AGENDA

NOTICE OF PUBLIC MEETING
Marshalltown Library Board of Trustees

Tuesday, October 20, 2026
Brucklacher Conference Room (new location)
In Person & ZOOM
5 p.m.

CALL TO ORDER

Board Member
Ashtyn Beek, President
Sandy Bennett, Vice President
Ruzan Morrison, Secretary
Tonya Gaffney
Erik Hall
Lea Husak
Ronnie Manis

BUSINESS:

1. Call to Order
2. Public Comment
   Members of the public may address the Board at the beginning of the meeting during the public comment agenda item. Individual comments are limited to no more than 3 minutes for a total of 30 minutes. If more than 10 individuals sign up to speak then speakers are limited to 2 minutes for a total of 30 minutes. Individuals addressing the Board must sign in with name and address 5 minutes before the meeting starts. In order to comply with open meeting laws and proper meeting procedure, the Board cannot engage in discussion or debate during the public comment period. Speakers should stand at the indicated position.
3. Board Comment
4. Approval of the Agenda
5. Approval of the Minutes September 15, 2026
6. Review and approval of bills to be paid October 20, 2026
7. Links to statistics
   a. Circulation statistics:
      https://docs.google.com/spreadsheets/d/1xINqZUi1UHcUdEUcpsdBNWTbeFGZslulZ6D0JYBtmTc/edit?usp=sharing
   b. Program statistics:
      https://docs.google.com/spreadsheets/d/1r82wLIAWBEYzv5u-6Vp0sStK1dvIWCC4AFpf-PE3SnQ/edit?usp=sharing_eil_m&invite=CISYjuQP&ts=61154930
8. Old Business
9. New Business

a. Interior Renovation Update
b. Operating Calendar 2027
c. Meeting Room Policy
d. E Rate
e. Imagination Library
f. Summer Reading Report
g. Staff reports
h. Director report

Date Posted, October 16, 2026

This meeting will be live-streamed on the City of Marshalltown's YouTube channel at https://www.youtube.com/channel/UCmoZHGMb4a32LRK6bfMznyA

Marshalltown Public Library
Board of Trustees
Brucklacher Conference Room
September 15, 2026

Members Present: Ashtyn Beek, Sandy Bennett, Tonya Gaffney, Lea Husak, Ronnie Manis
Absent: Ruzan Morrison, Erik Hall
Staff: Sarah Rosenblum, Joa LaVille, Katie Fink
Recording Secretary: Sandy Gowdy

President Ashtyn Beek called the meeting to order at 5:00pm.

Public Comment: Comments were made by John Worden, Ray Mitchum, Joleen Ballard and Kristy Hibbs Burr

Board Comment: There were no comments.

Approval of the Agenda: Moved/seconded (Gaffney/Manis) to approve the agenda. Passed.

Approval of the August 18, 2026 Minutes: Moved/seconded (Gaffney/Bennett) to approve the minutes. Passed.

Approval of the Bills: Moved/seconded (Bennett/Husak) to approve the bills. Passed.

Old Business: There was no old business.

New Business:

A: Interior Renovation Update:

- Signage, including the donor plaque, will be coming.
- The new reference desk has arrived.
- The ribbon cutting and open house for the renovation will be Sunday, October 25 from 2-3:00pm.

B: Collection Development Policy:

- Changes in the policy are clarified in red.
- The "Statement of Concern" form attached to the collection development policy has been modified to clarify its use—to express a concern about items in the library's collection, either physical or digital.

It was moved/seconded (Gaffney/Husak) to accept the changes and updates in the Collection Development Policy. Passed.

C. Statement of Concern—submitted 8/18/26

No action was taken by the Board.

D. Live Streaming and Posting Information:

- A request has been made by a city councilor and the City Manager to explore live streaming the Library Board meetings on the city's YouTube page. It was agreed to add this new service, which will be posted on the meeting agenda.
- There was a request to post the entire board packet on-line. (Note: Only the agenda is required to be posted on the door.) Notice will be listed on the Board of Trustees page and also on the city's agenda.

E: Staff Reports:

Joa: --this list highlights a few examples of what keeps this department busy!

- Getting ready for 6th grade EMERGE visits
- Pre-school outreach calendar
- Educator status renewal
- Monthly scavenger hunts
- BOB (Battle of the Books) starting
- High school book club
- Volunteens
- October author visit—Pedro Martin
- School Family Nights
- Staff retraining

Katie: -- busy here, too!!

- Working on the Open Access Report—funds from the State ($15,000) split between Open Access (books sent to other libraries) and Direct State Aid.
- Annual Book Sale September 18-21
- The Quiet Librarian book discussion (All Iowa Reads title)
- Film Series
- Book folding event—October 2
- ACLU program: "Know Your Government" -- October 6
- Plant Swap-- October 17
- Author visit: Allen Eskens, author of The Quiet Librarian--October 19

F: Director's Report:

- Sarah's retirement date is November 4. A reception at the library will be November 1.
- Working on the City's CIP budget: Will include replacing a RTU, tuckpointing, sidewalk repair and the book budget
- Budget reductions due to state funding reductions
- Friends of the Library: Reminder that the mission of the Friends of the Library is to ENHANCE library services—not pay for salaries or operating expenses.
- Thanks to the staff

The next meeting will be Tuesday, October 20 at 5:00pm.

The meeting was adjourned at 6:06 pm.

Sandy Gowdy, Recording Secretary

Marshalltown Public Library
City Council Report
September 2026

Adult Services staff hosted the following **programs**: "*What Do We Stand For?*', a discussion on the principles of the Declaration of Independence with philosopher Scott Samuelson (sponsored by Humanities Iowa), "*Bet the Farm*," a presentation by author Beth Hoffman (co-hosted with the Marshall County Historical Society and sponsored by Humanities Iowa), an author visit and book-signing with local author Sara Jordan-Heintz, two book discussions on the All Iowa Reads title, "The Quiet Librarian," and a showing of the Pixar film, "Up," for the monthly Film Series for Adults.

The annual Friends of the Marshalltown Public Library **Book Sale** was held September 18-21. The community was very pleased about the wide selection of materials and the inclement weather helped boost attendance.

Library staff completed a two-year long **series assignment project**, handling and assigning series information to every single print item in the Adult Fiction collection. They also completed an extensive weeding project of the adult audiobook collection and swapped out nearly 100 donated items in place of worn library materials.

Staff will be hosting a **retirement open house** on Sunday, November 1 from 2:00-4:00 PM for library director Sarah Rosenblum.

A **ribbon cutting** open house is scheduled for Sunday, October 25 at 2:00 PM. Members of the Friends of the Marshalltown Public Library will be on hand to meet with people in each of the newly renovated spaces. A recent memorial donation is being used for the addition of folding card tables and chairs, games and puzzles for use in the Matt Perkins Lounge.

New signage was installed in the newly renovated space.

Youth staff worked on updating/creating accounts for students in the annual **EMERGE 6th grade field trip program**, where students from Lenihan visit the public library once per month (14 classes per month). In September, Joa presented to students at Lenihan about how the field trips would work, and guided students in logging into their public library accounts.

Youth programs: Fall Storytime kicked off September 8, with weekly Wednesday Storytime continuing; Play Day was held twice weekly in the Blue Room; the first LOL @ MHS (high school book club) was held, getting input from students; preschool outreach storytimes happened at Bobcat Academy (two classrooms), the Y and Sonshine Preschool, and family outreach happened at Rogers Elementary Community Fair (with free books given away). Pokémon Club continued weekly, and Crochet Club resumed and will be weekly.

Teen Volunteers: Several new teen volunteers went through an onboarding process, including attending a training meeting, learning how to find out about and express interest in volunteer opportunities, and signed up (and participated) in a variety of services. In addition, youth staff member Debbie conducted a book lamination training with two new volunteers and a newer staff person. Teen volunteers are managed in youth service, can earn credit toward Silver Cord, National Honor Society, confirmation, and other service requirements by volunteering in a variety of ways, from program set up/clean up (for adult or teen), general housekeeping, book care/lamination/repair, assist with youth activities, craft preparation, tech help, and more. Youth can be occasional volunteers for special events or needs, or commit to a regular schedule for tasks that require additional training (like shelving, lamination, etc.) Adults also volunteer at the library in both the youth and adult services areas.

Library Circulation Statistics							
	Physical Materials	eBook Download	Audiobook Download	Advantage Checkout	Digital Magazines	Consumer Reports	Total Circulation
October	16,815	1,203	1,565	789	328	0	20,700
November	15,266	1,173	1,440	897	232	0	19,008
December	15,287	1,250	1,557	1,054	274	0	19,422
January	15,950	1,480	1,805	1,193	287	0	20,715
February	15,024	1,242	1,589	1,065	321	0	19,241
March	16,958	1,461	1,779	1,054	319	0	21,573
April	15,238	1,364	1,759	1,318	295	0	19,974
May	15,001	1,275	1,920	1,344	250	0	19,790
June	16,191	1,390	2,046	1,398	222	0	21,247
July	16,409	1,427	2,078	1,349	255	0	21,518
August	16,128	1,459	1,924	39.7% *	252	0	19,763
September	14,523	1,260	1,896	38.15%	371	0	18,050

*Advantage Checkouts are now reported as a percentage of the total of digital audio and e-book downloads.

Library Usage Statistics					
	New Patron Registrations	New Libby Users	Internet Usage	Meeting Room Use	Door Count
October	96	45	907	531	10,424
November	65	24	661	546	7,516
December	41	56	550	450	6,889
January	69	56	638	498	8,616
February	59	32	658	392	7,962
March	75	47	870	471	9,670
April	64	40	744	554	8,951
May	60	24	696	603	7,837
June	77	26	989	462	11,102
July	81	37	1,035	384	11,515
August	73	30	847	422	9,585
September	221	38	734	470	8,499

MARSHALLTOWN PUBLIC LIBRARY STATISTICS

July 2026 ~June 2027	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year-to-Date
New Circulations: Materials	16409	16128	14523										47060
eBooks Downloaded	1427	1459	1260										4146
Audio Books Downloaded	2078	1924	1896										5898
Digital Magazine Count	255	252	371										878
TOTAL CIRCULATED ITEMS	**20169**	**19763**	**18050**										**57982**
Advantage Checkouts	1349	1343	1204										3896
Advantage percentage	38.49%	39.70%	38.15%										
ILL Received	56	42	58										156
ILL Sent	100	82	116										298
Internet Usage	1035	847	734										2616
Door Count	11515	9585	8499										29599
New Registrations	81	73	221										375
New Bridges(Libby) Patrons	37	30	38										105
Meeting Room Use	384	422	470										1276
Book Volumes added	705	553	626										1884
Book Volumes Deleted	216	413	611										1240
Dvd/Video Volumes Added	48	54	42										144
Dvd/Video Volumes Deleted	12	5	5										22
CD/Cass Volumes Added	2	15	21										38
CD/Cass Volumes Deleted	2	2	545										549
Other Volumes Added	1	11	3										15
Other Volumes Deleted	1	0	0										1
Total Volumes Added	756	633	692										2081
Total Volumes Deleted	231	420	1161										1812
NET VOLUME INCREASE	525	213	-469										**269**
Fines Paid	85.99	81.98	15.00										$182.97
Lost Charges Paid	539.95	394.32	684.13										$1,618.40
Total Paid	**625.94**	**476.30**	**699.13**										**$1,801.37**

Bills paid in October 2026

ADOBE	Adobe Creative Cloud Pro	$34.99
Amazon	books, DVDs, supplies	$1,697.98
Arneson	refund for lost book	$19.99
AT&T	AT&T charges	$35.02
Book Farm	juvenile books	$155.71
Brodart	juvenile & adult books	$1,660.62
Cengage	Large-type books	$894.80
Center Point	Large-type books	$278.67
Continental Fire Sprinkler	Annual sprinkler inspection	$365.00
Demco	acrylic sign holders, genre labels	$289.60
Edler, Mara	mileage for 2026 ILA conference	$73.30
envisionware	2 self-check stations	$10,960.00
Fink, Katie	memorial games, shortening	$327.69
First Book	juvenile books	$859.72
Heart of Iowa	internet	$178.09
Latitude signage & Design	signage	$1,771.00
Little Caesars	food for program	$90.66
Mallory, Emily	origami and folding arts programs	$450.00
Marshall Glass	repair staff lounge window	$499.58
Menards	cleaning and repair supplies	$167.29
Midwest Tape	DVDs	$677.70
OverDrive	ebooks	$4,061.72
Schendel Pest Control	Bi-monthly pest control	$66.81
ServiceMaster	cleaning service	$1,934.00
Sho-Biz (Minuteman)	retirement book, bookmarks	$42.98
TEAMSOFTWARE SOLUTIONS	TeamSoftware public web browser	$125.00
The Shredder	shredding service	$60.00
USPS	postage	$29.22
Verizon	Verizon Hotspots for library	$360.09
Walmart	Walmart waste baskets	$27.30
Woodman Controls Company	dehumidification RTU 9 & 10	$264.65
Xerox	overages	$171.87
		$28,631.05

August 2026		last year
	August 2026	August 2025
Electric	$6,240.49	$0.00
Gas	$0.00	$51.81
Total	$6,240.49	$51.81

September 2026		last year
	Sept. 2026	Sept. 2025
Electric	$0.00	$6,183.59
Gas	$160.76	$0.00
Total	$160.76	$6,183.59

MARSHALLTOWN MORE THAN EVER

City of Marshalltown, IA

Budget Report

Account Summary

For Fiscal: 2026-2027 Period Ending: 10/31/2026

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - GENERAL FUND									
Revenue									
001.4010.4330.000	STATE OPER GRANT		14681.89	14,681.89	0	7181.3	0	-7500.59	48.91
001.4010.4350.000	LOCAL/COUNTY GRANTS		41686	41,686.00	0	225	0	-41461	0.54
001.4010.4493.000	LIBRARY BOOK CHRGS		5000	5,000.00	210.59	1843.97	0	-3156.03	36.88
001.4010.4550.000	LIBRARY FINES		500	500	14	196.97	0	-303.03	39.39
001.4010.4875.000	RFNDS/REIMB: LIBRARY		100	100	0	0	0	-100	0
001.4010.4876.000	MISC REV		7800	7,800.00	298.75	3902.3	0	-3897.7	50.03
		Revenue Total:	**69767.89**	**69767.89**	**523.34**	**13349.54**	**0**	**-56418.35**	**0.191342**
Expense									
001.4010.5010.010	REGULAR-NON UNION		561486	561,486.00	24936.01	197114.19	0	364371.81	35.11
001.4010.5020.010	OVERTIME-NON UNION		0	0	0	5.94	0	-5.94	0
001.4010.5050.060	PART-TIME REGULAR		305468	305,468.00	10316.39	83658.71	0	221809.29	27.39
001.4010.5061.010	RHSA PAYOUTS-NON UNION		31307	31,307.00	0	0	0	31307	0
001.4010.5101.010	SOCIAL SECURITY-NON UNION		34812	34,812.00	1464.82	11643.05	0	23168.95	33.45
001.4010.5101.060	SOCIAL SECURITY-PT REGULAR		18939	18,939.00	639.62	5186.85	0	13752.15	27.39
001.4010.5102.010	MEDICARE-NON UNION		8142	8,142.00	342.57	2722.96	0	5419.04	33.44
001.4010.5102.060	MEDICARE-PT REGULAR		4429	4,429.00	149.59	1213.04	0	3215.96	27.39
001.4010.5111.010	IPERS-NON UNION		53004	53,004.00	2353.96	18608.16	0	34395.84	35.11
001.4010.5111.060	IPERS-PT REGULAR		28836	28,836.00	969.76	7868.73	0	20967.27	27.29
001.4010.5121.010	GRP INSUR-NON UNION		135580	135,580.00	4828.5	34699.58	0	100880.42	25.59
001.4010.5122.000	RETIREES GRP HLTH INS		6989	6,989.00	0	0	0	6989	0
001.4010.5123.010	WORKCOMP-NON UNION		800	800	56.92	449.88	0	350.12	56.24
001.4010.5123.060	WORKCOMP-PT REGULAR		435	435	23.55	190.88	0	244.12	43.88
001.4010.5151.000	PHYSICALS/IMMUNIZATIONS		800	800	0	140.4	0	659.6	17.55
001.4010.5215.000	BANK CHARGES		0	0	30.33	136.91	0	-136.91	0
001.4010.5216.000	BACKGROUND CHECKS		120	120	0	19	0	101	15.83
001.4010.5251.000	LICENSE & PERMITS		750	750	0	0	0	750	0
001.4010.5280.000	DUES, MEMBER, SUBSCRIPTN		1600	1,600.00	0	0	0	1600	0
001.4010.5290.000	INSURANCE - GENERAL		41861	41,861.00	0	0	0	41861	0
001.4010.5300.000	INSURANCE - TORT LIAB		8197	8,197.00	0	0	0	8197	0
001.4010.5342.000	CONTRACT-OUTSIDE HELP		31600	31,600.00	643.7	13327.28	0	18272.72	42.17
001.4010.5343.000	CONTRACT-PROMOTIONS/PGMS		4000	4,000.00	0	709.88	0	3290.12	17.75
001.4010.5344.000	CONTRACT-MAINTENANCE		20000	20,000.00	0	2165.23	0	17834.77	10.83
001.4010.5347.000	CONTRACT-SOFTWARE MAINT		35000	35,000.00	633.13	37111.35	5065.04	-7176.39	120.5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
001.4010.5360.000	POSTAGE & SHIPPING	3000	3,000.00	0	322.55	0	2677.45	10.75
001.4010.5370.000	PRINTING & BINDING	300	300	0	0	0	300	0
001.4010.5380.000	RENTS & LEASES	400	400	0	0	0	400	0
001.4010.5410.000	REPAIRS & MAINTENANCE	9000	9,000.00	4.07	398.98	0	8601.02	4.43
001.4010.5450.000	TELEPHONE/OTHR COMMNCTN	6800	6,800.00	4.85	733.72	0	6066.28	10.79
001.4010.5460.000	CONFERENCE EXPENSE	500	500	0	350	0	150	70
001.4010.5481.000	ELECTRICITY	48750	48,750.00	5033.8	17013.86	0	31736.14	34.9
001.4010.5482.000	NATURAL GAS	10000	10,000.00	0	216.51	0	9783.49	2.17
001.4010.5600.000	OPERATING SUPPLIES	22000	22,000.00	0	3136.24	0	18863.76	14.26
001.4010.5601.000	PROMOTION/PROGRAM SPPLY	2500	2,500.00	0	1116.38	0	1383.62	44.66
001.4010.5605.000	OFFICE SUPPLIES	1500	1,500.00	0	191.27	0	1308.73	12.75
001.4010.5611.000	BLDG,GRD OPER/MAINT SPLY	1500	1,500.00	0	270.07	0	1229.93	18
001.4010.5612.000	COMPUTER COMPONENTS	500	500	0	68.99	0	431.01	13.8
001.4010.5703.000	MINOR COMPUTER	7000	7,000.00	0	803.98	0	6196.02	11.49
001.4010.5704.000	MINOR SOFTWARE <$5,000	2000	2,000.00	0	1452.09	0	547.91	72.6
001.4010.5718.000	MINOR EQUIP, UNCLASSFIED	10000	10,000.00	0	2037.3	10960	-2997.3	129.97
001.4010.5731.000	LIBRARY PERIODICALS	3000	3,000.00	0	2098.72	0	901.28	69.96
001.4010.5732.000	LIBRARY BOOKS, FILM RCRD	24501	24,501.00	0	13.26	0	24487.74	0.05
001.4010.5733.000	INTER-LIBRARY LOAN BOOKS	100	100	0	0	0	100	0
001.4010.5736.000	LIBRARY DATABASES	18000	18,000.00	0	8637.27	0	9362.73	47.98
001.4010.5980.000	REFUNDS/REIMB	0	0	0	48.87	0	-48.87	0
	Expense Total:	**1505506**	**1505506**	**52431.57**	**455882.08**	**16025.04**	**1033598.88**	**0.313454**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-1435738.11**	**-1435738.11**	**-51908.23**	**-442532.54**	**-16025.04**	**977180.53**	**0.319388**
Fund: 030 - CAPITAL RESERVE								
Expense								
030.4010.5732.000	Library Books - Printed	114000	114,000.00	0	24088.81	0	89911.19	21.13
	Expense Total:	**114000**	**114000**	**0**	**24088.81**	**0**	**89911.19**	**0.211305**
	Fund: 030 - CAPITAL RESERVE Total:	**114000**	**114000**	**0**	**24088.81**	**0**	**89911.19**	**0.211305**
Fund: 170 - LIBRARY DONATION FUND								
Revenue								
170.4010.4820.000	LIBRARY DONATIONS	50000	50,000.00	97	14381.03	0	-35618.97	28.76
170.4010.4822.000	LIBRARY GENELOGY DONATNS	75	75	0	24.5	0	-50.5	32.67
170.4010.4823.000	MEMORIAL BOOK DONATIONS	2000	2,000.00	0	725	0	-1275	36.25
	Revenue Total:	**52075**	**52075**	**97**	**15130.53**	**0**	**-36944.47**	**0.290553**
Expense								
170.4010.5450.000	TELEPHONE/OTHER COMMNCTN	0	0	0	1158.96	0	-1158.96	0
170.4010.5465.000	TRAVEL- HOTEL/MOTEL	0	0	0	888.21	0	-888.21	0
170.4010.5600.000	OPERATING SUPPLIES	1500	1,500.00	0	0	0	1500	0
170.4010.5601.000	PROMOTION/PROGRAM SPPLY	10000	10,000.00	0	179.9	0	9820.1	1.8
170.4010.5612.000	COMPUTER COMPONENTS	1100	1,100.00	0	0	0	1100	0

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
170.4010.5718.000	MINOR EQUIP, UNCLASSFIED	90	90	0	0	0	90	0
170.4010.5731.000	LIBRARY PERIODICALS	50	50	0	0	0	50	0
170.4010.5732.000	LIBRARY BOOKS, FILM RCRD	50000	50,000.00	0	16.5	0	49983.5	0.03
170.4010.5734.000	MEMORIAL BOOKS	2000	2,000.00	0	793.94	0	1206.06	39.7
170.4010.5750.000	OTHER CAP EQUIP > $5,000	0	0	0	98473.22	57204.04	-155677.26	0
	Expense Total:	**64740**	**64740**	**0**	**101510.73**	**57204.04**	**-93974.77**	**2.451572**
	Fund: 170 - LIBRARY DONATION FUND Surplus (Deficit):	**-12665**	**-12665**	**97**	**-86380.2**	**-57204.04**	**-130919.24**	**11.33709**
	Report Surplus (Deficit):	**-1562403.11**	**-1562403.11**	**-51811.23**	**-553001.55**	**-73229.08**	**936172.48**	**0.400812**

Budget Report For Fiscal: 2026-2027 Period Ending: 10/31/2026

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
001 - GENERAL FUND	-1435738.11	-1435738.11	-51908.23	-442532.54	-16025.04	977180.53
030 - CAPITAL RESERVE	-114000	-114000	0	-24088.81	0	89911.19
170 - LIBRARY DONATION FUND	-12665	-12665	97	-86380.2	-57204.04	-130919.24
Report Surplus (Deficit):	**-1562403.11**	**-1562403.11**	**-51811.23**	**-553001.55**	**-73229.08**	**936172.48**

MARSHALLTOWN PUBLIC LIBRARY

2027 OPERATING CALENDAR

KEY

- Board meeting
- Paid Holiday
- Unpaid Holiday
- City Inservice
- Shortened Hours

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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Paid Holidays

New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve

City Inservice Days

Presidents' Day and Veterans Day

Close at 6PM

Wednesday, November 24

Winter Break Hours 9am-6pm

Monday, December 27 through Wednesday, December 29

MARSHALLTOWN PUBLIC LIBRARY
MEETING ROOM POLICY

~~*Amended 10-2008*~~
Amended 9-2009
Amended 8-2021
Amended 5-2022
Amended 4-2026
Amended 10-2026

The Marshalltown Public Library provides a variety of meeting and study room space for library programs and events as well as for public use for civic, cultural, educational, and informational purposes.

1. Library programs and events take priority over non-library bookings. If a conflict arises, the library reserves the right to work with the group to reschedule or reassign.

2. Organizations using library meeting rooms must comply with the library's directive of equal access to all community members, regardless of age, race, ethnicity, educational level, or economic circumstance. The library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.

3. There is no charge for library meeting rooms. Groups may not sell merchandise, solicit for later sales, contacts or placement of orders, nor charge admission fees. The single exception is that the Friends of the Marshalltown Public Library or the Library, itself, may hold fundraising events that benefit the Library. Selling by a presenter or local bookstore is permitted only in conjunction with a library sponsored or co-sponsored event.

4. Meeting room space will be assigned according to the size and needs of the meeting. Meeting and study rooms may be reserved in advance (see specific policies below).

5. Persons in attendance at any meeting in the library must conform to the library's Appropriate Behavior Policy.

~~5.~~6. Rooms are not available for use as a regularly scheduled classroom or study space by educational institutions. Rooms are not available for personal social events such as birthday parties, showers, holiday parties, reunions, and receptions.

~~6.~~7. No alcohol, tobacco, or controlled substances are to be used in library meeting rooms. Candles and open flames are not allowed. With the prior approval of the Library Board of Trustees, wine and beer may be served at special events hosted by the Library or the Friends of the Library.

~~7.~~8. Meeting rooms are locked. Check in with staff at the Check-Out Desk (~~for A/B community meeting rooms~~Community Meeting Rooms A &B) or the Information Desk (for study rooms, Meeting Room 9, Brucklacher Conference Room, and Matt Perkins Lounge) to get the room unlocked.

9. The responsibility for proper care of the facilities lies with the organization or individuals booking the room. Broken or damaged materials, furniture, floor and wall coverings must be replaced or repaired to the satisfaction of library administration.

~~8.~~10. Covered drinks are allowed in the library. Food is allowed in Community Meeting Rooms A & B, the Brucklacher Conference Room, Meeting Room 9, and the Matt Perkins Lounge. Food is not allowed in the study rooms. Groups should indicate their intention to serve food when booking the rooms. The library does not have custodial staff to clean the rooms, so groups are required to wipe down tables and vacuum the space after use. If food is served, groups are responsible to discard trash in outdoor dumpster enclosure.

~~9.~~ Meeting room equipment and furniture should be returned to the position in which it was found. All decorations or other articles used during the meeting must be removed. Any items put up on the wall must be removed without damage. The library is unable to store any equipment or materials belonging to organizations or individuals using library meeting rooms. ~~The library does not have custodial staff to clean the meeting rooms, so groups are required to wipe down tables and vacuum the space after use. If food is served, groups are responsible to discard trash in outdoor dumpster enclosure.~~

11.

~~10.~~12. Projection and other audiovisual equipment used in library meeting rooms is restricted to educational purposes or as part of the organization's program. Equipment must be reserved before the meeting. Library staff will set up the necessary equipment but cannot serve as projectionists or troubleshoot technology. Groups may not use meeting rooms to screen recreational television, movies, or other content

E.L. & J.C. Williams Community Meeting Rooms (Meeting Room A & B) and Conference Room

1. Community Meeting Room A, Community Meeting Room B, combined Community Meeting Rooms A&B, or Conference Room (hereafter referred to as community meeting rooms) are available to non-profit groups that provide appropriate contact information, political or candidate's campaign committee, and governmental organizations. ~~Community Meeting Rooms are not intended for use as regularly scheduled classrooms or study space by educational institutions.~~ The Community Meeting room is not meant for use by a single individual or a very small group. The library reserves the right to select meeting room space appropriate to the needs and size of any meeting.

2. Community M~~m~~eeting R~~r~~ooms may be reserved up to three months in advance on a first come, first served basis. No entity---other than the Marshalltown Public Library, Friends of the Library, or the City of Marshalltown---may use the ~~C~~Community Meeting Rooms more often than once per month. Thirty minutes must be allowed between meetings. Meetings may begin 30 minutes after the library opens and all meetings are to check out and be cleaned up at least 15 minutes before the library closes.

3. Community Meeting Rooms may be reserved by phone, in person, or online through the library's website. Organizations are asked to notify the library in a timely manner should they determine that a reservation for a Community Meeting Room is no longer needed. No shows without notice may impact future use of the community meeting rooms.

~~4. Food and drink may be served in Community Meeting Rooms~~

~~5.~~4. Groups using Community Meeting Room A or A&B (combined) have access to a kitchenette. Cups, glasses, plates, utensils, coffee, coffee filters, and other articles must be supplied by groups using the kitchenette. Groups should not expect to cook in the kitchenette. Groups using the kitchenette are asked to return all appliances to their proper places, remove all items from the refrigerator, and deposit all trash in the container provided. No articles are to be left in the cupboards, dishwasher, or sink. Groups serving food are expected to wipe down the kitchenette and tables used with provided cleaning supplies, vacuum the room, and remove trash from the room.

~~6.~~5. Set up and cleanup is the responsibility of the organization using the meeting room. Furniture may be rearranged by the organization to fit the needs of the organization but must be returned to its original configuration. A custodial fee may be charged to groups who fail to clean up or return a meeting room to its original condition.

~~7.~~6. The size, amenities, equipment, and occupancy limits for Community Meeting Rooms are listed on the meeting room page of the library's website. Although the library will make every attempt to provide equipment in good working order, organizations must understand that equipment and the library's Internet connection will sometimes fail. The use of some equipment may require completion of a separate user agreement.

Group Study Rooms and Lounge

~~1.~~ Group Study Rooms are available to non-profit groups that provide appropriate contact information, political committees, a candidate's campaign committee, and governmental organizations. Group Study Rooms are also appropriate for student groups, book clubs, or other community groups. Group study rooms may be used by business groups provided that no sales or solicitation for further sales occur. ~~Group~~

~~study rooms are not intended for use as scheduled classrooms or study space by educational institutions.~~

1.

2. Group Study Rooms 1,2, Meeting Room 9 ~~8~~, and the Lounge are allowed to be reserved by small groups. Group Study Rooms 3-7 are designed for use by individuals and very small groups. Study Room ~~7~~5 was designed to be used for sound recording purposes. The library reserves the right to select meeting room space appropriate to the needs and size of any meeting.

3. Group Study Rooms may be reserved up to three months in advance on a first come, first served basis. No entity---other than the Marshalltown Public Library, Friends of the Library, or the City of Marshalltown---may reserve a Group Study Room for use more often than once per week. Group study rooms may be used by groups for up to four hours.

4. Group Study Rooms may be reserved by phone, in person, or online through the library's website. Those who have reserved Group Study Rooms can check in at the Information Desk and staff will unlock the room for you. Organizations are asked to notify the library in a timely manner should they determine that a reservation for a Group Study Room is no longer needed. No show without notice may impact future use of Group Study Rooms.

~~5. Covered drinks are allowed in the library. Food is allowed only in the Community Meeting Rooms and for groups reserving Study Room 8 and the Lounge. Groups should indicate their intention to serve food when booking the room. The library does not have custodial staff to clean the study rooms, so groups are required to wipe down tables and vacuum the space after use. If food is served, groups are responsible to discard trash in outdoor dumpster enclosure.~~

~~6.~~5. The size, amenities, equipment, and occupancy limits for Group Study Rooms are listed on the meeting rooms page of the library website. Although the library will make every attempt to provide equipment in good working order, organizations must understand that equipment and the library's Internet connection will sometimes fail. The use of some equipment may require completion of a separate user agreement.