AGENDA

NOTICE OF PUBLIC MEETING
Marshalltown Library Board of Trustees

Tuesday, November 17, 2026
Brucklacher Conference Room (new location)
In Person & streaming
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 October 20, 2026
6. Review and approval of bills to be paid November 17, 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/1r82wLlAWBEYzv5u-6Vp0sStK1dvIWCC4AFpf-PE3SnQ/edit?usp=sharing_eil_m&invite=CISYjuQP&ts=61154930
8. Old Business
9. New Business

a. Statement of Concern
b. e-Rate Technology Protection Measure
c. Computer Use, Internet Access, and Safety Policy
d. Dolly Parton's Imagination Library
e. Staff reports
f. Director report

Date Posted, November 13, 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
October 20, 2026

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

Vice President Sandy Bennett called the meeting to order at 5:00pm.

Public Comment: Comments were made by John Worden and Joleen Ballard

Board Comment: There were no comments.

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

Approval of the September 15, 2026 Minutes: Moved/seconded (Gaffney/Hall) to approve the minutes. Passed

Approval of Bills: Moved/seconded (Gaffney/Manis) to approve the bills. Passed.

Old Business:

- As requested, this is the first Library Board meeting to be streamed and available on YouTube.
- As requested, the board packets are now available online.
- Board members may still access the meeting via Zoom, please let Katie know if you need to attend the meeting virtually.

New Business:

A: Interior Renovation Update:

- The ribbon cutting is scheduled for Sunday, October 25 at 2:00pm.
- Since July, 2600 people have used the new spaces and 620 booking have been made.
- New signage includes the names of major donors
- The renovation was paid for by donors and the Friends of the Marshalltown Library
- Thanks to the City facilities staff for their services

B: Operating Calendar 2027:

- It was agreed to move the December 2027 Board meeting from December 21 to December 14.
  It was moved/seconded (Gaffney/Manis) to approve the 2027 calendar as amended. Passed.

C. Meeting Room Policy:

- Number 6 was added to the Meeting Room Policy and reads, "Rooms are not available to 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."
  It was moved/seconded (Manis/Gaffney) to approve the revised Meeting Room Policy. Passed.

D: E Rate:

- Due to high internet need and use in our community, it would make sense to apply for E Rate. There needs to be some kind of filtering system in place to apply. More information next month.

E: Imagination Library:

- The Marshalltown Library will offer the Imagination Library to Marshall County residents, resulting in a big impact to literacy in our community
- Every registered child, ages 0-5, will receive a free book every month
- The program will reach about 2400 children in Marshall County
- It is hoped to launch the program in January 2027
- This program is FULLY FUNDED BY THE FRIENDS OF THE LIBRARY.

F: Summer Reading Report:

- At a glance: --825 youth registered for the summer challenge
  --Kids entering 3rd grade were the biggest users
  --Beanstack records ages, grade levels and schools of those signed up
- "1000 Books Read Together" is another program with 915 new registrations

G: Staff Reports:

Katie:

- The huge project labeling series with series title and number has been completed!!
- The Annual Report has been submitted to the State Library
- CIP projects for the next 5 years have been turned in:
  - Sidewalk repair
  - Book budget
  - Tuck pointing
  - Roof replacement (now out of warranty)
  - RTU replacements
  - Carpeting

Joa:

- A new AmeriCorps person will be working with teen volunteers
- EMERGE field trips have begun
- A big, fall author event is planned that will involve the library, MHS, Lenihan and Miller

Sarah:

- The ribbon cutting for the renovation will be Sunday, October 25
- Farewell party will be Sunday, November 1
- Many thanks to past and present Board members, co-workers and city personnel!!!
- Sarah's last day before retirement will be November 4.

The next meeting will be November 17 at 5:00pm.

The meeting was adjourned at 6:05 pm.

Marshalltown Public Library
City Council Report
October 2026

Library staff and the Friends of the Marshalltown Public Library hosted a **retirement open house for Sarah Rosenblum** on Sunday, November 1 in the library's community room. Over 100 people attended. Sarah's official retirement date was November 4.

Library staff and Friends also hosted a **ribbon cutting** event on October 25 to showcase the newly renovated space.

Paper artist Emily Mallory presented three programs for the library on Friday, October 2: two origami programs for youth and one book-folding program for adults.

Adult Services staff offered the following additional **programs**:" The Nastiest Saloon in Iowa" with Iowa authors David & Rose Donovan, "Know Your Government," a non-partisan civic education session, the annual "Autumn Plant Swap," and a showing of the film "Stand By Me" as part of the monthly Film Series for Adults.

The 2026 **All Iowa Reads author Allen Eskens** visited the library on October 19 for an author presentation and book signing. Nearly 40 people attended, including a book club from Des Moines.

Katie has completed and submitted the **Annual Survey** to the State Library of Iowa.

Youth programs: weekly storytime, weekly opportunities on Thursday and Friday for Play Day, weekly Pokémon Club, weekly Crochet Club, as well as the 6th grade field trips with 14 classes from Lenihan, high school book club, and preschool outreach to the Y and Bobcat Academy. Special events included the library's participation in Haunt the Block, a field trip by St. Francis daycare on a "no school day," hosting the annual Trick or Treat Costume Parade for little ones, and two origami workshops for youth.

Newbery-award winning author/artist, Pedro Martin, visited Marshalltown October 8 & 9th, interacting with hundreds of students (all 5th & 6th graders at Lenihan, high school book club, a visit to Miller), as well as taught a cartooning workshop to a full room of students, ages 8 through high school on Friday, October 9 at the library. This special author event, which also helps to kick-off our annual Battle of the Books (a partnership with Lenihan), was paid for by the Friends of the Marshalltown Public Library.

Onboarding started for **Americorps member**, Alexa Ortega, through the Youth Mental Health initiative of HHS. In the upcoming school year, Alexa will work in partnership with youth staff on assessing interest and needs of youth ages 13-24 years for in person programs and services, and in increasing volunteer and service opportunities for this age group.

Library staff is working with Country Garden Landscapes to design a plan for **Miss Teresa's Storytime Garden** in memory of Teresa Hannam. The plan also includes options for landscaping on the north hill where the houses used to sit. The designs are still in development and the project will be paid for entirely by donations.

	Physical Materials	eBook Download	Audiobook Download	Advantage Checkout	Digital Magazines	Total Circulation
November	15,266	1,173	1,440	897	232	19,008
December	15,287	1,250	1,557	1,054	274	19,422
January	15,950	1,480	1,805	1,193	287	20,715
February	15,024	1,242	1,589	1,065	321	19,241
March	16,958	1,461	1,779	1,054	319	21,573
April	15,238	1,364	1,759	1,318	295	19,974
May	15,001	1,275	1,920	1,344	250	19,790
June	16,191	1,390	2,046	1,398	222	21,247
July	16,409	1,427	2,078	1,349	255	21,518
August	16,128	1,459	1,924	39.7% *	252	19,763
September	14,523	1,260	1,896	38.15%	371	18,050
October	14,582	1,276	1,931	40.19%	397	18,186

*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
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
October	105	47	872	707	9,171

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	14582									61642
eBooks Downloaded	1427	1459	1260	1276									5422
Audio Books Downloaded	2078	1924	1896	1931									7829
Digital Magazine Count	255	252	371	397									1275
TOTAL CIRCULATED ITEMS	**20169**	**19763**	**18050**	**18186**									**76168**
Advantage Checkouts	1349	1343	1204	1289									5185
Advantage percentage	38.49%	39.70%	38.15%	40.19%									
ILL Received	56	42	58	75									231
ILL Sent	100	82	116	90									388
Internet Usage	1035	847	734	872									3488
Door Count	11515	9585	8499	9171									38770
New Registrations	81	73	221	105									480
New Bridges(Libby) Patrons	37	30	38	47									152
Meeting Room Use	384	422	470	707									1983
Book Volumes added	705	553	626	619									2503
Book Volumes Deleted	216	413	611	120									1360
Dvd/Video Volumes Added	48	54	42	38									182
Dvd/Video Volumes Deleted	12	5	5	7									29
CD/Cass Volumes Added	2	15	21	11									49
CD/Cass Volumes Deleted	2	2	545	15									564
Other Volumes Added	1	11	3	1									16
Other Volumes Deleted	1	0	0	0									1
Total Volumes Added	756	633	692	669									2750
Total Volumes Deleted	231	420	1161	142									1954
NET VOLUME INCREASE	525	213	-469	527									**796**
Fines Paid	85.99	81.98	15.00	54.50									$237.47
Lost Charges Paid	539.95	394.32	684.13	318.26									$1,936.66
Total Paid	**625.94**	**476.30**	**699.13**	**372.76**									**$2,174.13**

Bills paid in November 2026

ADOBE	Adobe Creative Cloud Pro	$34.99
Amazon	books, DVDs, supplies	$1,313.86
AT&T	AT&T charges	$35.02
Book Farm	juvenile books	$332.55
Brodart	juvenile & adult books	$7,394.43
Cengage	Large-type books	$90.00
Center Point	Large-type books	$373.41
Comformt Systems USA	roof top unit repaired	$302.50
demco	repair tape & glue, stickers	$75.69
Dollar Tree	Dollar Tree pie program supplies	$27.00
ebsco	periodicals	$1,378.42
ELM USA Inc.	DVD cleaning machine, supplies	$1,534.00
Envisionware	Professional services for self checks	$1,350.00
Facebook	Facebook advertising Eskens	$19.90
Fink, Katie	reimbursement for supplies, games	$180.81
First Book	juvenile books	$239.40
Fizz & Fiction	juvenile books	$25.98
Heart of Iowa	internet	$178.09
Hy-Vee	USPS postage	$5.13
Jostens	Jostens yearbook	$69.99
Menards	cleaning supplies, batteries	$118.05
Midwest Tape	DVDs	$563.01
OverDrive	ebooks	$4,846.38
Playaway	juvenile audio books	$1,586.37
Rosenblum, Sarah	cellphone reimbursement	$200.00
Schendel Pest Control	insect control	$65.00
ServiceMaster	cleaning service	$1,934.00
Sho-Biz (Minuteman)	window envelopes	$155.25
The Shredder	shredding service	$60.00
USPS	postage	$80.65
Verizon	Hotspots for library	$414.29
Walton, Mike	clean windows for ribbon cutting	$3,500.00
Webclarity	cataloging software	$1,267.00
Xerox	overages	$96.38
		$29,847.55

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

October 2026		last year
	Oct. 2026	Oct. 2025
Electric	$8,764.73	$8,409.01
Gas	$217.92	$129.18
Total	$8,982.65	$8,538.19

MARSHALLTOWN MORE THAN EVER

City of Marshalltown, IA

Budget Report

Account Summary

For Fiscal: 2026-2027 Period Ending: 11/30/2026

			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	0	1969.39	0	-3030.61	39.39
001.4010.4550.000	LIBRARY FINES		500	500	0	230.47	0	-269.53	46.09
001.4010.4875.000	RFNDS/REIMB: LIBRARY		100	100	0	0	0	-100	0
001.4010.4876.000	MISC REV		7800	7,800.00	0	4799.05	0	-3000.95	61.53
		Revenue Total:	**69767.89**	**69767.89**	**0**	**14405.21**	**0**	**-55362.68**	**20.65**
Expense									
001.4010.5010.010	REGULAR-NON UNION		561486	561,486.00	24936.01	246986.22	0	314499.78	43.99
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	10214.33	104019.63	0	201448.37	34.05
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	1469.74	14577.61	0	20234.39	41.88
001.4010.5101.060	SOCIAL SECURITY-PT REGULAR		18939	18,939.00	633.31	6449.26	0	12489.74	34.05
001.4010.5102.010	MEDICARE-NON UNION		8142	8,142.00	343.72	3409.25	0	4732.75	41.87
001.4010.5102.060	MEDICARE-PT REGULAR		4429	4,429.00	148.1	1508.26	0	2920.74	34.05
001.4010.5111.010	IPERS-NON UNION		53004	53,004.00	2353.96	23316.08	0	29687.92	43.99
001.4010.5111.060	IPERS-PT REGULAR		28836	28,836.00	961.16	9786.71	0	19049.29	33.94
001.4010.5121.010	GRP INSUR-NON UNION		135580	135,580.00	4378.46	43906.54	0	91673.46	32.38
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	563.72	0	236.28	70.47
001.4010.5123.060	WORKCOMP-PT REGULAR		435	435	23.31	237.33	0	197.67	54.56
001.4010.5151.000	PHYSICALS/IMMUNIZATIONS		800	800	0	140.4	0	659.6	17.55
001.4010.5215.000	BANK CHARGES		0	0	37.32	174.23	0	-174.23	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	0	15829.59	0	15770.41	50.09
001.4010.5343.000	CONTRACT-PROMOTIONS/PGMS		4000	4,000.00	0	1177.37	0	2822.63	29.43
001.4010.5344.000	CONTRACT-MAINTENANCE		20000	20,000.00	0	2601.75	0	17398.25	13.01
001.4010.5347.000	CONTRACT-SOFTWARE MAINT		35000	35,000.00	633.13	37744.48	4431.91	-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	351.77	0	2648.23	11.73
001.4010.5370.000	PRINTING & BINDING	300	300	0	17.26	0	282.74	5.75
001.4010.5380.000	RENTS & LEASES	400	400	0	0	0	400	0
001.4010.5410.000	REPAIRS & MAINTENANCE	9000	9,000.00	0	1260.93	0	7739.07	14.01
001.4010.5450.000	TELEPHONE/OTHR COMMNCTN	6800	6,800.00	0	975.78	0	5824.22	14.35
001.4010.5460.000	CONFERENCE EXPENSE	500	500	0	350	0	150	70
001.4010.5481.000	ELECTRICITY	48750	48,750.00	0	20744.79	0	28005.21	42.55
001.4010.5482.000	NATURAL GAS	10000	10,000.00	0	434.43	0	9565.57	4.34
001.4010.5600.000	OPERATING SUPPLIES	22000	22,000.00	0	4963.33	0	17036.67	22.56
001.4010.5601.000	PROMOTION/PROGRAM SPPLY	2500	2,500.00	0	1207.04	0	1292.96	48.28
001.4010.5605.000	OFFICE SUPPLIES	1500	1,500.00	0	278.13	0	1221.87	18.54
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	121.19	0	378.81	24.24
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	1612.08	0	387.92	80.6
001.4010.5718.000	MINOR EQUIP, UNCLASSFIED	10000	10,000.00	0	12997.3	0	-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	4074.98	0	20426.02	16.63
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	68.86	0	-68.86	0
	Expense Total:	**1505506**	**1505506**	**46189.47**	**573721.28**	**4431.91**	**927352.81**	**38.4**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-1435738.11**	**-1435738.11**	**-46189.47**	**-559316.07**	**-4431.91**	**871990.13**	**39.27**
Fund: 030 - CAPITAL RESERVE								
Expense								
030.4010.5732.000	Library Books - Printed	114000	114,000.00	0	29362.13	0	84637.87	25.76
	Expense Total:	**114000**	**114000**	**0**	**29362.13**	**0**	**84637.87**	**25.76**
	Fund: 030 - CAPITAL RESERVE Total:	**114000**	**114000**	**0**	**29362.13**	**0**	**84637.87**	**25.76**
Fund: 170 - LIBRARY DONATION FUND								
Revenue								
170.4010.4820.000	LIBRARY DONATIONS	50000	50,000.00	0	15501.13	0	-34498.87	31
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	1276.5	0	-723.5	63.83
	Revenue Total:	**52075**	**52075**	**0**	**16802.13**	**0**	**-35272.87**	**32.27**
Expense								
170.4010.5450.000	TELEPHONE/OTHER COMMNCTN	0	0	0	1519.05	0	-1519.05	0
170.4010.5460.000	CONFERENCE EXPENSE	0	0	0	73.3	0	-73.3	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	497.72	0	1002.28	33.18
170.4010.5601.000	PROMOTION/PROGRAM SPPLY	10000	10,000.00	0	554.9	0	9445.1	5.55

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
170.4010.5612.000	COMPUTER COMPONENTS	1100	1,100.00	0	0	0	1100	0
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	1498.06	0	501.94	74.9
170.4010.5750.000	OTHER CAP EQUIP > $5,000	0	0	0	98473.22	57204.04	-155677.26	0
	Expense Total:	**64740**	**64740**	**0**	**103520.96**	**57204.04**	**-95985**	**248.26**
	Fund: 170 - LIBRARY DONATION FUND Surplus (Deficit):	**-12665**	**-12665**	**0**	**-86718.83**	**-57204.04**	**-131257.87**	**1,136.38 %**
	Report Surplus (Deficit):	**-1562403.11**	**-1562403.11**	**-46189.47**	**-675397.03**	**-61635.95**	**825370.13**	**47.17**

Budget Report For Fiscal: 2026-2027 Period Ending: 11/30/2026

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
001 - GENERAL FUND	-1435738.11	-1435738.11	-46189.47	-559316.07	-4431.91	871990.13
030 - CAPITAL RESERVE	-114000	-114000	0	-29362.13	0	84637.87
170 - LIBRARY DONATION FUND	-12665	-12665	0	-86718.83	-57204.04	-131257.87
Report Surplus (Deficit):	**-1562403.11**	**-1562403.11**	**-46189.47**	**-675397.03**	**-61635.95**	**825370.13**

STATEMENT OF CONCERN Please follow policy that adds this SOC to the next agenda.
Marshalltown Public Library
Only written concerns about the library's collection or specific titles within its collection will be considered by the Library Board of Trustees per this form. Please be aware that if this title has already been considered by the board within the last five years, no further action will be taken at this time. Please return this form in person, by mail, or by email to the Library Director.
General concerns should be directed to the board of trustees directly by emails listed on the library's website or during public comment at board meetings. Name__john worden_____ Date_nov 2026_____ Address___407 green mountain rd._____
City__green mountain_____ State__ia____
Zip___6-632_____ Phone_____
Email_____

1.
    1. If you have a general concern about collection content, please comment below: How would you suggest the library remedy this concern? (e.g. what books need to be added; points of view reflected) THE COLLECTION DOES NOT HAVE PERIODICALS/MATERIAL THAT PROVIDE COVERAGE OF THE CCP AS WELL AS THE EPOCH TIMES. THE COLLECTION DOES NOT HAVE PERIODICALS/MATERIAL THAT PROVIDE COVERAGE OF THE SECOND AMENDMENT AS WELL AS THE AMERICAN RIFLEMAN. MORE THAN 200 PATRONS WANT THEM. THE POLICY DENYING THE REQUEST IS PUNITIVE AND REACTIONARY. THE TRUSTEE HANDBOOK CAUTIONS AGAINST THAT. PLEASE ACCEPT FREE SUBSCRIPTIONS TO BOTH.
    2. If you wish to comment on a specific item, please note the author and title below:
2. Title: _____
   Author_____
   _____ Format: __Book __Audiobook __DVD __Magazine/Newspaper __

   Other What brought this item to your attention? Please comment on the item as a whole as well as being specific on those matters which concern you. 3.2 Collection Development_2026 Revisions_Accepted

MARSHALLTOWN PUBLIC LIBRARY
COMPUTER USE, ~~COMPUTER AND~~ INTERNET ACCESS AND SAFETY POLICY

Approved 6/27/2017
Revised 5/15/2019
Revised 11/10/2021
Revised 1/20/2026
Revised 11/17/2026

The purpose of this policy is to recognize the importance of internet access for patrons and to outline access and usage in library facilities. Internet access is critical to accessing information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The Marshalltown Public Library is committed to offering reliable internet to its patrons. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance.

The internet is an unregulated global computer network. The Marshalltown Public Library provides public access to the internet in order to augment the community's educational resources and provide equal access to that information for all individuals in the community. The Marshalltown Public Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.

Persons wishing to use library computers must log in using their own library ~~card~~ account number or ~~a~~may request a ~~-~~guest pass.

Internet access computers located by the Information Desk are available for all patrons, both adults and children of all ages. The computers located in the Youth Department are available to youth of all ages and adults accompanying children. The computers located in the Café, a teen/tween space, are available to youth in 5th grade through teen.

Filtering software is used to filter out proxy sites, sites which are used for illegal downloading of materials, obscene materials as defined by Iowa Code Chapter 728.1, and sites that pose a security risk to the network. Internet access on Library computers is subject to content filtering for compliance with the Children's Internet Protection Act (Public Law 106-554 Sec. 1703), which requires filtering for visual depictions that are obscene, child pornography, or harmful to minors. No filtering software is 100% effective, and it is possible that sites will be overblocked or underblocked by this software. Patrons may request sites to be whitelisted or unblocked if they were blocked in error. Patrons ages 17 or older may request unfiltered access for bona fide research or other lawful purposes.

An internet user who does not conform to library policies may lose his or her internet privileges for the day or a longer period of time.

Users of the Marshalltown Public Library's public access computers should be aware of the following:

- The library holds the position that only parents and legal guardians have the right – and the responsibility – to monitor and control their own minor children's access to the internet and to information obtained from the internet.
- The library cannot guarantee confidentiality over the internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk. The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's internet service.
- The library is not responsible for work or information lost due to computer or system malfunction.
- Anyone downloading or printing materials should be aware that the same copyright restrictions apply to online materials as print materials. The library is not responsible for copyright infringement by a patron.

Inappropriate use of a computer can be a felony. Patrons shall comply with all federal, state, and local laws, including but not limited to:

- Library patrons may not use the library's internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Library patrons may not knowingly exhibit or display any material which is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present and where minors are able to view the material, as discussed in Iowa Code ch. 728.2.
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.
- Library patrons may not knowingly disrupt or interfere with network services and other customers, including but not limited to unsolicited advertising, harassment, defamatory statements, or the propagation of computer viruses, worms, or hacking.

Rules and Guidelines for Public Computer Station Use

a) Public computers are available without charge to library patrons on a first-come, first-serve basis.
b) Patrons wanting to use the computer stations must sign-in using our PC Reservation sign-in system. To sign onto PC Reservation, you will use your library card number and a PIN. Those who do not have a card or have forgotten their card can get a guest pass to log on.
c) Patrons get ~~75~~ 90 minutes of internet time per day with their library card or guest pass. If there are sufficient open computers and the patron needs more time, patrons can request ~~more time~~one extension of 90 minutes on their card if they do so **before their original time is up.** ~~**at discretion of staff.**~~
d) Only 1 or 2 people at each computer.
e) No food or drinks near the computers.

f) Patrons must conform to the library's Appropriate Behavior Policy, available at any service desk and posted at both entrances to the library. Noise, inappropriate language, or any activity that infringes upon another patron's enjoyment or use of the library is not allowed.

g) Printing costs are 25 cents per page for black ink, and 50 cents per page for color. Pay at the print release computers at the Copy Center or Information Desk, or at the Youth Desk.

h) Everyone using the library's computers should be knowledgeable in basic computer operation. Only minimal assistance, as time permits, can be offered by Information or Youth Desk staff.

i) Patrons may download information to their own USB (flash, thumb) drives. The library's public access computers delete all files that a user has saved after they log off—flash drives are available for purchase for $5 at the Check-Out Desk.

~~i)~~j) Computers set aside for use for genealogy research and microfilm usage are for those purposes only. Patrons who are found to be using them for other purposes will be asked to use a public computer.

Wireless Internet Use:

~~The Marshalltown Public Library is pleased to provide wireless internet access for our patrons~~

- Anyone using our internet service - including via wireless - are subject to the Library's Computer/Internet Access Policy and the Library's Appropriate Behavior Policy.
- In order to maintain a relaxing atmosphere, headphones must be used when viewing audio/visual materials (unless in a study room, meeting room, or Café). Users can bring their own headphones or earbuds can be purchased at the Information Desk for $1.00.
- Wireless internet is available on the MarshalltownPublicLibrary network. No password is required, but users should keep in mind that this is an unsecured network; patrons use at their own risk.
- Marshalltown Public Library's internet connection may be temporarily down for maintenance or due to technical difficulties.
- Wireless Printing is available through our print management system. Find instructions on library wireless printing here: ~~http://www.marshalltownlibrary.org/printfromhome.html~~ https://www.marshalltownlibrary.org/about-us/print-from-anywhere/

Marshalltown Public Library
FY26 Iowa Public Library General Information Survey

Section A - General Information

(Reporting period July 1, 2025 to June 30, 2026 - unless otherwise specified)

Due October 31, 2026

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	MARSHALLTOWN PUBLIC LIBRARY
A02	Library District	CE=Central
A03	Street Address	105 W BOONE ST
A04	City	MARSHALLTOWN
A05	Zip	50158

Mailing Address

A06	Mailing Address	105 W BOONE ST
A07	City	MARSHALLTOWN
A08	Zip	50158

Other Contact Information

A09	County	MARSHALL
A10	Phone	(641) 754-5738
A11	Has any information in questions A1 to A10 changed in the past year?	No

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)	27,591

A13	Library Size Code	G
A14	Library Director/Administrator Name	Sarah Rosenblum

Section B - Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all paid staff on the library's payroll. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2026.

B01	Total number of paid librarians	8
B02	Total number of all paid librarian hours worked per week	320.00
B03	Paid librarians FTE	8.00
B04	Total number of all other paid staff	14
B05	Total number of all other paid staff hours worked per week	206.00
B06	All other paid staff FTE	5.15
B07	Total number of paid staff	22
B08	Total paid staff FTE	13.15

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	3
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	120.00
B11	Total FTE librarians with ALA accredited masters of library science degree	3.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	10/31/2011

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, 2026.

B13	Hourly salary of the director	$72.37
B14	Hourly salary of assistant director	n/a
B15	Hourly average salary of department heads	$44.87
B16	Hourly salary of the children's librarians	$28.96
B17	Hourly average salary of library clerks	$21.00
B18	Hourly average salary of shelvers or pages	N/A
B19	Hourly average salary of janitorial or building maintenance employees	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 FY26 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY26 (July 1, 2025 - June 30, 2026).

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

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

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

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. – Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY26	Yes

YES - check the box and click the SAVE button to display questions C01 - C06.
NO - Skip to section D.

Capital Income

C01	Capital funds from local government (city, county)	$0
C02	Capital funds from state sources	
C03	Capital funds from federal sources	
C04	Capital funds from private sources	$831,992
C05	Total capital income	$831,992

Capital Expenditures

C06	Total capital expenditures	$683,973

Section D - Operating Income and Expenditures

OPERATING INCOME

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

REPORT ALL SOURCES OF FUNDS FOR FY26 (JULY 1, 2025 - JUNE 30, 2026).

- 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)	$1,499,735
D02	City income received from special levies	$114,000
D03	County income received from all counties	$45,000
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	$225
D05	Other governmental income received	$0
D06	Total local government operating income received	$1,658,960
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.	$14,682
D08	Other income received from the State of Iowa	$0

D09	Total state government operating income received	$14,682
D10	Total federal government income received	$0

Non-Governmental Operating Income

D11	Total non-governmental grants received	$10,500
D12	Endowments and gifts received (only report if money was spent in FY26)	$79,454
D13	Fines and/or fees received	$5,801
D14	Other income received	$10,116
D15	Total non-governmental operating income received	$105,871

Total Operating Income

D16	Total operating income received	$1,779,513

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 FY26 (July 1, 2025 - June 30, 2026), 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)	$853,264

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.	$281,076
D19 Total staff expenditures	$1,134,340
D20 Print physical collection expenditures	$100,042
D21 Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$13,349
D22 Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	$11,976
D23 Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	$2,960
D24 Total physical non-print collection expenditures	$28,285
D25 Total physical collection expenditures	$128,327
D26 Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	$3,461
D27 All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	$14,000
D28 Total e-book collection expenditures	$17,461
D29 Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$3,461
D30 All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	$35,112

D31 Total downloadable audio collection expenditures	$38,573
D32 Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	$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.	$10,311
D34 Total downloadable and Electronic Information collection expenditures	$66,345
D35 Total collection expenditures	$194,672
D36 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	$243,793
D37 Total of all operating expenditures	$1,572,805

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, 2025). To assist with determining this number, we have prefilled lines E01, E05, E09, and E13 based on end of year numbers from last year as reported on lines E04, E08, E12, and E16. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2025 - June 30, 2026) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2025 - June 30, 2026) 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, 2026).

E01 Printed books (# of items), held at start of year	108,449
E02 Printed books (# of items), added during year	7,009
E03 Printed books (# of items), withdrawn during year	9,213

E04	Printed books (# of items), held at end of year	106,245
E05	Audio materials (# of physical items), held at start of year	5,125
E06	Audio materials (# of physical items), added during year	238
E07	Audio materials (# of physical items), withdrawn during year	297
E08	Audio materials (# of physical items), held at end of year	5,066
E09	Video materials (# of physical items), held at start of year	9,913
E10	Video materials (# of physical items), added during year	731
E11	Video materials (# of physical items), withdrawn during year	461
E12	Video materials (# of physical items), held at end of year	10,183
E13	Other library materials (# of physical items), held at start of year	499
E14	Other library materials (# of physical items), added during year	39
E15	Other library materials (# of physical items), withdrawn during year	49
E16	Other library materials (# of physical items), held at end of year	489
E17	Total physical items, held at start of year	123,986
E18	Total physical items, added during year	8,017
E19	Total physical items, withdrawn during year	10,020
E20	Total physical items, held at end of year	121,983

E-Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E21	Did the library provide access to e-books purchased solely by the library?	Yes
E22	Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Bridges participation would apply here.)	Yes
E23	Did the library provide access to e-books provided by the state library agency or another state agency?	No

Downloadable Serials

Downloadable serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E24	Did the library provide access to downloadable serials purchased solely by the library?	No
E25	Did the library provide access to downloadable serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Bridges participation would apply here.)	Yes
E26	Did the library provide access to downloadable serials provided by the state library agency or another state agency?	No

Downloadable Audio

Downloadable audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E27	Did the library provide access to downloadable audio purchased solely by the library?	Yes

E28 Did the library provide access to downloadable audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Bridges participation would apply here.) Yes

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

Downloadable Video

Downloadable videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E30 Did the library provide access to downloadable video purchased solely by the library? No

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

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

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E33 Did the library provide access to research databases purchased solely by the library? Yes

E34 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? No

E35	Did the library provide access to research databases provided by the state library agency or another state agency? (Mometrix eLibrary would apply here)	Yes

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING.**

E36	Did the library provide access to online learning platforms purchased solely by the library?	Yes
E37	Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
E38	Did the library provide access to online learning platforms provided by the state library agency or another state agency? (Mometrix eLibrary would apply here)	Yes

Section F - Circulation and Use Counts

Report circulation for FY26 (July 1, 2025 to June 30, 2026). 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	56,828
F02	Young adult books	14,579
F03	Children's books	68,962
F04	Video recordings (physical formats)	39,906
F05	Audio recordings (physical formats)	7,213
F06	Serials (physical formats)	529

F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	905
F08	Total PHYSICAL circulation by material type	188,922

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:	18,704
F10	Total physical circulation of all materials cataloged as "children's"	82,120

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	15,675
F12	All other e-books - PLEASE count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	0
F13	Total use of e-books	15,675
F14	Total downloadable video recordings - PLEASE count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	0
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	20,141
F16	All other downloadable audio recordings - PLEASE count downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	0
F17	Total use of downloadable audio recordings	20,141
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	3,253

F19	All other electronic serials – Include RB Digital or similar	0
F20	Total use of electronic serials	3,253
F21	Total use of downloadable materials	39,069

Circulation and Use Totals

F22	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	227,991

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 F23 to F28. Examples of other ILL services are OCLC or print forms.

F23	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	669
F24	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	146
F25	Total Interlibrary Loan received from other libraries	815
F26	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	1,079
F27	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0
F28	Total Interlibrary Loan provided to other libraries	1,079

Other Use Counts

F29	Current total number of registered users as of June 30, 2026	27,514
F30	Door count annually	110,344
F31	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

F32 Total number of reference transactions annually	5,278
F33 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.	ES - Annual Estimate Based on Typical Week(s)
F34 Number of Internet computers for public use	10
F35 Number of uses of public Internet computers ANNUALLY (You may count a typical week and multiply by 52)	9,786
F36 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
F37 Total number of wireless sessions annually	37383
F38 Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count.	CT - Annual Count
F39 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	0
F40 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report **N/A.** Libraries without websites should report **-3.**	47,712
F41 Total website visits annually	47,712

F42	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Answer **YES** or **NO**, if unknown, report **MISSING**.	Yes

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.
- 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 G37 to G45
- 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.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person.

Children Ages 0-5

G01 Total number of live, in-person, onsite library programs for children ages 0-5 — 76

G02	Total number of people attending live, in-person, onsite library programs for children ages 0-5	2,546
G03	Total number of live, in-person, offsite library programs for children ages 0-5	40
G04	Total number of people attending live, in-person, offsite library programs for children ages 0-5	1,176
G05	Total number of library programs for children ages 0-5	116
G06	Total number of people attending library programs for children ages 0-5	3,722

Children Ages 6-11

G07	Total number of live, in person, onsite library programs for children ages 6-11	199
G08	Total number of people attending live, in-person, onsite library programs for children ages 6-11	6,780
G09	Total number of live, in-person, offsite library programs for children ages 6-11	25
G10	Total number of people attending live, in-person, offsite library programs for children ages 6-11	1,475
G11	Total number of library programs for children ages 6-11	224
G12	Total number of people attending library program for children ages 6-11	8,255

Young Adults Ages 12-18

G13	Total number of live, in person, onsite library program for young adults	364

G14	Total number of people attending live, in-person, onsite library programs for young adults	2,946
G15	Total number of live, in-person, offsite library programs for young adults	20
G16	Total number of people attending live, in-person, offsite library programs for young adults	145
G17	Total number of library programs for young adults	384
G18	Total number of people attending library program for young adults	3,091

Adults Aged 19 or Older

G19	Total number of live, in person, onsite library program for adults	78
G20	Total number of people attending live, in-person, onsite library programs for adults	918
G21	Total number of live, in-person, offsite library programs for adults	20
G22	Total number of people attending live, in-person, offsite library programs for adults	128
G23	Total number of library programs for adults	98
G24	Total number of people attending library program for adults	1,046

General Interest - For All Ages

G25	Total number of live, in person, onsite general interest library programs	8
G26	Total number of people attending live, in-person, onsite general interest library programs	194

G27 Total number of live, in-person, offsite general interest library programs	375
G28 Total number of people attending live, in-person, offsite general interest library programs	1,500
G29 Total number of live general interest library programs	383
G30 Total number of people attending live general interest library programs	1,694
G31 Total number of live, in-person, onsite library programs	725
G32 Total number of live, in-person, offsite library programs	480
G33 Total number of people attending live, in-person, onsite library programs	13,384
G34 Total number of people attending live, in-person, offsite library programs	4,424
G35 Total number of live library programs	1,205
G36 Total number of people attending live library programs	17,808

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.

G37 Total number of make and take kits provided	N/A
G38 Total number of coloring sheets provided	N/A
G39 Total number of scavenger hunt participants	640

G40	Total number of trivia contest participants	N/A
G41	Total use of library's maker space service	0
G42	Total use of STEAM/STEM services	0
G43	Total number of story-walk participants	0
G44	Total number of reading log participants	1,366

G45 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.

Section H - Library Buildings - Hours, Square Footage, and Meeting Spaces

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY25, report 32 on line H02.

H01	Total number of hours open to the public during FY26 (July 1, 2025 to June 30, 2026) at the main library only. Report actual number of hours open rather than scheduled hours open.	2,871
H02	Total number of weeks open to the public during FY26 (July 1, 2025 to June 30, 2026) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52
H03	Square footage of main library. Prefilled and locked by the State Library.	35,700

Meeting Spaces

A meeting space is a room or area designated by your library for the purpose of holding meetings, whether in-person or virtual. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms.

A reservable meeting space is a room or area designated by your library for the purpose of holding meetings that members of the public can reserve in advance or at the time of use. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms

H04 Number of meeting spaces available to the public, at the main library only.	7
H05 Number of reservable meeting spaces available to the public at the main library only.	7
H06 Number of times members of the public reserved meeting spaces at the main library only.	1,610

Section H Totals

H14 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	2,871
H15 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52
H16 Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	35,700
H17 Total number of meeting spaces available to the public at the main and all branch libraries (Click the SAVE button to calculate the total.)	7
H18 Total number of reservable meeting spaces available to the public at the main and all branch libraries (Click the SAVE button to calculate the total.)	7
H19 Total number of times members of the public reserved meeting spaces at the main and all branch libraries (Click the SAVE button to calculate the total.)	1,610

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