

**Tentative Agenda**  
**Drake Community Library Board of Trustees**  
**April 28, 2021, 5:15 p.m.**  
**Electronic Meeting**  
made available via Zoom from the online City Agenda Center

allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020  
due to potential for spread of COVID-19

Topic: Library Board of Trustees

Time: Apr 28, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94156082092?pwd=UW5HQWJQUXJ2RExOOEhRVkU1SDINZz09>

Meeting ID: 941 5608 2092

Passcode: 855230

One tap mobile

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Meeting ID: 941 5608 2092

Passcode: 855230

Find your local number: <https://zoom.us/u/aflt6Jzt5>

**This meeting will be held remotely via Zoom**

A. **Members present:** \_\_\_ Elfenbein \_\_\_ Hardin \_\_\_ Hammond \_\_\_ McFee  
\_\_\_ Pagliai \_\_\_ Rudolph \_\_\_ Swick Other: \_\_\_ Kennett

B. **Approval of agenda**

C. **Approval of Minutes**

1. Approval of March 24, 2020 Regular Board Meeting minutes

D. **Communications**

1. DCL endowment report from Greater Poweshiek Community Foundation (GPCF)
2. Email from GPCF regarding annual disbursement from DCL endowment

**E. Report of Director**

1. March 2021 statistical report
2. Youth Services Programming Coordinator position hiring update
3. Library services under pandemic conditions:
  - a. Browsing appointments began April 5<sup>th</sup>; Doors to open May 3<sup>rd</sup>
  - b. Upgrade to geothermal system HTML interface allows for greater control of airflow within the building, optimizing airflow in occupied spaces
4. Strategic Plan 2018-2023 progress report
5. Landscaping update

**F. Committee reports**

Building and grounds –

Finance, salary and personnel –

Long range planning –

Policy –

**H. Trustee report –**

**I. Financial report and approval of bills payable in May**

**J. Old business - none**

**K. New Business –**

1. Wage/hiring approval for Youth Services Coordinator position
2. Wage approval for library staff for FY22
3. Receive/reinvest DCL endowment annual distribution of \$5,400.19
4. Contracts for Library Services for Kellogg, Malcom, Oakland Acres, & Searsboro
5. Consider revised Meeting Room Policy - TEMPORARY

**L. Trustee Continuing Education**

**MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**

**March 24, 2021, 5:15 p.m.**

**Electronic Meeting**

**made available via Zoom from the online City Agenda Center**

**allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020  
due to potential for spread of COVID-19**

**ROLL CALL:**    \_X\_Elfenbein   \_X\_Hardin   \_X\_Hammond   \_X\_McFee  
                  \_X\_Pagliai    \_X\_Rudolph   \_Swick           Others present: \_X\_Kennett

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

**APPROVAL OF AGENDA:** McFee moved and Hammond seconded approval of the agenda, noting the need to meet electronically due to COVID-19 social distancing practices.

Roll call vote: \_Aye\_Elfenbein   \_Aye\_Hardin   \_Aye\_Hammond   \_Aye\_McFee   \_Aye\_Pagliai  
                  \_Aye\_Rudolph   \_n/a\_Swick

**APPROVAL OF MINUTES:** Elfenbein moved and Rudolph seconded approval of the February 24, 2021 Regular Board Meeting minutes.

Roll call vote: \_Aye\_Elfenbein   \_Aye\_Hardin   \_Aye\_Hammond   \_Aye\_McFee   \_Aye\_Pagliai  
                  \_Aye\_Rudolph   \_n/a\_Swick

**COMMUNICATIONS:** None

**REPORT OF DIRECTOR:**

1. Statistical reports for February were reviewed.
2. Kennett is seeking quote from Country Landscapes (Ames) for plantings for parking lot perimeter/east end patio area by bowling alley.
3. The hiring process for the Youth Services Coordinator position is underway.
4. The Library's service model under pandemic conditions will allow for public access to physical collections starting April 5<sup>th</sup>. Social distancing protocols with mask wearing will be in effect. A household unit or individual may schedule a 45-minute appointment via telephone, with two sessions available every hour. Services for curbside pick-up of materials and computer use by appointment in the Community Room will continue. Meetings continue to be subject to the Temporary Meeting Room Policy.

**COMMITTEE REPORTS:**

*Building & Grounds – none*

*Finance, Salary, & Personnel – none*

*Long Range Planning – none*

*Policy – none*

**TRUSTEE REPORTS:**

1. McFee served as a Volunteer Income Tax Assistance (VITA) volunteer during the months of February

and March. McFee reported that 110 individuals were served by this program held at the Library, returning over \$80,000 to participants in the form of tax refunds. McFee expressed appreciation to Library staff for their assistance with preparing the Community Room for socially distanced interviews.

2. Hardin reported receiving positive community feedback regarding the Library's curbside book delivery system while looking forward to expanded access via browsing appointments starting April 5<sup>th</sup>.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financials were reviewed. McFee moved and Rudolph seconded the approval of bills payable in April.

Roll call vote: \_Aye\_Elfenbein \_Aye\_Hardin \_Aye\_Hammond \_Aye\_McFee \_Aye\_Pagliai  
\_Aye\_Rudolph \_n/a\_Swick

**OLD BUSINESS:** *None*

**NEW BUSINESS:**

1. Hardin moved and Elfenbein seconded an expenditure authorization of up to \$6,000 to engage Country Landscapes for landscaping improvements to the parking lot perimeter and area north of the bowling alley adjacent to the lower patio; prioritizing the use of budgeted general library funds over the use of gift account funds.

Roll call vote: \_Aye\_Elfenbein \_Aye\_Hardin \_Aye\_Hammond \_Aye\_McFee \_Aye\_Pagliai  
\_Aye\_Rudolph \_n/a\_Swick

**TRUSTEE CONTINUING EDUCATION:** Hardin recommended attending the virtual Des Moines Book Festival, Saturdays from March 27<sup>th</sup> – April 17<sup>th</sup>.

Detail & Free Registration: <https://www.dsmpartnership.com/dsmbookfestival/>

McFee moved for adjournment.

Meeting adjourned at 6:00 p.m.

Next meeting: April 28, 2020 at 5:15 p.m.



Marilyn Kennett, Director  
Recording Secretary

Theresa Pagliai  
Library Board President

**Statement of Activity**  
**Drake Community Library Endowment Fund**  
**February 01, 2021 through February 28, 2021**

**Fund Activity Summary**

	<u>Feb 2021</u>	<u>Jul 2020</u>
<b>Beginning Balance</b>	150,996.41	123,359.82
<b>Additions to Fund</b>		
	<u>Period Total</u>	<u>YTD Total</u>
Donations	181.67	10,201.65
Investment Revenue	2,533.65	21,362.64
<b>Totals</b>	<b>2,715.32</b>	<b>31,564.29</b>
<b>Disbursements</b>		
	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	157.83	1,364.63
Other Expenses	0	5.58
<b>Totals</b>	<b>157.83</b>	<b>1,370.21</b>
 <b>Net Change</b>	 <b>\$2,557.49</b>	 <b>\$30,194.08</b>
 <b>Ending Balance</b>	 <b>\$153,553.90</b>	 <b>\$153,553.90</b>

## Fund Financial Information

### Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	32,020.82
Investments	121,533.08
<b>Total</b>	<b>153,553.90</b>

### Outstanding Fund Liabilities

No outstanding liabilities for the fund

## Fund Activity Detail

### Donations

<u>Date</u>	<u>Donor Description</u>	<u>Amount</u>
2/28/2021	Behrens, Russell	41.67
2/28/2021	Ahrens, Sue	100.00
2/28/2021	Guenther, Emily	25.00
2/28/2021	Elfenbein, Caleb and Tina	15.00
<b>Total Donations</b>		<b>181.67</b>

### Grants Awarded

No grants awarded in the statement period

**Statement of Activity**  
**Drake Community Library Endowment Fund**  
**March 01, 2021 through March 31, 2021**

**Fund Activity Summary**

	<u>Mar 2021</u>	<u>Jul 2020</u>
<b>Beginning Balance</b>	153,553.90	123,359.82
<b>Additions to Fund</b>		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	320.00	10,521.65
Investment Revenue	1,967.65	23,330.29
<b>Totals</b>	<b>2,287.65</b>	<b>33,851.94</b>
<b>Disbursements</b>		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	160.60	1,525.23
Other Expenses	4.09	9.67
<b>Totals</b>	<b>164.69</b>	<b>1,534.90</b>
 <b>Net Change</b>	 <b>\$2,122.96</b>	 <b>\$32,317.04</b>
 <b>Ending Balance</b>	 <b>\$155,676.86</b>	 <b>\$155,676.86</b>



## Fund Financial Information

### Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	32,177.00
Investments	123,499.86
<b>Total</b>	<b>155,676.86</b>

### Outstanding Fund Liabilities

No outstanding liabilities for the fund

## Fund Activity Detail

### Donations

<u>Date</u>	<u>Donor Description</u>	<u>Amount</u>
3/23/2021	BASF Corporation	100.00
	Andrew Schuster	
3/23/2021	Marzluff, Elaine	180.00
3/31/2021	Guenther, Emily	25.00
3/31/2021	Elfenbein, Caleb and Tina	15.00
<b>Total Donations</b>		<b>320.00</b>

### Grants Awarded

No grants awarded in the statement period

4/16/2021

Dear Marilyn, I emailing to share that for 2021 the GPCF board set a 4.75% distribution rate and Drake Community Library's endowment disbursement is \$5400.19.

This year the GPCF Board modified our disbursement process upon recommendation from our auditors. You can request that your organization's disbursement be mailed or sent ACH or you can elect to put the disbursement in a holding account at GPCF to be used at a later date. You will have access to the funds in the holding fund this time next year along with your 2022 distribution.

Please let me know by Friday, April 23<sup>rd</sup> if you would like to receive your 2021 disbursement. You can also let me know if going forward your organization would like to automatically receive your disbursement each year. Please call or email if you have questions. Thank you, Nicole

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. 107 (office)

# DCL Circulation Stats by Item Types

March 2021

Item type Group		Current	Same month		Previous YTD
		Month Total	Previous Year	Current YTD	
	Book	1,074	2106	10,794	21769
	Special Book (7 day)	27	14	294	215
TOTAL ADULT BOOKS		1,101	2,120	11,088	21,984
TOTAL YA BOOKS	YA Book	88	232	850	2189
		88	232	850	2,189
	Children's Book	1,362	2581	12,824	27376
TOTAL CHILDREN'S BOOKS		1,362	2581	12,824	27376
	Paperback	79	289	1,325	3292
TOTAL PAPERBACKS		79	289	1,325	3292
	Adult Audio	24	84	311	1325
	Adult Video	13	121	348	1582
TOTAL AUDIO/VIDEO		37	205	659	2907
	YA Audio	1	18	24	176
TOTAL YA AUDIO/VIDEO		1	18	24	176
	Children's Audio	41	36	119	285
	Children's Video	16	64	176	1632
TOTAL CHILDREN'S AUDIO/VIDEO		57	100	295	1917
	Periodicals	17	52	296	588
	Equipment	4	0	36	1
	ILL from other libraries	45	44	290	418
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	0	16	19	154
TOTAL MISCELLANEOUS		66	112	641	1161
<b>Total Physical Item Circ</b>		<b>2,791</b>	<b>5,657</b>	<b>27,706</b>	<b>61,002</b>
	Bridges eBooks	795	738	7561	5436
	Bridges eAudiobooks	567	356	4439	3575
	RB Digital (now in Bridges)	0	58	84	408
	Freegal MP3 Downloads	166	127	1458	1355
	Bridges eMagazines	71	73	611	262
	Kanopy Streaming Video	129	283	1572	1828
<b>Total eResource Downloads</b>		<b>1,728</b>	<b>1,635</b>	<b>15,725</b>	<b>12,864</b>
<b>TOTAL CIRCULATION</b>		<b>4,519</b>	<b>7,292</b>	<b>43,431</b>	<b>73,866</b>

# DCL Circulation Stats by Borrower Types

March 2021

Btype Group	Current Month Total	Same month Previous Year	Current YTD	Previous YTD
Area Resident	<b>1,918</b>	3254	<b>18,628</b>	35428
Open Access Borrower	<b>72</b>	383	<b>1,146</b>	4970
Grinnell College Student	<b>45</b>	77	<b>363</b>	684
Youth	<b>77</b>	592	<b>1,343</b>	6671
Pay Card	<b>0</b>	0	<b>0</b>	0
Restricted Computer Patron	<b>0</b>	0	<b>0</b>	0
<b>RESIDENTS</b>	<b>2,112</b>	4,306	<b>21,480</b>	47,753
Bk Del (Homebound)	<b>96</b>	129	<b>721</b>	1308
Bk Del (Books in Baskets)	<b>98</b>	221	<b>1,149</b>	2381
<b>BOOK DELIVERY</b>	<b>194</b>	350	<b>1,870</b>	3,689
Library Program Materials	<b>1</b>	355	<b>1,110</b>	3498
Home School Provider	<b>135</b>	415	<b>1,457</b>	3725
Preschool Teachers	<b>180</b>	48	<b>496</b>	387
Teacher G-N Schools	<b>13</b>	65	<b>60</b>	568
Teacher Not G-N Schools	<b>75</b>	48	<b>349</b>	477
<b>EDUCATION SUPPORT</b>	<b>404</b>	931	<b>3,472</b>	8,655
ILL sent to other libraries	<b>51</b>	26	<b>297</b>	287
LP sent to other libraries	<b>30</b>	19	<b>598</b>	717
<b>SPECIAL LOAN</b>	<b>81</b>	45	<b>895</b>	1,004
<b>TOTAL</b>	<b>2,791</b>	5,632	<b>27,717</b>	61,101

## Online Learning and Reference Databases

Gale Reference Searches	<b>41</b>	138	<b>635</b>	1398
Credo Reference Searches	<b>0</b>	1	<b>11</b>	16
Chilton Online Auto Repair	<b>0</b>	0	<b>8</b>	14
Reference Solutions Directory Searches	<b>9</b>	9	<b>118</b>	328
Mango Language Program Sessions	<b>54</b>	21	<b>739</b>	91
Transparent Language Program	<b>0</b>	1	<b>16</b>	10
Brainfuse	<b>18</b>	35	<b>33</b>	176
Ancestry.com Searches	<b>337</b>	2	<b>3936</b>	1306
Heritage Quest Searches	<b>149</b>	18	<b>228</b>	277
Niche Tutorial Views	<b>72</b>	188	<b>1130</b>	906
Weiss Financial (starting Sept)	<b>24</b>	na	<b>181</b>	na

**DCL Other Services  
March 2021**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
<b>COMPUTER USE BY PUBLIC</b>				
Main Area Computers	<b>165</b>	380	<b>1848</b>	7158
Children's Computers	<b>0</b>	17	<b>0</b>	704
Little Kids Computers	<b>0</b>	53	<b>0</b>	937
<b>TOTAL COMPUTER SESSIONS</b>	<b>165</b>	450	<b>1848</b>	8799
Distinct Users This Month	<b>44</b>	133		
Guest Logins	<b>17</b>	31		
<b>MEETING ROOM USE</b>				
Business Groups	<b>1</b>	0	<b>8</b>	32
Community Groups	<b>7</b>	41	<b>38</b>	594
Public Forums	<b>0</b>	5	<b>0</b>	74
Drop-In & Other Use	<b>0</b>	11	<b>1</b>	331
<b>Total Groups</b>	<b>8</b>	57	<b>47</b>	1031
Business People	<b>5</b>	0	<b>98</b>	269
Community People	<b>80</b>	588	<b>598</b>	10931
Public Forum People	<b>0</b>	42	<b>0</b>	1259
Drop-In & Other Use	<b>0</b>	18	<b>2</b>	633
<b>Total People Count</b>	<b>85</b>	648	<b>698</b>	13092
<b>LIBRARY PROGRAMS</b>				
				0
Adult programs	<b>0</b>	0	<b>0</b>	16
Young Adult programs	<b>0</b>	0	<b>0</b>	13
Children programs	<b>0</b>	8	<b>3</b>	232
<b>Total In Person Programs Offered</b>	<b>0</b>	8	<b>3</b>	261
Adult attendance	<b>0</b>	0	<b>0</b>	400
Young Adult attendance	<b>0</b>	0	<b>0</b>	122
Child attendance	<b>0</b>	84	<b>96</b>	4503
<b>Total In Person Program Attendance</b>	<b>0</b>	84	<b>96</b>	5025
<b>VIRTUAL PROGRAMS</b>				
Adult programs	<b>3</b>	na	<b>6</b>	na
Young Adult programs	<b>1</b>	na	<b>6</b>	na
Children programs	<b>15</b>	na	<b>95</b>	na
<b>Total Virtual Programs Offered</b>	<b>19</b>	0	<b>107</b>	0
Adult attendance	<b>27</b>	na	<b>50</b>	na
Young Adult attendance	<b>2</b>	na	<b>12</b>	na
Child attendance	<b>174</b>	na	<b>1833</b>	na
<b>Total Virtual Program Attendance</b>	<b>203</b>	0	<b>1895</b>	0
<b>ARCHIVE USE</b>	<b>14</b>	0	<b>42</b>	181
<b>DOOR COUNT</b>	<b>na</b>	na	<b>na</b>	na
<b>WIRELESS USERS (WhoFi*)</b>	<b>623</b>	407	<b>7346</b>	8328
<b>VOLUNTEERS</b>				
Number of	<b>1</b>	17	<b>21</b>	186
Total hours	<b>8</b>	57	<b>63</b>	1065

**DRAKE COMMUNITY LIBRARY**  
**RECEIPTS**  
**as of 03/31/2021**

	<b>Previous balance</b>	<b>MTD</b>	<b>YTD</b>
County tax	12,142.00	6,071.00	18,213.00
Donations	259.00	0.00	259.00
Fines	0.00	0.00	0.00
Fees (Searsboro, Kellogg, Oakland Acres)	3,395.60	0.00	3,395.60
Lost materials	309.85	13.99	323.84
Photocopy	684.89	76.36	761.25
Miscellaneous (replacement cards)	4.00	0.00	4.00
<b>Total</b>	<b>16,795.34</b>	<b>6,161.35</b>	<b>22,956.69</b>

Carryover from February 28, 2021	75.00
Plus total from March, 2021	6,161.35
Less undeposited receipts	75.00

**Total recorded at City Office** **6,161.35**

**GIFT ACCOUNT (167 detail)**

Balance as of February 28, 2021 \$ 96,677.29

**RECEIPTS**

Bill Wissmiller memorials	50.00
David Snyder memorials	210.00
<b>Total Gift Revenue</b>	<b>\$260.00</b>

**EXPENDITURES**

ZooBean (Virtual platform for SLP)	1075.00
Penworthy - J books	300.00
<b>Total Gift Expenditure</b>	<b>\$1,375.00</b>

**Balance on March 31, 2021** **\$95,562.29**

## Library Wage Proposal 2021-2022

StartDate	NAME	years of service	HRS/WK	HRS/YR	\$/HR	TOTAL \$/YR	\$/HR Includes Base + Longevity pay of:
6/3/1996	Lib Director Kennett	25	40	2080	\$ 39.34	\$ 81,827.20	.35/hr
10/1/2003	Asst Lib Director Neal	18	40	2080	\$ 28.44	\$ 59,155.20	.21/hr
3/4/1991	Sys. Admin. Shore	30	40	2080	\$ 28.20	\$ 58,656.00	.42/hr
	Youth Serv. Coordin VACANT		40	2080	\$ 23.30	\$ 48,464.00	starting wage
<b>REG. FULL TIME</b>			<b>160</b>	<b>8320</b>	<b>\$ 248,102.40</b>		
1/3/2005	Lib Asst Shaffer		24	1248	\$ 22.14	\$ 27,630.72	
3/21/2013	Lib Asst Owens		24	1248	\$ 22.14	\$ 27,630.72	
3/19/2014	Lib Asst Vigil (Cabelli)		24	1248	\$ 22.14	\$ 27,630.72	
6/1/2020	Lib Asst Romero		24	1248	\$ 22.14	\$ 27,630.72	
6/1/2020	Lib Asst Chang		24	1248	\$ 22.14	\$ 27,630.72	
<b>REG. PART TIME</b>			<b>120</b>	<b>6240</b>	<b>\$ 138,153.60</b>		
6/5/2013	Circ Clerk Hiner		12	624	\$ 13.69	\$ 8,542.56	
11/1/2019	Circ Clerk Bell		12	624	\$ 13.69	\$ 8,542.56	
	Circ Clerk VACANT		12	624	\$ 13.69	\$ 8,542.56	
	Lib Pages Pages		40	1872	\$ 7.35	\$ 13,759.20	
<b>Circ Clerk &amp; Pages (no benefits)</b>			<b>76</b>	<b>3744</b>	<b>\$ 39,386.88</b>		
<b>TOTAL</b>			<b>356</b>	<b>18304</b>	<b>\$ 425,642.88</b>		

**Wage Approval FY22**

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**Library Board of Trustees President**

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**Date**











## DRAKE COMMUNITY LIBRARY

### MEETING ROOM POLICY – TEMPORARY

**This is a temporary policy necessitated by Covid-19 pandemic conditions. This policy remains in effect beginning May 3, 2021 until revoked by the Library Board of Trustees.**

The purpose of this policy is to create an environment that balances the community's need for quality library services while maintaining a safe working environment for the public and library personnel as we work together to prevent the spread of Covid-19.

Reservations for use of meeting space will be allowed utilizing the following social distancing practices:

1. Masks must be worn at all times by those age two (2) or older.  
Exceptions:
  - a) Attendees with medical condition or as necessary due to other compelling reasons
  - b) If food or drink is allowed, attendees may remove masks only when actively eating or drinking
2. Limited room capacity and food/drink limitations as per chart below
3. Handwashing facility and/or hand sanitizer used upon entry into building and as needed.

Meeting rooms available include:

<b>Community Room</b>	<ul style="list-style-type: none"><li>• Capacity 40 people</li><li>• Tables and chairs will be placed in a standard configuration to promote social distancing</li><li>• LCD projector and speaker system with hearing loop are available to users</li><li>• A kitchenette is accessible to users – serving food/drink is discouraged, but allowed for all-day meetings</li><li>• Restrooms are accessible in the lobby</li><li>• Meeting may extend past closing time (see <i>After Hours Use of Community Room</i> procedure)</li></ul>
<b>Board Room</b>	<ul style="list-style-type: none"><li>• Capacity 8 people</li><li>• Tables and chairs will be placed in a standard configuration to promote social distancing</li><li>• No food allowed; covered drinks only</li></ul>

<b>Large Group Study Room</b>	<ul style="list-style-type: none"><li>• Capacity 6 people</li><li>• Tables and chairs will be placed in a standard configuration to promote social distancing</li><li>• No food allowed; covered drinks only</li></ul>
<b>Small Group Study Room</b>	<ul style="list-style-type: none"><li>• Capacity 2 people</li><li>• No food allowed; covered drinks only</li></ul>

This temporary policy is part of the Library’s overall policy structure and should be interpreted in conjunction with the Library’s standard Meeting Room Policy and other existing policies.

Adopted 08/20  
Revised 04/21