Tentative Agenda
Drake Community Library Board of Trustees

August 26, 2020, 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: Aug 26, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/95454493780?pwd=Tjh4YTA1MFVxRHV5TnpnS1FYakpqZz09

Meeting ID: 954 5449 3780
Passcode: 903687
One tap mobile
+19292056099,,95454493780#,,,,,,0#,,903687# US (New York)
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Meeting ID: 954 5449 3780
Passcode: 903687
Find your local number: https://zoom.us/u/acOHY4q36U

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 July 22, 2020 Regular Board Meeting minutes

D. **Communications** – received five separate estimates from Central States Coatings for :
- Replacing trellis on pathway to south terrace with cables to create better outlook/planter access
- Improve integrity of patched areas on roof with EPDM restoration system
- Wash & prime roof seams ; Apply EPDM restoration system to seams only
- Wash & prime entire roof; Apply EPDM restoration system to seams only
- Wash, prime, and apply EPDM restoration system to entire roof
- https://www.epdmcoatings.com/epdm-brochure.php

E. **Report of Director**

1. July 2020 statistical report
2. Library service delivery during COVID update
3. Building & grounds damage report due to August 10th derecho winds

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**

K. **New Business**

1. Consider revision of Circulation Policy which addresses removal of fines and circulation of hotspots
2. Consider TEMPORARY Meeting Room Policy due to COVID-19 conditions
3. Consider contract for one-year subscription to Weiss Financial Ratings Series database to augment public online resource offerings. Subscription supported by Friends of DCL.
4. Consider removal of metal trellis from pathway leading to south terrace; replacing trellis with cables to allow better access to planter and better visual outlook. (Central States Coatings)
5. Consider improving integrity of patched areas on the library roof (Central States Coatings)

L. **Trustee Continuing Education**

1. Report - Pagliai & McFee attended Boardroom Series 2020: Problem Solving the Upstream Way, 7/23/2020 – 1.5 credit hours

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
July 22, 2020, 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 __Hammond _X_McFee
_X_Pagliai _X__Rudolph __Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:18 p.m.

APPROVAL OF AGENDA: McFee moved and Elfenbein 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 _n/a_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _n/a_ Swick

APPROVAL OF MINUTES: Hardin moved and Rudolph seconded approval of the June 24, 2020 Regular Board Meeting minutes.
Roll call vote: _Aye_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _n/a_ Swick

COMMUNICATIONS:
1. No report from Greater Poweshiek Community Foundation due to year-end auditing practices.

REPORT OF DIRECTOR:
1. Statistical reports for June were reviewed. The library was closed to foot traffic and began providing curbside delivery and access to two Internet work stations to the public June 3rd. A total of 2,962 physical items were checked out in June. This represents 34% of normal circulation when compared to 8,570 items checked out in June, 2019. Use of eResources remained strong showing 1,913 downloads in June 2020 compared to 1,368 downloads in June 2019 for a 28% increase. 227 Internet sessions took place in June.

2. Public Services installed the flagpole at the Park Street entrance to the library parking lot on July 17. Library staff receive flag notifications from Governor Reynold's office and will respond accordingly.

3. Geothermal pumps #1 and #2 were replaced by S&S Plumbing on July 16.

4. The library will resume delivery of books to homebound individuals in August. Kennett will create a temporary policy to allow for limited use of the community room on Thursday evenings under social distancing conditions beginning in September. Library hours of operation would be extended to include Thursday evenings. Temporary policy will be considered by trustees at regular meeting August 26.

COMMITTEE REPORTS:
Building & Grounds – Hardin submitted press release regarding the flag installation for Kennett to distribute to local media.

Finance, Salary, & Personnel – none

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: *None.*

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Rudolph moved and Elfenbein seconded the approval of bills payable in August.
Roll call vote: _Aye_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _n/a_ Swick

OLD BUSINESS:

NEW BUSINESS:

1. Job descriptions for all library positions were reviewed. Restructuring of positions, within budgetary constraints, has resulted in the creation of Assistant Director, Adult Services Coordinator, and Youth Services Coordinator positions. The Assistant Director serves a dual role encompassing the responsibilities of Youth Services Director. Hardin moved and McFee seconded approval of all job descriptions.
   Roll call vote: _Aye_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
   _Aye__Rudolph _n/a_ Swick

TRUSTEE CONTINUING EDUCATION: Trustees are taking part in the "Board Room 2020" series provided by the State Library of Iowa.

Hardin moved and Rudolph seconded adjournment.

Meeting adjourned at 6:15 p.m.

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

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

Central States Coatings

PROPOSAL

6647 E 136th ST N
Grinnell, IA 50112
(641) 521-9240

PROPOSAL SUBMITTED TO Drake Community Library		PHONE (641) 236 2661	8/7/2020
STREET 930 Park St		Contact	
CITY, STATE, ZIP Grinnell , IA 50112			
	DATE OF PLANS	P.O. NUMBER	

We hereby sumit this Proposal.
Remove old fence on South East side
Cut post down to about 4 feet
Install new Galvanize Cable with tighteners
4 Runs of new cables

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

$ 1,500.00

All material is guaranteed to be as specified. All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Proposal

6647 E 136th ST N
Grinnell, IA 50112
(641) 521-9240

Drake Community Library		(641) 236 - 2661	8/7/2020
STREET 930 Park st		Contact NAME	
CITY, STATE, ZIP Grinnell , IA 50112		JOB LOCATION	
	DATE OF PLANS	SQ. FT.	JOB PHONE

We hereby submit specifications and estimates for : **EPDM RESTORATION SYSTEM**

1. Patched area will get washed with power washer
2. Patch area will get primed
3. Patch area will get spunflex Fabric embedded with base coat at a rate of 2.50 gals per 100 square feet
4. Rapid Roof III Top coat will be put down at 1.9 Gals per 100 square feet on patch area
5. 5X5 Patch

- Roof system will reflect 85% of the sun's heat rays.
- This roof is warranted against leaks for a period of (5) years. Warranty covers materials and labor. This is a non-prorated warranty!!

Down payments are non-refundable

- Building owner will supply water and power.

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

dollars $(1,500.00)

Payment to be made as follows:1/3 on sign contract 1/3 when we start and balance on completion

All material is guaranteed to be as specified. All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Proposal

6647 E 136th ST N
Grinnell, IA 50112
(641) 521-9240

Drake Community Library		(641) 236 - 2661	8/7/2020
STREET 930 Park st		Contact NAME	
CITY, STATE, ZIP Grinnell , IA 50112		JOB LOCATION	
	DATE OF PLANS	SQ. FT.28,553	JOB PHONE

We hereby submit specifications and estimates for : **EPDM RESTORATION SYSTEM**

1. Seams will get washed with power washer
2. Seams will get primed
3. Seams will get spunflex Fabric embedded with base coat at a rate of 2.50 gals per 100 square feet
4. Rapid Roof III Top coat will be put down at 1.9 Gals per 100 square feet on tape area
5.

- Roof system will reflect 85% of the sun's heat rays.

- This roof is warranted against leaks for a period of (5) years. Warranty covers materials and labor. This is a non-prorated warranty!!

Down payments are non-refundable

- Building owner will supply water and power.

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

dollars $(71,382.50)

Payment to be made as follows:1/3 on sign contract 1/3 when we start and balance on completion

All material is guaranteed to be as specified. All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Proposal

6647 E 136th ST N
Grinnell, IA 50112
(641) 521-9240

Drake Community Library		(641) 236 - 2661	8/7/2020
STREET 930 Park st		Contact NAME	
CITY, STATE, ZIP Grinnell , IA 50112		JOB LOCATION	
	DATE OF PLANS	SQ. FT.**28,553**	JOB PHONE

We hereby submit specifications and estimates for : **EPDM RESTORATION SYSTEM**

1. Entire roof will get washed with power washer
2. Entire roof will get primed
3. All Seems will get spunflex Fabric embedded with base coat at a rate of 2.50 gals per 100 square feet
4. Rapid Roof III Top coat will be put down at 1.9 Gals per 100 square feet
5.

- Roof system will reflect 85% of the sun's heat rays.

- This roof is warranted against leaks for a period of (10) years. Warranty covers materials and labor. This is a non-prorated warranty!!

Down payments are non-refundable

- Building owner will supply water and power.

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

dollars $(107,073.75)

Payment to be made as follows:1/3 on sign contract 1/3 when we start and balance on completion

All material is guaranteed to be as specified. All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Proposal

6647 E 136th ST N
Grinnell, IA 50112
(641) 521-9240

Drake Community Library		(641) 236 - 2661	8/7/2020
STREET 930 Park st		Contact NAME	
CITY, STATE, ZIP Grinnell , IA 50112		JOB LOCATION	
	DATE OF PLANS	SQ. FT.**28,553**	JOB PHONE

We hereby submit specifications and estimates for : **EPDM RESTORATION SYSTEM**

1. Entire roof will get washed with power washer
2. Entire roof will get primed
3. Entier Roof will get spunflex Fabric embedded with base coat at a rate of 2.50 gals per 100 square feet
4. Rapid Roof III Top coat will be put down at 1.9 Gals per 100 square feet
5.

- Roof system will reflect 85% of the sun's heat rays.

- This roof is warranted against leaks for a period of (12) years. Warranty covers materials and labor. This is a non-prorated warranty!!

Down payments are non-refundable

- Building owner will supply water and power.

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

dollars $(128,488.50)

Payment to be made as follows:1/3 on sign contract 1/3 when we start and balance on completion

All material is guaranteed to be as specified. All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

CONKLIN COOL ROOFING SYSTEMS

White Roofs Drive Energy Costs Down

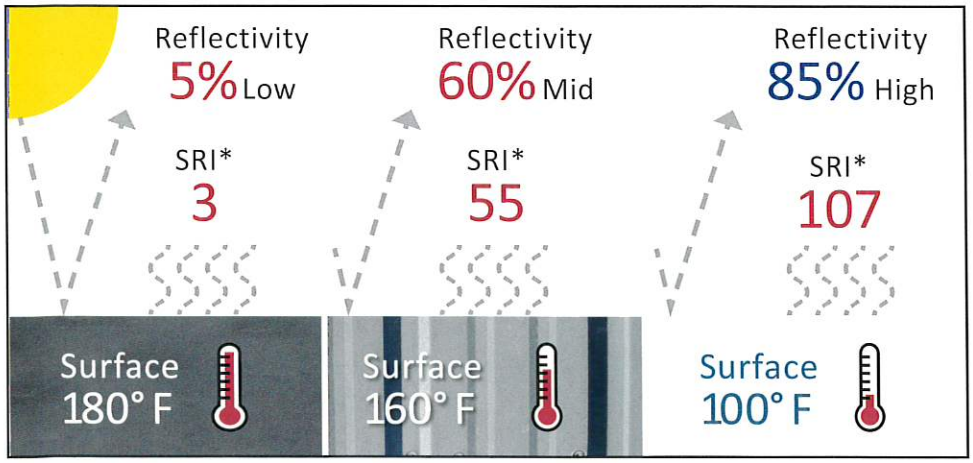
Photo courtesy of Linford Zook

Highly reflective "cool" roofs are having their day in the sun. During the warmest weather, studies have indicated that they lower roof temperatures by up to 40% and decrease the amount of heat transferred into a building's interior. That helps reduce energy needs for cooling, and using less energy not only saves money, it also reduces the amount of pollutants released into the atmosphere. Conklin Roofing Systems meet the very highest standards for energy efficiency.

What Conklin Cool Roofs do for You

- Reduce air conditioning bills
- Increase roof durability
- Lower air temperature surrounding air conditioning unit
- Help lower the heat island effect
- Provide sustainable roofing systems
- Reduce the amount of landfill waste by recoating the existing roof

Ambient Temperature 90° F: *Statistics taken from www.reliant.com*



Black Asphalt | Aluminized Coating | Conklin Cool White Roofs

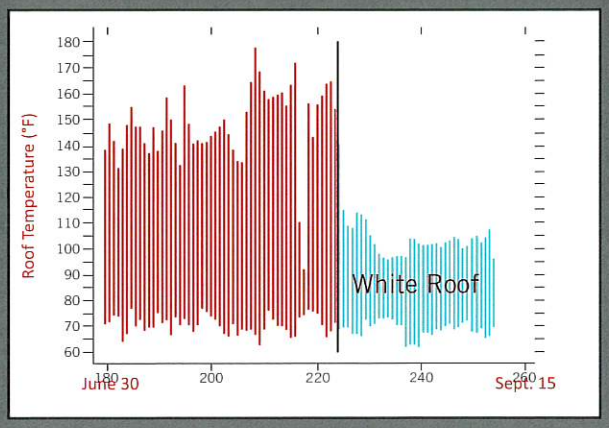
**The Solar Reflectance Index (SRI) is a measure defined by the Lawrence Berkeley National Laboratory as the roof's ability to reject solar heat, as shown by a small temperature rise. It is defined so that a standard black (reflectance 0.05, emittance 0.90) is 0 and a standard white (reflectance 0.80, emittance 0.90) is 100. Due to the way SRI is defined, particularly hot materials can even take slightly negative values, and particularly cool materials can even exceed 100.*

Source: Cool Roof Ratings Council

CONKLIN COOL ROOFS ARE PROVEN PERFORMERS

A Benchmark® Performance Under the Toughest Conditions

When the Florida Solar Energy Center decided to conduct a demonstration of the energy savings resulting from light-colored roofs, it looked for a product it believed would lower cooling costs during the hot Florida summer. The product it selected was Conklin's Benchmark® roof coating. Benchmark was applied to the roofs of seven retail shops in a Cocoa, Florida, strip mall. The results of the demonstration showed a 25.3% average reduction in cooling energy among the seven shops. Individual savings ranged from 13% to 48%.



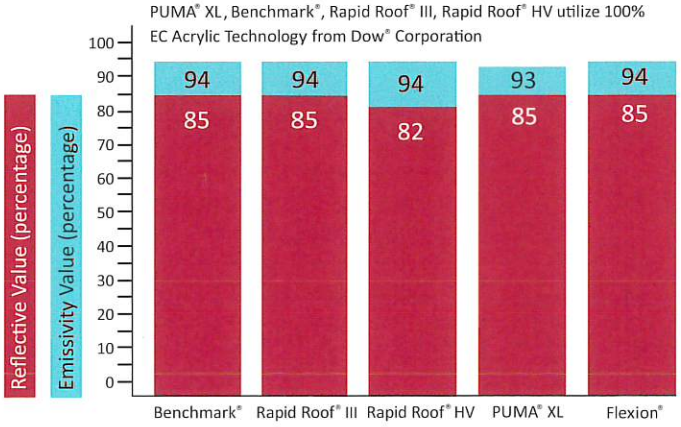
Proven Performance

Beginning in 1977, Conklin was the first company to create and manufacture white, acrylic roof coating systems. Conklin continues to develop some of the most innovative and sustainable roof coatings on the market. With more than one billion square feet of roofing applied and hundreds of thousands of satisfied customers, Conklin has changed the face of the roofing industry. Contractors using our roofing systems can maintain and protect your building for decades to come.

Conklin's Cool Roofs Meet the Highest Standards for Reflectivity and Emissivity

These qualities result in a highly sustainable roof that:

- Reduces severe temperature fluctuations that cause thermal movement and stress
- Reflects damaging UV rays to help slow the aging process of the roof
- Lowers roof temperatures, reducing the rate of chemical breakdown



ENERGY STAR-Rated Protection

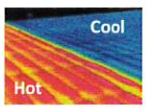
Conklin Company is proud to be a partner of the EPA's ENERGY STAR program; our white roof systems meet the EPA's stringent guidelines for energy efficiency, and help to protect the environment in a number of ways by:

- Decreasing the energy required to cool the building, resulting in less air pollution
- Reducing the amount of roofing materials discarded into landfills with exceptional sustainability
- Minimizing summertime heat island effects in city environments, slowing down the formation of smog

Savings for all Seasons

The outside temperature doesn't have to be hot for Conklin Roofing Systems to reduce energy costs. Conklin's Spray Polyurethane Foam (SPF) Roof Systems and Single-Ply Membrane Roofing Systems have a layer of insulation that helps lower heating costs in the winter. With white, reflective coatings to reflect summer heat, Conklin roofs are energy efficient all year round.

Flexion®, PUMA® XL, Benchmark® and Rapid Roof® III meet the requirements of reflectivity and emissivity for inclusion in the CRRC program.



Conklin's highly reflective roof systems have been providing quality solutions to the roofing market since 1977.

RS0820_078844H_0317_SellSheetCoolRoofs ©2017 Conklin Company, Inc.

Conklin Fabric-Reinforced Roofing System

Rugged roof lowers energy costs

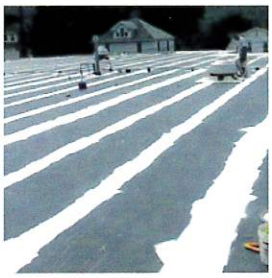
Conklin's Fabric-Reinforced Roofing System is tough and flexible; it is recommended for both new and existing roofs. This extra-durable system will deliver these benefits for years to come:

- Stops leaks with superior waterproofing
- Offers excellent wind and hail protection
- Increases energy efficiency and lowers utility expense with its cool, white reflective surface
- Extends the life of your existing roof

Recommended for application over these surfaces:

- EPDM/BUR/Mod-Bit
- Exterior Sheeting
- Concrete
- Composite Decking
- ISO Board
- Metal roof assemblies

Application of a Conklin Fabric-Reinforced Roofing System



Conklin's Fabric-Reinforced roofing system is extremely versatile and can be applied to many different types of roofs. A Conklin contractor will cover the proper procedure for application of our Fabric-Reinforced system to your particular roof substrate.

A white Conklin roof is the smartest way to stay in the black

Reduce cooling expense by up to 30%

The average roof absorbs a large portion of the sun's ultraviolet rays as heat. Conklin's white Fabric-Reinforced Roofing Systems reflect 85% of the sun's heat, cooling your roof which could save as much as 30% in air conditioning costs.

Recoup your costs

A great return on investment is another important reason to install a Conklin Fabric-Reinforced Roofing System. Many satisfied building owners discover that a Conklin roof can pay for itself during the warranty period in lower air conditioning costs. Federal tax rebates, tax credits and deductions may also offset your investment. Check with your local utility company, tax advisor, and energystar.gov for additional details.

Look forward to years of trouble-free protection, low maintenance

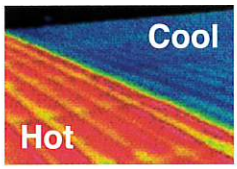
Conklin's Fabric-Reinforced Roofing Systems provide leak-free protection and exceptional energy savings for years. They maintain maximum reflectivity and energy savings because their surfaces are resistant to dirt and discoloration. Annual or bi-annual cleaning is all that's needed to keep them white.

Eliminate future roof tear-offs

Years from now, when it's time to renew the superior protection of your Conklin roof, a simple recoat will do the job. In most cases, multiple recoats can be done for as long as you own your building saving you the expense of a new roof. With your recoat, our material warranty may also be extended.

Enjoy peace of mind with our Warranty Program

Conklin's optional warranty program includes a non-pro-rated material warranty.



Conklin's highly-reflective roof systems have been providing quality solutions to the roofing market since 1977.

CONKLIN ROOFING SYSTEMS

Learn more about Conklin Roofing Systems by contacting the Conklin Contractor below for a roof inspection and a quote.

Fabric-Reinforced Roofing System

RS0820_078584i_0313_SELLSHEET_Fabric-Reinforced ©2013 Conklin Company Inc.

DCL Circulation Stats by Item Types

July 2020

Item type Group		**Current Month Total**	Same month Previous Year	**Current YTD**	Previous YTD
	Book	**1,056**	2631	**1,056**	2631
	Special Book (7 day)	**28**	19	**28**	19
TOTAL ADULT BOOKS		**1,084**	2,650	**1,084**	2,650
TOTAL YA BOOKS	YA Book	**102**	346	**102**	346
		102	346	**102**	346
	Children's Book	**1,757**	4996	**1,757**	4996
TOTAL CHILDREN'S BOOKS		**1,757**	4996	**1,757**	4996
	Paperback	**257**	834	**257**	834
TOTAL PAPERBACKS		**257**	834	**257**	834
	Adult Audio	**35**	150	**35**	150
	Adult Video	**39**	274	**39**	274
TOTAL AUDIO/VIDEO		**74**	424	**74**	424
	YA Audio	**4**	20	**4**	20
TOTAL YA AUDIO/VIDEO		**4**	20	**4**	20
	Children's Audio	**12**	47	**12**	47
	Children's Video	**15**	341	**15**	341
TOTAL CHILDREN'S AUDIO/VIDEO		**27**	388	**27**	388
	Periodicals	**5**	56	**5**	56
	Equipment	**1**	0	**1**	0
	ILL from other libraries	**31**	53	**31**	53
	ILL Mobius Delivery	**0**	0	**0**	0
	Misc. Other	**10**	9	**10**	9
TOTAL MISCELLANEOUS		**47**	118	**47**	118
Total Physical Item Circ		**3,352**	9,776	**3,352**	9,776
	Bridges eBooks	**1003**	660	**1003**	660
	Bridges eAudiobooks	**452**	438	**452**	438
	RB Digital eAudiobooks	**42**	29	**42**	29
	Freegal MP3 Downloads	**202**	175	**202**	175
	Bridges eMagazines	**64**	7	**64**	7
	Kanopy Streaming Video	**140**	181	140	181
Total eResource Downloads		**1,903**	1,490	**1,903**	1,490
TOTAL CIRCULATION		**5,255**	11,266	**5,255**	11,266

DCL Circulation Stats by Borrower Types

July 2020

Btype Group		**Current Month Total**	Same month Previous Year	**Current YTD**	Previous YTD
	Grinnell College Student	**33**	120	**33**	120
	Iowa Resident: DCL patron	**1,739**	4959	**1,739**	4959
	Open Access patron	**107**	663	**107**	663
	Library Board	**30**	28	**30**	28
	Library Page	**0**	122	**0**	122
	Pay Card	**0**	0	**0**	0
	Restricted Computer Patron	**0**	0	**0**	0
	Staff (adult)	**906**	972	**906**	972
TOTAL ADULT PATRONS		**2,815**	6,864	**2,815**	6,864
	Bk Del (Homebound)	**46**	170	**46**	170
	Bk Del (Books in Baskets)	**86**	926	**86**	926
TOTAL DELIVERIES		**132**	1,096	**132**	1,096
	CLIK-Preschooler	**18**	207	**18**	207
	Kindergartner	**15**	237	**15**	237
	1st Grader	**50**	154	**50**	154
	2nd Grader	**31**	229	**31**	229
	3rd Grader	**26**	208	**26**	208
	4th Grader	**4**	172	**4**	172
	5th Grader	**6**	154	**6**	154
	6th Grader	**30**	81	**30**	81
TOTAL CHILDREN		**180**	1,442	**180**	1,442
	Home School Provider	**120**	336	**120**	336
	Preschool Teachers	**0**	0	**0**	0
	Teacher G-N Schools	**1**	18	**1**	18
	Teacher Not G-N Schools	**0**	0	**0**	0
TOTAL EDUC. PROGRAMS		**121**	354	**121**	354
	ILL sent to other libraries	**23**	23	**23**	23
	LP sent to other libraries	**81**	0	**81**	0
TOTAL SPECIAL LOAN		**104**	23	**104**	23
Total		**3,352**	9,779	**3,352**	9,779

DCL Other Services July 2020	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	**147**	1050	**147**	1050
Children's Computers	**0**	178	**0**	178
Little Kids Computers	**0**	193	**0**	193
TOTAL COMPUTER SESSIONS	**147**	1421	**147**	1421
Distinct Users This Month	**43**	117	**43**	
Guest Logins	**13**	358	**13**	
WIRELESS USERS (WhoFi*)	**734**	na	**734**	na
MEETING ROOM USE				
Business Groups	**0**	8	**0**	8
Community Groups	**0**	44	**0**	44
Public Forums	**0**	2	**0**	2
Drop-In & Other Use	**0**	37	**0**	37
Total Groups	**0**	91	**0**	91
Business People	**0**	84	**0**	84
Community People	**0**	1071	**0**	1071
Public Forum People	**0**	33	**0**	33
Drop-In & Other Use	**0**	80	**0**	80
Total People Count	**0**	1268	**0**	1268
LIBRARY PROGRAMS				
Adult programs	**0**	5	**0**	5
Young Adult programs	**0**	10	**0**	10
Children programs	**26**	68	**25**	68
Total Library Programs Offered	**26**	83	**0**	83
Adult attendance	**0**	169	**0**	169
Young Adult attendance	**0**	99	**0**	99
Child attendance	**967**	1635	**837**	1635
Total Library Program Attendance	**967**	1903	**0**	1903
ARCHIVE USE	**3**	10	**3**	10
DOOR COUNT	**0**	7215	**0**	7215
VOLUNTEERS				
Number of	**0**	15	**0**	15
Total hours	**0**	148	**0**	148

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	**111**	36	**111**	36
Credo Reference Searches	**0**	0	**0**	0
Chilton Online Auto Repair	**5**	5	**5**	5
Reference USA Phone Directory Searches	**15**	13	**15**	13
Mango Language Program Sessions	**251**	20	**251**	20
Brainfuse	**9**	5	**9**	5
Ancestry.com Searches	**880**	68	**880**	68
Heritage Quest Searches	**15**	1	**15**	1
Niche Tutorial Views	**94**	78	**94**	78
Weiss Financial (starting Sept)	**na**		**na**	

*Starting July 2020 wireless use is being reported from the WhoFi appliance. The way it tracks use is different from how we did it previously. To avoid confusion I am not including last year comparison numbers.

DRAKE COMMUNITY LIBRARY
RECEIPTS
as of 07/31/20

	Previous balance	MTD	YTD
County tax	0.00	0.00	0.00
Donations (ILL, mtg room use) (LWV mtg room use)	0.00	19.00	19.00
Fines	0.00	0.00	0.00
Fees (Malcom)	0.00	1,044.50	1,044.50
Lost materials	0.00	65.00	65.00
Photocopy	0.00	81.90	81.90
Miscellaneous (replacement cards)	0.00	0.00	0.00
Total	**0.00**	**1,210.40**	**1,210.40**

Carryover from June 30, 2020	75.00
Plus total from July, 2020	1,210.40
Less undeposited receipts	75.00
Total recorded at City Office	**1,210.40**

GIFT ACCOUNT (167 detail)

Balance as of June 30, 2020		$ 94,083.93
RECEIPTS		
T & E Moore	100.00	
Entre Nous	32.00	
Edward Purcell Memorials	500.00	
Karl Lalonde Memorials	100.00	
Tim Watson Memorials	100.00	
Total Gift Revenue	**$832.00**	
EXPENDITURES		
Total Gift Expenditure	**$0.00**	
Balance on July 31, 2020		**$94,915.93**

ACCOUNTS PAYABLE
OPEN ITEM REPORT
PUBLICATION

	======PAYMENT DATES=======	=======ITEM DATES=========	======POSTING DATES=======
UNPAID ITEMS DATES :		9/08/2020 THRU 9/08/2020	0/00/0000 THRU 99/99/9999

VENDOR NAME	DESCRIPTION	GROSS AMOUNT		
ACCESS SYSTEMS LEASING	COPIER LEASE	672.09		
AMAZON	BKS	367.18		
AMERICAN LIBRARY ASSOCIATI	MBRSHP	148.00		
ASI SIGNAGE INNOVATIONS	WSELLNESS SHIELDS (COVID-19)	841.00		
BAKER & TAYLOR -ENT #5103	BKS	1,030.37		
BAKER & TAYLOR L530345	YA BKS	126.98		
CAPITAL SANITARY SUPPLY	TOWELS (COVID-19)	114.55		
CENTER POINT LARGE PRINT	BKS	24.02		
GALE	BKS	195.95		
JD FINANCIAL-THEISEN'S (LI	MULCH	53.80		
JUNIOR LIBRARY GUILD	BKS	976.50		
KIRKUS REVIEWS	SUB	199.00		
MICRO MARKETING LLC	BKS	87.98		
OVERDRIVE, INC.	J SLP	357.05		
PERMACARD	LIBRARY CARDS	1,172.28		
PETTY CASH - DRAKE LIBRARY	J PROG/SUPPLIES	36.35		
QUILL CORPORATION	SUPPLIES	90.57		
S & S PLUMBING, HEATING &	REP	3,761.06		
SCHENDEL PEST CONTROL CO	PEST CONTROL	45.00		
HOLASTIC LIBRARY	IYN BKS	361.11		
SHUTTS, BRAD	MOWING	200.00		
WOODMAN CONTROLS COMPANY	TECH SUPPORT	1,100.00		
** TOTAL ** -City of Grinnell		11,960.84	0.00	11,960.84

Alliant Energy $2497.16 pd 8/21/20

Quick & Clean custodial $1790.00

	=====PAYMENT DATES=====	=======ITEM DATES=========	=====POSTING DATES=====
UNPAID ITEMS DATES :		9/08/2020 THRU 9/08/2020	0/00/0000 THRU 99/99/9999

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	11,960.84	0.00	11,960.84
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	11,960.84	0.00	11,960.84

UNPAID RECAP

UNPAID INVOICE TOTALS	11,960.84
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	11,960.84

	=====PAYMENT DATES=====	=======ITEM DATES=========	=====POSTING DATES=====
UNPAID ITEMS DATES :		9/08/2020 THRU 9/08/2020	0/00/0000 THRU 99/99/9999

FUND TOTALS

003	LIBRARY - GENERAL FUND	10,006.07
167	LIBRARY GIFTS - SPEC REV	361.11
367	CLNS FY 20-21 - CAP PROJ	1,593.66
GRAND TOTAL		11,960.84

DRAKE COMMUNITY LIBRARY
CIRCULATION POLICY

Drake Community Library values library users by providing them with services in a nonpartisan and non-judgmental manner that is sensitive to and supportive of human differences. DCL values the users' right to privacy by keeping records of their library use strictly confidential.

I. Library User Eligibility

A. Based on the Drake Community Library's funding through the City of Grinnell and rural Poweshiek County Property taxes and its participation in Iowa's state-funded Open Access program, the following groups are eligible for free library cards at the Drake Community Library:

1. all persons residing within the city limits of Grinnell and in any unincorporated area of Poweshiek County.
2. students and teachers of the Grinnell-Newburg School District.
3. persons residing within the city limits of communities that contract with Drake Community Library for library service (Kellogg, Malcom, Oakland Acres, Searsboro)
4. persons eligible for service from a library that participates in the State Library of Iowa Open Access program.
5. persons who own and operate a business in Grinnell. Business owners who are not otherwise eligible for the Drake Community Library's services shall be issued a library card in the business's name. The card shall entitle them and their designees to use the Drake Community Library.
6. persons 6th grade and younger must have the permission of their legal guardian prior to the issuance of a library card.

B. Library staff may require proof of eligibility before issuance of a free library card.

C. Any person not otherwise eligible for services may be issued a library card on payment of a $20.00 annual fee.

II. Library User Responsibility

Users are expected to comply with the Library's policies and procedures.

A. Users are expected to comply with copyright laws, and the Library assumes no responsibility for user infractions of copyright laws while using library materials.
B. Users are expected to present a library card when checking out materials. Exception: A user may designate a caregiver to check out materials on the user's behalf. The caregiver's name must be listed within the primary user's account. The

primary user is responsible for all materials checked out on the library card.

C. Users with valid library accounts may request that circulating items be held for them; requests will be added to queue lists in the order they are received.

D. Users may renew items up to three times if another user has not previously reserved the item.

E. Users must notify the Library of changes in account information (name, address, contacts).

F. Users must notify the Library immediately when a library card is lost or stolen; users are responsible for all account activity until the Library is notified of a lost or stolen card.

G. Users must not tamper with or alter library materials in any way.

H. Users must return library materials, including all parts and packaging, in good condition.

I. Users and adults responsible for 6th grade and younger users are responsible for paying any ~~fines and/or fees accrued~~ fees owed on said accounts

III. ~~Fines and~~ Fees

The Library charges ~~fines and~~ fees to encourage compliance with procedures which promote fair and equal access to limited resources for all library users. Fees are replacement charges for material loss and related charges. Users may be notified of overdue materials, outstanding ~~fines/~~fees, or problems with their account by telephone, print, and/or other means.

~~A. The Library charges a daily fine for overdue items. Fines accumulate from the first day an item is overdue at a rate of five cents per day for youth collection items, ten cents per day for adult collection items, and $5.00 per day for items of equipment. An item that is returned within the first seven days after the due date will have the fines waived with the exception of interlibrary loan items and items of equipment.~~

B. The Library charges for lost or damaged library materials. Items that are more than five weeks overdue are considered “lost”. The full replacement or repair cost for a lost or damaged item is charged to the library user.

C. The Library charges a replacement fee of $2.00 for lost or stolen library cards.

D. User privileges are suspended when the ~~fine/~~fee limit of $10.00 is met or exceeded.

E. A collection agency will be utilized to facilitate the collection of ~~fines/~~fees on accounts where balances meet or exceed $50.00.

F. The Library may offer ~~fine~~ fee alternative programs that allow for options to payment of ~~fines~~ fees.

IV. Circulation Periods, Renewals, and Reserves

Circulation periods exist to provide cardholders maximum use of materials.

A. Checkout period for books and audiobooks is three weeks.

B. Checkout period for videos and magazines is one week.

C. Checkout period for Interlibrary Loan materials is determined by the lending library.

D. Checkout period for ebooks and eaudiobooks is determined by the consortium service.

E. Items may be renewed up to three times according to the above time periods. Renewals may occur in person, by calling the Library, or online.

F. No item may be renewed if another library user has placed it on reserve.

G. Reserves (holds) may be placed on titles that are currently checked out or on order for the library collection. Library users will be notified by telephone or email when a reserve is available for pickup. Items on reserve lists may be limited to a one week checkout period.

V. Circulation of Equipment

The Library lends various equipment items to DCL cardholders aged 18 or older to extend access to technologies that might otherwise be unavailable. Unless otherwise stipulated below, circulation periods for equipment vary by arrangement with the user.

A. The Library ~~has~~ may have the following equipment available for checkout or for use in the library.

1. Wireless hotspot: one (1) week checkout period with no renewals.
2. Cassette recorder/player
3. Portable LCD Projector
4. Energy Library Toolkits
5. Large Screen TV with DVD/VHS/Laptop projection capabilities (library use only)
6. Button Machine
7. Display Cases – display cases in lobby may be reserved by organizations and individuals.

B. ~~When applicable, fines accumulate from the first day an equipment item is overdue a at a rate of $5.00 per day.~~ Cardholders must be in good standing for three (3) months prior to checking out equipment.

C. Checkout privileges are suspended if equipment is not returned by the date due.

D. A replacement fee is charged if an item of equipment has not been returned within seven (7) days of the date due.

VI. Interlibrary Loan (ILL)

Drake Community Library seeks to broaden access to materials for DCL cardholders by participating in state-wide and national resource sharing networks.

A. Title requests are considered for purchase with respect to the Material Selection Policy. When not purchased for the collection, effort will be made to obtain the material through ILL.

B. Library users are limited to 2 requests per month without charge. A $3.00 charge is collected for requests exceeding this limit.

C. Users will be notified by email or telephone when ILL materials are available for pickup. Materials will be held through the length of the lending library's loan.

VII. Confidentiality

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

A. The records of the Library which, by themselves or when examined with other public records, would reveal the identity of the library user checking out or requesting an item or information from the Library shall be kept confidential.

B. The lawful custodian of the records is the Director of the Library.

C. Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library user's record. The Library will not release circulation or other records of a registered library user that are protected under Iowa Code 22.7 (13) unless it is required by court order to release such information. Circumstances which may require the Library to release the information include the following:

1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the

requested release of information and a legitimate end and that the need for the information is cogent and compelling.

2. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.
3. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code as a result of local, state, or federal judicial review.

D. A request for user records that does not reveal information about use of library materials or information may be honored if the request comes from a public agency or (at the staff's discretion) from any other library. Such information would be limited to a user's contact information and would not include the user's registration number assigned by Drake Community Library.

E. Requests for information about individuals originating from private individuals or entities will be answered only with information from published sources.

F. The Library interprets possession of a user card as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

G. 7th grade and older users may extend confidentiality privileges to other persons designated by said user. Names of persons so designated must be listed within the primary user's account. A person possessing confidentiality privileges may:
   1. pick up items currently on hold for the primary user.
   2. access title information of currently checked out items on the primary user's account.
   3. access ~~fines and~~ fee information and apply payment on the primary user's account.
   4. provide updates to contact information on the primary user's account.

H. Confidentiality privileges are automatically extended to adults responsible for users 6th grade and younger. Responsible adults are identified upon issuance of the card and must be listed within the underage user's account.

Adopted: 01/14
Revised: 04/16
Revised: 05/19
Revised: 08/20

DRAKE COMMUNITY LIBRARY

MEETING ROOM POLICY – TEMPORARY

This is a temporary policy necessitated by Covid-19 pandemic conditions. This policy remains in effect 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 essential services while maintaining a safe working environment for library personnel as we work together to prevent the spread of Covid-19.

1. Reservations for use of meeting space will be allowed for groups with an essential need to meet in person such as trainings and business that can only be accomplished through in-person communication.
2. Approval for each reservation will be considered after the meeting organizer communicates agreement with social distancing practices outlined in this policy, either verbally or via email, with library personnel. The Library Director may make a determination if a question arises as to what constitutes an "essential need" for an in-person meeting.
3. Due to limited hours of operation and limited physical access to the facility under pandemic conditions, meeting reservation times and spaces are also limited.

Social distancing practices:

a) Masks must be worn at all times.
   Exception: attendees with medical condition or as necessary due to other compelling reasons.
b) Spacing of seating maintained to accommodate six (6) feet of social distance
c) Handwashing facility and/or hand sanitizer used upon entry into building and as needed.
d) No food or drink to be served; only personal drink containers allowed.

Meeting rooms available include:

Community Room	• **Use of Community Room is limited to essential meetings** • **No more than one meeting will be scheduled per day to allow time for cleaning of room between meetings** • Capacity 20 people • Tables and chairs will be placed in a standard configuration to promote social distancing of at least 6 feet between attendees • LCD projector and speaker system with hearing loop are available to users • A kitchenette is accessible to users for handwashing only • Restrooms are accessible in the lobby

	• Meeting Organizer may make arrangements to access Community Room prior to 6 pm for setup purposes • Meeting may extend past closing time (see *After Hours Use of Community Room* procedure)
Board Room	• **Use of Board Room is limited to essential meetings** • **No more than one meeting will be scheduled per day to allow time for cleaning of room between meetings** • Capacity 6 people • Tables and chairs will be placed in a standard configuration to promote social distancing of at least 6 feet between attendees

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

FINANCIAL RATINGS SERIES
WeissRatings & Grey House Publishing

ONLINE DATABASE ORDER APPROVAL

(for office use only)

Order Date:	August 21, 2020
Customer#:	1083917
Tel:	641-236-2661
Sales Rep:	Kim Wilson
New/ Renew:	New
Sub Date:	9/1/2020 - 8/31/2021
Other Notes:	

Published by **Grey House Publishing**
4919 Route 22, PO Box 56, Amenia, NY 12501
(800) 562-2139 www.greyhouse.com
Tax ID: 13-3044945

Bill To: Drake Community Library
Attention: Marilyn Kennett
930 Park Street
Grinnell, IA 50112

Ship To (if different):

ONLINE DATABASE ORDER APPROVAL

Description	Terms	Amount
Financial Ratings Series Online Database Subscription Financial Strength Ratings Banks Credit Unions Insurance Investment Ratings Mutual Funds Exchange-Traded Funds Stocks Customized Medigap Buyers' Guides & Premium Calculator Weiss Ratings' Consumer Guides Financial Literacy Basics Financial Literacy: Planning for the Future Financial Literacy: How to Become an Investor http://greyhouse.weissratings.com	30 Days from Library's Receipt of Login Credentials Subscription Dates: 9/1/2020 – 8/31/2021 Online access includes unlimited number of users, in-library access and remote access	$ 1,795
	Sales Tax	$ 0.00
** Price is valid for 30 days from order date **	Shipping/Handling	$ 0.00
	Total Due	$ 1,795

Thank you for your order.

We will generate an invoice for payment upon receipt of your signed Order Approval form and we will activate your Online Database Subscription within 2 business days.

Your patrons will immediately be able to access the important banking, insurance and investment ratings and financial planning tools that Financial Ratings Series Online has to offer!

Please type your name below to indicate your acceptance and approval of this order.

_____ _____
Approval Signature Date

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Please reply to this email with your approval and copy ratings@greyhouse.com

IT Contact Name: _____

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Grey House Publishing