of people attending live general interest library programs	20,551	5,105
G41	Total number of live, in-person, onsite library programs	1,534	667
G42	Total number of live, in-person, offsite library programs	24	148
G43	Total number of live, virtual library programs	37	3
G44	Total number of people attending live, in-person, onsite library programs	57,992	17,299
G45	Total number of people attending live, in-person, offsite library programs	2,190	3,706
G46	Total number of people attending live, virtual library programs	1,208	36
G47	Total number of live library programs	1,595	818
G48	Total number of people attending live library programs	61,390	21,041

Program Content Recordings

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

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

G49	Total number of program content recordings	7	35
G50	Total number of views of program content recordings	10,513	627

Patron-Directed Activities

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

G51	Total number of make and take kits provided	11,290	5,780
G52	Total number of coloring sheets provided	8,236	0
G53	Total number of scavenger hunt participants	10,958	5,415
G54	Total number of trivia contest participants	35	0
G55	Total use of library's maker space service	944	356
G56	Total use of STEAM/STEM services	0	2,247
G57	Total number of story-walk participants	37	147
G58	Total number of reading log participants	1,032	559

G59 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a use count.	Lib Speaker Consorti	<i>Adventure Pass</i>
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Name of activity only, do not include a use count.	Seed Library	<i>LSC Additional Views</i>
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Section H - Library Buildings - Hours and Square F

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY24, report 32 on line H02.

H01	Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only. Report actual number of hours open rather than scheduled hours open.	3,202	3,082
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H02	Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	52
H03	Square footage of main library. Prefilled and locked by the State Library.	51,240	51,240

Section H Totals

H08	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	3,202	3,082
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	51,240	51,240

Signature Page

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

[Signature Page](#)

Friends Meeting Board Liaisons 2025

4th Tuesday of Every Month at 5:00 p.m.

January 28th _____

February 25th _____

March 25th _____

April 22nd _____

May 27th _____

June 24th _____

July 22nd _____

August 26th _____

September 23rd _____

October 28th _____

November 25th _____

December No Meeting in December