

Tentative Agenda
Drake Community Library Board of Trustees
February 26, 2020, 5:15 p.m.

The meeting will be held in the Drake Community Library Board Room.

A. Members present: ___ Elfenbein ___ Hardin ___ Hammond ___ McFee
___ Pagliai ___ Rudolph ___ Swick Other: ___ Kennett ___ Neal

B. Approval of agenda

C. Approval of Minutes

1. Approval of January 29, 2019 Regular Board Meeting minutes

D. Communications –

1. GPCF Drake Community Library endowment report for January 2020
2. GPCF information about annual disbursement options
3. Letter of resignation received from Diana Romero
4. Finalized FY21 library budget received from City admin

E. Report of Director

1. Statistical report
2. Report of the Director

F. Committee reports

Building and grounds –

Finance, salary and personnel –

Long range planning –

Policy –

H. Trustee report

I. Financial report and approval of bills

J. Old business

- 1.

K. New Business

1. Approval for receipt or reinvestment of proceeds from the DCL endowment fund held by Greater Poweshiek Community Foundation
2. Review of Policies:
 - Non-resident Request for Research
 - Personal Purchase of Materials
 - Bulletin Board

L. Trustee Continuing Education

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
January 29, 2020, 5:15 p.m., Library Board Room

ROLL CALL: _X_Elfenbein _X_Hardin __Hammond _X_McFee
 _X_Pagliai _X_Rudolph _X_Swick Others present: _X_Neal

President Pagliai called the meeting to order at 5:15 p.m.

APPROVAL OF AGENDA: Swick moved and Elfenbein seconded approval of the agenda. Motion passed unanimously.

APPROVAL OF MINUTES: Rudolph moved and Swick seconded approval of the December 18, 2019 Regular Board Meeting minutes with correction for next meeting date to be January 29. Motion passed unanimously.

COMMUNICATIONS:

1. Endowment reports for November and December 2019 were received from the Greater Poweshiek Community Foundation. Fund balance, as of 12/31/2019, is \$128,349.45.
2. Email from TnT Tuckpointing providing a recommendation for work to repair the structural support surrounding the basement exit doorway.

REPORT OF DIRECTOR:

1. Statistical report was reviewed. A 2019 Gallup poll of national library usage compared to other American leisure activities was also reviewed. Among other statistics, the report showed an average of 10.5 library visits occur annually per person compared to 5.3 movie theater visits per person.
<https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>

2. Temitayo Wolff has started her service at the Library as an AmeriCorps Member through the Iowa State Department of Education's Educate and Elevate program targeting adult literacy. Wolff will focus efforts on adult digital literacy.
AmeriCorps Member Olivia Montgomery is continuing her work with the Grinnell Education Partnership program targeting youth literacy.

COMMITTEE REPORTS:

Building & Grounds – Elfenbein reported on the information received from TnT Tuckpointing regarding structural repairs to the basement door framework. This will require anchoring the lintel to the backup concrete wall. Estimate of \$2,500 - \$4,000 is to perform the structural repair. Replacement of cast stone and door frame would be additional cost if that is proven necessary.

Finance, Salary, & Personnel - Hardin reported on the January 15th budget talks with City Finance Committee. Line item expenditures were reviewed. The logistics of installing a flag pole were discussed as well as the impact of Mahaska Communication Group as a new Internet provider in Grinnell. Library funding from Poweshiek County is expected to be restored to FY19 levels in FY20 but is not guaranteed at the level for FY21.

Long Range Planning – none
Policy – none

TRUSTEE REPORTS: None.

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Hardin moved and McFee seconded the approval of bills payable in February. Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

Rudolph moved and Hardin seconded the review process for the following three policies with minor citation revision for the Internet and Wireless Policy.

Materials Selection Policy

Internet and Wireless Policy

Policy on Unattended Children

Motion passed unanimously.

TRUSTEE CONTINUING EDUCATION:

Trustees attended the Iowa Libraries Online Conference webinar “What’s Your Role in Project Management?” on January 16, 2020. DCL trustees expressed their appreciation for the director’s role in managing many library projects simultaneously.

Meeting adjourned at 6:55 p.m.

Next meeting: February 26, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Karen Neal, Youth Services Director
Recording Secretary

Fund Balance as of January 31st, 2020
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	40.00	12,640.00
Investment Income (Loss)	(951.54)	5,701.87
	-----	-----
Total Revenues	(911.54)	18,341.87
Administrative Cost Share	138.52	1,216.84
Bank Charges/Online Donation Fees	0.00	2.28
	-----	-----
Total Expenses	138.52	1,219.12
	-----	-----
Net Income (Loss)	(1,050.06)	17,122.75
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		17,122.75
Ending Fund Balance		127,299.39

Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
Gift	Clem and Leona Bodensteiner	08/27/2019	100.00
Gift	Emily Guenther	08/29/2019	25.00
Gift	Caleb and Tina Elfenbein	08/29/2019	15.00
Gift	Barbara Brown and David Lopatto	09/30/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	09/30/2019	24.99
Gift	Elaine Marzluff	09/30/2019	150.00
Gift	Joshua and Kelly Sandquist	09/30/2019	50.01
Gift	Elizabeth Trimmer	09/30/2019	30.00
Gift	Caleb and Tina Elfenbein	09/30/2019	15.00
Gift	Emily Guenther	09/30/2019	25.00
Gift	Marie Eisenman	10/01/2019	500.00
Gift	Robert and Nancy Cadmus	10/08/2019	100.00
Gift	Jeff and Harriett Dickey-Chasins	10/08/2019	50.00
Gift	Jonathan Andelson and Karin Stein	10/08/2019	100.00
Gift	Elizabeth Dobbs	10/08/2019	100.00
Gift	Dick and Carolyn Ritter	10/10/2019	200.00
Gift	Benjamin and Arlene Guenther	10/10/2019	25.00
Gift	Edward & Judith Scheer	10/17/2019	500.00
Gift	Luann and Rick Weigel	10/22/2019	25.00
Gift	Russelle Jones Leggett	10/31/2019	1,000.00
Gift	Joshua and Kelly Sandquist	10/31/2019	250.00
Gift	Thomas and Emily Moore	10/31/2019	200.00
Gift	Caleb and Tina Elfenbein	10/31/2019	15.00
Gift	Emily Guenther	10/31/2019	25.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2019	20.00
Gift	Kent and Katherine McClelland	10/31/2019	500.00
Gift	Arnold and Harriet Adelberg	10/31/2019	1,000.00
Gift	Scott and Delphina Baumann	10/31/2019	100.00
Gift	Douglas and Virginia Cameron	11/01/2019	1,000.00
Gift	Jeffrey and Renee Menary	11/12/2019	50.00
Gift	Jean Libbey	11/25/2019	100.00
Gift	Emily Guenther	11/29/2019	25.00
Gift	Caleb and Tina Elfenbein	11/29/2019	15.00
Gift	Miriam Baumann	12/16/2019	100.00
Gift	Gayle and Lois Strickler	12/18/2019	125.00
Gift	Emily Guenther	12/31/2019	25.00
Gift	Caleb and Tina Elfenbein	12/31/2019	15.00
Gift	Barbara Brown and David Lopatto	12/31/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	12/31/2019	24.99
Gift	Elaine Marzluff	12/31/2019	150.00
Gift	Joshua and Kelly Sandquist	12/31/2019	50.01
Gift	Elizabeth Trimmer	12/31/2019	30.00
Gift	Gary and Sally Maring	12/31/2019	300.00
Gift	Jean Jones	12/31/2019	400.00
Gift	Emily Guenther	01/28/2020	25.00
Gift	Caleb and Tina Elfenbein	01/28/2020	15.00
** Total Gifts			12,640.00



Greater Poweshiek Community Foundation

We Grow Community Through Giving

December 2019

Drake Community Library Endowment Fund

Fund	6/30/2019 Balance	Cash Inflows	Cash Outflows	Income Gain/Loss	12/31/2019 Balance
Drake Community Library Endowment Fund	\$110176.64	\$19253.41	\$-1080.6	\$18172.81	\$128349.45

Performance As of 12/31/2019

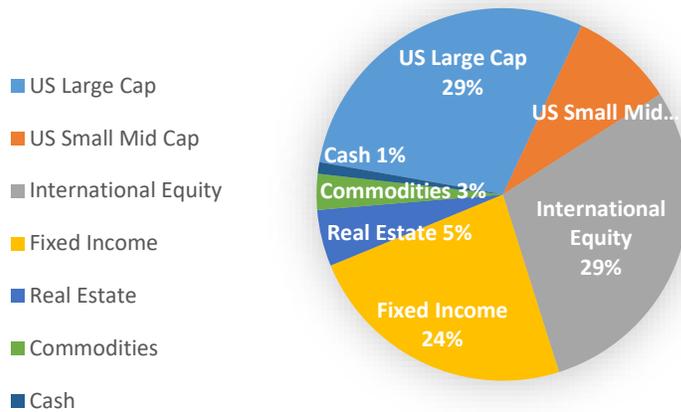
	2019	2018	2017	2016	2015	2014	2013
Net Portfolio Return	20.80%	-6.3%	18.5%	9.0%	-3.6%	4.5%	14.3%
GPCF Blended Benchmark	20.15%	-6.1%	16.8%	6.0%	-2.3%	3.9%	13.4%

GPCF Blended Benchmark: 65% MSCI All Country World Index/35% Barclays Aggregate

Investment Asset Allocation

Long-term Assets under Management: \$7,528,000

Asset Allocation: Equities: 76% / Fixed Income 23%/ Cash <1%



Greater Poweshiek Community Foundation

Staff: Nicole Brua-Behrens, Executive Director; Amy Blanchard, Program Manager

Investment Committee: George Britton (Chair), Jessica Dillon, Austin Jones, Laura Manatt & Jon Plate

PO Box 344, Grinnell, Iowa 50112

641-236-5518

www.greaterpcf.org

From: Nicole Brua Behrens [<mailto:nicole@GreaterPCF.org>]

Sent: Monday, February 3, 2020 11:49 AM

To: Marilyn Kennett <MKennett@grinnelliowa.gov>; Marilyn Kennett <MKennett@grinnelliowa.gov>

Subject: Endowment Disbursement

Dear Marilyn, I am emailing to share information about the Drake Community Library Endowed Fund 2020 distribution. The Fund's 2020 disbursement is \$4,503. Will you be taking this year's endowment disbursement?

We are instituting a new process for endowment disbursements and we ask that you select one of the following options for your organization's 2021 endowment disbursement:

Authorize an automatic annual disbursement from the Brooklyn Historical Society Endowment until further notice. Each year in late February/early March, the organization will receive the endowment disbursement automatically without being contacted.

Annually receive information about the endowment disbursement to elect to receive this year's disbursement or not.

Please respond whether you would like to take this year's endowment disbursement and also your organization's choice for next year's disbursement. Attached is information about your fund balance compared to last year as well as earnings for 2019. Please respond to this email by February 29th. Thanks so much for your partnership-Nicole Brua-Behrens

Nicole Brua-Behrens
Executive Director - Greater Poweshiek Community Foundation
PO Box 344 (mailing address)
1510 Penrose Street (physical address)
Grinnell, Iowa 50112
641.990.4729 (cell)
641.236.5518 ext. 222 (office)



Excellence. Accountability. Impact.™

Dear Marilyn Kennett:

Please accept this letter as formal notification that I am resigning from my position as a circulation clerk with the Drake Community Library. My last day will be February 21, 2020.

Thank you so much for the opportunity to work in this position for the past year and seven months. I've greatly enjoyed and appreciated the opportunities I've had to serve patrons, maintain circulation and recordkeeping of books, and work with my fellow colleagues. I've learned how to adapt quickly in diverse situations, all of which I will take with me throughout my career.

I wish the company continued success, and I hope to stay in touch in the future. I am happy to assist in the transition if needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Diana Romero", written in a cursive style.

Diana Romero

CITY OF GRINNELL
 PROPOSED BUDGET REPORT
 AS OF: FEBRUARY 29TH, 2020

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2020-2021 PROPOSED BUDGET
<u>REVENUES</u>							
003-3.410.1.4766 LIBRARY - FINES, MISC	13,348	13,391	15,490	16,000	10,299	16,000	16,000
003-3.410.2.4400 LIBRARY - FED GRANTS	0	0	0	0	0	0	0
003-3.410.2.4440 LIBRARY - STATE GRANTS	0	0	0	0	0	0	0
003-3.410.2.4461 LIBRARY - GRIN COLLEGE	0	0	0	0	0	0	0
003-3.410.2.4470 LIBRARY - COUNTY CONTRI	15,456	16,073	21,173	21,173	8,467	21,173	24,284
003-3.410.2.4705 LIBRARY - PRIVATE DONAT	0	0	0	0	0	0	0
003-3.410.2.4715 LIBRARY - REFUNDS	125	846	5,600	0	580	580	0
003-3.410.4.4790 LIBRARY - TRANS IN (INT TRANS IN FROM 8.10 GEN	482,509	509,507	544,675	549,630	318,677	549,630	558,867 558,867
TOTAL REVENUES	511,438	539,817	586,938	586,803	338,023	587,383	599,151
<u>EXPENDITURES</u>							
<u>SALARIES & WAGES</u>							
003-4.410.1.6010 LIBRARY - SALARIES 5 FT EES - 3%	247,748	255,939	263,248	273,853	165,770	273,853	283,885 283,885
003-4.410.1.6020 LIBRARY - PT/SEASONAL S REG PT 3% - 5 LIB ASST, 4 CIRC PAGES	111,834	115,896	131,579	137,744	88,117	137,744	139,831 126,072 13,759
003-4.410.1.6040 LIBRARY - OT SALARIES	0	0	0	0	0	0	0
TOTAL SALARIES & WAGES	359,582	371,835	394,826	411,597	253,887	411,597	423,716
<u>EMPLOYEE BENEFIT COSTS</u>							
003-4.410.1.6170 LIBRARY - UNEMPLOYMENT	0	0	0	0	0	0	0
003-4.410.1.6180 LIB - EMP UTIL / HSG ST HSG STIPEND	2,542	2,151	2,101	8,000	4,234	8,000	8,000 8,000
003-4.410.1.6181 LIBRARY - ALLOWANCES	0	0	0	0	0	0	0
003-4.410.1.6185 LIBRARY - HEALTH PROGRA	0	0	0	150	0	0	150
003-4.410.1.6186 PRE-EMP TESTING & OTHER	374	0	389	480	766	766	480
TOTAL EMPLOYEE BENEFIT COSTS	2,916	2,151	2,490	8,630	5,000	8,766	8,630
<u>STAFF DEVELOPMENT</u>							
003-4.410.1.6210 LIBRARY - DUES/MEMBERSH	1,098	1,044	1,237	1,150	936	1,150	1,150
003-4.410.1.6220 LIBRARY - MTG REGISTRAT	814	652	625	800	145	664	800
003-4.410.1.6230 LIBRARY -MILEAGE & MTG	722	511	482	800	618	800	800
TOTAL STAFF DEVELOPMENT	2,634	2,207	2,344	2,750	1,699	2,614	2,750
<u>REPAIR/MAINT/UTILITIES</u>							
003-4.410.2.6310 LIBRARY -REP/MTNCE BLDG	3,426	5,646	9,926	10,000	10,305	10,305	10,000
003-4.410.2.6332 LIBRARY - REP/MTNCE EQM FIRE SUPPRESSION/ALARM SYS PROJECTOR, GEOTHERMAL PUMPS	4,882	7,768	8,401	7,500	3,060	7,195	7,500 7,500 0
003-4.410.2.6371 LIBRARY - UTILITIES	35,564	40,342	39,832	38,500	21,374	38,500	41,000
003-4.410.2.6373 LIBRARY - TELEPHONE TELEPHONE SUBSIDY IS REMOVED	2,641	2,978	3,918	4,000	2,770	4,000	4,200 4,200
TOTAL REPAIR/MAINT/UTILITIES	46,513	56,734	62,077	60,000	37,509	60,000	62,700

CITY OF GRINNELL
 PROPOSED BUDGET REPORT
 AS OF: FEBRUARY 29TH, 2020

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2020-2021 PROPOSED BUDGET
CONTRACTUAL SERVICES							
003-4.410.2.6409 LIBRARY - GENERAL INSUR	5,500	5,500	5,500	6,500	0	6,500	6,500
003-4.410.2.6414 LIBRARY - PRINTING AND	708	345	695	800	544	800	800
003-4.410.2.6421 LIBRARY - CONS/PROF FEE	0	0	0	0	0	0	0
003-4.410.2.6426 LIBRARY - SAFETY PROG S	0	0	0	0	0	0	0
003-4.410.2.6428 LIBRARY - MISC CONTRACT	73,121	75,628	83,763	82,575	60,226	82,575	78,570
HORIZON ILS ANNUAL FEE							25,500
LIBRARY THING FOR LIBRARIES							1,480
WOODMAN CONTROLS (GEOTHERMAL)							4,400
GROOVIX PUBLIC COMPUTER							3,500
EMS SCHEDULING SOFTWARE							800
WEBSITE HOSTING							200
WIRELESS NETWORK EQUIP LEASE							4,150
JANITORIAL EXPENSE							22,080
CONVERGINT TECHNOLOGIES							360
COLLECTION AGENCY - UMS							600
FIRE ALARM TESTING (MIDWEST AL							700
FIRE ALARM MONITORING (SEI)							360
CAMERA SYSTEM (B3)							5,000
PEST CONTROL							540
ACCESS SYSTEM COPIER LEASE							8,400
AVG ANTIVIRUS (30 COMPUTERS)							500
TOTAL CONTRACTUAL SERVICES	79,329	81,473	89,958	89,875	60,770	89,875	85,870
COMMODITIES							
003-4.410.2.6506 LIBRARY - OFFICE SUPPLI	5,695	6,903	4,649	7,122	5,235	7,122	6,335
003-4.410.2.6507 LIBRARY - PROG OPER SUP	666	593	428	500	102	500	500
INCL MILEAGE 4/DELIVERY HERE							500
003-4.410.2.6508 LIBRARY - POSTAGE & SHI	3,632	3,173	3,290	3,800	2,472	3,800	3,500
003-4.410.2.6513 LIBRARY - MISC SUPPLIES	2,801	3,327	3,170	3,700	1,676	3,700	3,700
003-4.410.2.6521 LIBRARY - PROG CHILDREN	2,239	2,320	2,332	2,300	392	2,300	2,300
SUMMER PROGRAM							2,300
003-4.410.2.6522 LIBRARY - PROG CHILDREN	2,470	2,593	2,885	2,500	1,160	2,500	2,500
INCL IYN & MILEAGE OUTREACH							2,500
003-4.410.2.6523 LIBRARY - PROGRAM YOUNG	1,033	818	1,167	1,200	276	1,200	1,200
INCLUDES YA SUMMER PROG							1,200
TOTAL COMMODITIES	18,536	19,727	17,921	21,122	11,312	21,122	20,035
CAPITAL OUTLAY							
003-4.410.3.6721 LIBRARY - FURNITURE & F	0	0	0	0	0	0	0
003-4.410.3.6750 LIBRARY - BLDG IMPROVEM	0	0	0	0	0	0	0
003-4.410.3.6762 LIBRARY - COMPUTER	0	0	10,509	0	0	0	0
003-4.410.3.6763 LIBRARY - CHILDREN'S CO	0	0	0	0	0	0	0
003-4.410.3.6765 LIBRARY - BOOKS/CHILDRE	8,428	10,879	10,967	6,000	6,005	6,005	5,500
003-4.410.3.6766 LIBRARY - BOOKS/YOUNG A	2,122	3,120	3,379	3,100	1,632	3,095	1,650
003-4.410.3.6767 LIBRARY - BOOKS	0	0	0	0	0	0	0
003-4.410.3.6768 LIBRARY - PERIODICALS	5,349	6,017	5,357	1,100	1,100	1,100	3,000
003-4.410.3.6769 LIBRARY - AUDIO VISUAL	3,031	1,530	3,664	300	299	300	2,000
003-4.410.3.6770 LIBRARY - CHILD AUDIO V	693	1,064	1,254	200	200	200	750

CITY OF GRINNELL
 PROPOSED BUDGET REPORT
 AS OF: FEBRUARY 29TH, 2020

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2020-2021 PROPOSED BUDGET
003-4.410.3.6771 LIBRARY - YOUNG AD AUDI	470	917	190	129	119	129	550
TOTAL CAPITAL OUTLAY	20,092	23,526	35,321	10,829	9,354	10,829	13,450
TOTAL EXPENDITURES	529,603	557,653	604,938	604,803	379,531	604,803	617,151
REVENUE OVER/(UNDER) EXPENDITURES	(18,165)	(17,835)	(18,000)	(18,000)	(41,508)	(17,420)	(18,000)

CITY OF GRINNELL
 PROPOSED BUDGET REPORT
 AS OF: FEBRUARY 29TH, 2020

003-LIBRARY - GENERAL FUND
 TRANSFERS

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2020-2021 PROPOSED BUDGET
<u>REVENUES</u>							
003-3.910.4.4830 LIB - TRANSFER IN TRANSFER IN FROM GIFTS	18,000	18,000	18,000	18,000	0	18,000	18,000 18,000
TOTAL REVENUES	18,000	18,000	18,000	18,000	0	18,000	18,000
FUND TOTAL REVENUE	529,438	557,817	604,938	604,803	338,023	605,383	617,151
FUND TOTAL EXPENDITURES	<u>529,603</u>	<u>557,653</u>	<u>604,938</u>	<u>604,803</u>	<u>379,531</u>	<u>604,803</u>	<u>617,151</u>
REVENUE OVER/ (UNDER) EXPENDITURES	(165)	165	0	0	(41,508)	580	0

*** END OF REPORT ***

DCL Circulation Stats by Item Types

January 2020

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	2,656	2,396	17,265	17,643
	Special Book (7 day)	25	92	191	373
TOTAL ADULT BOOKS		2,681	2,488	17,456	18,016
TOTAL YA BOOKS	YA Book	196	260	1,773	1,913
		196	260	1,773	1,913
TOTAL CHILDREN'S BOOKS	Children's Book	2,853	2,493	21,549	19,715
		2,853	2,493	21,549	19,715
TOTAL PAPERBACKS	Paperback	229	209	2,719	2,462
		229	209	2,719	2,462
TOTAL AUDIO/VIDEO	Adult Audio	134	158	1,086	1,353
	Adult Video	152	313	1,377	1,604
		286	471	2,463	2,957
TOTAL YA AUDIO/VIDEO	YA Audio	8	12	146	96
		8	12	146	96
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	31	34	207	251
	Children's Video	130	98	1,400	877
		161	132	1,607	1,128
TOTAL MISCELLANEOUS	Periodicals	78	112	484	581
	Equipment	0	2	1	5
	ILL from other libraries	54	32	331	301
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	14	34	93	126
		146	180	909	1,013
Total Physical Item Circ		6,560	6,245	48,622	47,300
	Bridges eBooks	611	621	4,151	3,795
	Bridges eAudiobooks	420	332	2,821	2,225
	RB Digital eAudiobooks	37	46	313	236
	Freegal MP3 Downloads	134	149	1,074	1,188
	Bridges eMagazines	63	14	171	149
	Kanopy Streaming Video*	255	na	1,390	na
Total eResource Downloads		1,520	1,162	9,920	7,593
*Kanopy service began June 2019					
TOTAL CIRCULATION		8,080	7,407	58,542	54,893

DCL Circulation Stats by Borrower Types

January 2020

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	54	71	540	463
Iowa Resident: DCL patron	3,726	3708	28,171	27888
Open Access patron	513	477	4,095	3737
Library Board	26	20	279	167
Library Page	2	3	153	39
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	393	443	2,781	2490
TOTAL ADULT PATRONS	4,714	4,722	36,019	34,784
Bk Del (Homebound)	136	128	1,043	1296
Bk Del (Books in Baskets)	226	174	1,998	1524
TOTAL DELIVERIES	362	302	3,041	2,820
CLIK-Preschooler	74	118	803	1236
Kindergartner	62	124	659	633
1st Grader	139	51	807	376
2nd Grader	21	73	420	790
3rd Grader	63	79	525	602
4th Grader	107	73	734	757
5th Grader	79	96	783	508
6th Grader	56	48	609	394
TOTAL CHILDREN	601	662	5,340	5,296
Home School Provider	391	295	2,751	2338
Preschool Teachers	57	50	235	262
Teacher G-N Schools	148	16	267	165
Teacher Not G-N Schools	87	56	325	358
TOTAL EDUC. PROGRAMS	683	417	3,578	3,443
ILL sent to other libraries	33	40	209	177
LP sent to other libraries	200	122	559	789
TOTAL SPECIAL LOAN	233	162	768	966
Total	6,593	6,265	48,746	47,309

DCL Other Services				
January 2020				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	730	922	5960	6484
Children's Computers	36	88	598	942
Little Kids Computers	75	119	752	967
TOTAL COMPUTER SESSIONS	841	1129	7310	8393
Distinct Users This Month	235	248		
Guest Logins	68	50		
MEETING ROOM USE				
Business Groups	3	3	24	53
Community Groups	71	58	470	433
Public Forums	16	1	60	36
Drop-In & Other Use	40	49	292	315
Total Groups	130	111	846	837
Business People	24	21	215	637
Community People	1223	1078	9237	7897
Public Forum People	200	8	1036	2094
Drop-In & Other Use	75	91	552	697
Total People Count	1522	1198	11040	11325
LIBRARY PROGRAMS				
Adult programs	1	2	12	26
Young Adult programs	0	0	13	14
Children programs	25	13	200	143
Total Library Programs Offered	26	15	225	183
Adult attendance	11	30	309	463
Young Adult attendance	0	0	122	113
Child attendance	420	301	4068	2929
Total Library Program Attendance	431	331	4499	3505
ARCHIVE USE	9	19	173	151
DOOR COUNT	na	5379		45593
WIRELESS USERS	814	937	6776	5792
VOLUNTEERS				
Number of	21	14	147	125
Total hours	107	114	879	855

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	12	143	1158	943
Credo Reference Searches	0	3	9	29
Chilton Online Auto Repair	4	1	10	22
Reference USA Phone Directory Searches	36	11	307	41
Mango Language Program Sessions	5	8	55	175
Transparent Language Program Sessions	0	45	8	197
Brainfuse (replaced Learning Express)	17	0	118	7
Ancestry.com Searches	313	182	1021	915
Heritage Quest Searches	0	0	208	308
Niche Tutorial Views	153	59	631	470

DRAKE COMMUNITY LIBRARY

RECEIPTS

as of 01/31/20

	Previous balance	MTD	YTD
County tax	8,467.00	0.00	8,467.00
Donations (ILL, mtg room use)	669.53	102.00	771.53
Fines	1,510.31	259.98	1,770.29
Fees (Malcom, Kellogg, Oakland Acres, Searsboro)	3,180.00	0.00	3,180.00
Lost materials	270.45	48.94	319.39
Photocopy	3,561.35	385.50	3,946.85
Miscellaneous (replacement cards)	43.00	26.00	69.00
Total	17,701.64	822.42	18,524.06

Carryover from December 31, 2019	75.00
Plus total from January, 2020	822.42
Less undeposited receipts	518.31

Total recorded at City Office **379.11**

GIFT ACCOUNT (167 detail)

Balance as of December 31, 2019 \$ 91,928.75

RECEIPTS

QiGong	25.00
V Springer bk donation	15.00
Estate of N. Lang	1000.00

Total Gift Revenue **\$1,040.00**

EXPENDITURES

Walmart- City Holiday Party supplies	76.87
Amazon- B&B book discussion books	17.23
Prison Industries - Re-upholster 10 chairs	4284.00

Total Gift Expenditure **\$4,378.10**

Balance on January 31, 2020 **\$88,590.65**

**DRAKE COMMUNITY LIBRARY
NON-RESIDENT REQUESTS FOR RESEARCH**

A minimal amount of research will be done on research requests received by mail, fax, telephone, or email from non-residents.

Agreed upon fees may be assessed to cover postage and printing to cover minimal research requests.

If more research is required, the Library will communicate via postal mail or email stating the Library's policy and suggesting a list of names of persons or organizations which might do the requested research. The Library will not recommend a researcher. It is up to the researcher to set his or her own terms.

Reviewed 9/09
Revised 02/14
Reviewed 02/17

**DRAKE COMMUNITY LIBRARY
PERSONAL PURCHASE OF MATERIALS**

Personal copies of books and other materials may be ordered only by staff and Trustees.

Reviewed 9/09

Reviewed 02/14

Reviewed 02/17

**DRAKE COMMUNITY LIBRARY
BULLETIN BOARD POLICY**

The Library maintains a bulletin board for the purpose of disseminating information about Library activities and public events.

As a general policy for bulletin board use, the Library Board adopts article six of the American Library Association's "Library Bill of Rights" which maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Posting priorities will be:

1. Library programs and announcements
2. Announcements of programs and other activities by non-profit organizations

No commercial notices for profit-making organizations or individuals may be displayed. Personal notices of any kind will not be posted. No campaign or ballot-related literature may be posted.

In general, announcements of events will be posted up to one month before the event. Posters of a general nature that do not advertise a specific date or event will be removed when space for other announcements runs out. Very large posters may be rejected because of space limitations.

The Library does not assume responsibility for materials damaged or stolen. All notices posted in the Library become the property of the Library and may be removed and discarded at any time.

All items for the bulletin board must be approved by the Library Director or designee. Approval is based on the guidelines outlined above, space available, time of the event, and length of time the Library has had the material.

Reviewed 9/09
Reviewed 02/14
Reviewed 02/17