

Tentative Agenda
Drake Community Library Board of Trustees
September 23, 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: Sep 23, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93866438012?pwd=RjI0aHB3eUZwbIE5eGJIWJISi83Zz09>

Meeting ID: 938 6643 8012

Passcode: 777303

One tap mobile

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+1 253 215 8782 US (Tacoma)

Meeting ID: 938 6643 8012

Passcode: 777303

Find your local number: <https://zoom.us/u/aeA2EXgc94>

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 August 26, 2020 Regular Board Meeting minutes

D. **Communications –**

E. **Report of Director**

1. August 2020 statistical report
2. Work completed on basement door
3. Additional information on procuring hotspots through TechSoup

<https://www.techsoup.org/products/hotspot-for-mobile-beacon-4g-lte-internet-service-for-nonprofits-g-51472->

4. Attended National League of Cities “Advancing Racial Equity In Town-Gown Relations” training, delivered via Zoom, with Grinnell City admin and department heads, 9/9 & 9/10.
5. City admin has invited all city employees to participate in compensation study with a zoom meeting with consultant and questionnaire process.

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. Upon receiving more information, reconsider improving integrity of 5' x 5' patched area on the library roof (Central States Coatings)

K. New Business

1. Consider revised job descriptions for Assistant Director, Adult Services Coordinator, & Pages

L. Trustee Continuing Education

1. Report - Elfenbein attended Boardroom Series 2020: The Art of the Board Room, based on The Art of Gathering by Priya Parker – 1.5 credit hours

MINUTES of the 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**

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: Hardin 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: McFee moved and Elfenbein seconded approval of the July 22, 2020 Regular Board Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye__Rudolph _n/a_Swick

[Hammond joined meeting]

COMMUNICATIONS:

1. – received five separate estimates from Central States Coatings for :

- Replacing trellis on pathway to south terrace with cables to create better outlook/planter access - \$1,500
- Improve integrity of patched area on roof with EPDM restoration system - \$1,500
- Wash & prime roof seams ; Apply EPDM restoration system to seams only - \$71,382.50
- Wash & prime entire roof; Apply EPDM restoration system to seams only - \$107,073.75
- Wash, prime, and apply EPDM restoration system to entire roof - \$128,488.50
- <https://www.epdmcoatings.com/epdm-brochure.php>

REPORT OF DIRECTOR:

1. Statistical reports for July were reviewed. The library continued curbside delivery of materials, physical access to two internet stations, and remained closed to foot traffic during July. Circulation of physical items is holding steady at 34% of normal with 3,352 items circulated during July. Circulation of e-resources has increased 27% with 1,903 downloads occurring during July. Youth Department delivered a total of 26 virtual programming events and In Your Neighborhood events serving 967 attendees. Book delivery service to homebound individuals resumed in August.

2. A derecho windstorm hit Grinnell on August 10 at approximately 11:45 am. No members of the public were in the Library at the time. Library personnel evacuated to the basement. The Library building and grounds sustained the following damage:

- The top half of the LIBRARY sculpture/sign was blown 10 feet away, requiring extensive repair.
 - 2 large limbs fell from the large maple tree onto the ground below
 - Approximately 8 feet of flashing was torn away, but still attached, from the upper roofing structure
 - 1 lightning rod was broken off at its base from the edge of the roof
 - Debris from surrounding trees and shingles from the Methodist Church building were found on top of the library roof and as far away as State Street, east of the Library.
3. August 11-12 Library personnel cleaned up debris from library grounds
 August 14 Power was restored to library
 August 15 Library personnel helped staff the charging station at the Public Services Building
 August 16-26 Library personnel establish charging/cooling station at the Library
 August 24 Library begins “Walk Through” service model with social distancing practices (mask required, availability of hand sanitizer) in place allowing for browsing collections, use of internet stations, and wireless connectivity.
 August 26 New website launched: www.drakelibrary.org. The previous URL, www.grinnell.lib.ia.us, will now serve as the host for Grinnell’s Local History information.

COMMITTEE REPORTS:

Building & Grounds – none

Finance, Salary, & Personnel – none

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: *None.*

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

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 McFee seconded approval, as presented, of revision of the Circulation Policy to establish DCL as a fines-free library and to allow for the possibility of circulating hotspots.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph n/a Swick

2. Elfenbein moved and Hammond seconded approval, as edited, of a TEMPORARY Meeting Room Policy under COVID-19 pandemic conditions.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph n/a Swick

3. Rudolph moved and McFee seconded approval of a one year subscription to the Weiss Financial Ratings Series database to be funded by Friends of Drake Community Library.
Roll call vote: Aye_Elfenbein Aye__Hardin Aye_Hammond Aye_McFee Aye_Pagliai
Aye__Rudolph n/a Swick

4. McFee moved and Elfenbein seconded approval of Central States Coating proposal to remove the metal trellis from the pathway leading to the south terrace and to replace the trellis with cables, thus providing better access to the planter as well as an improved visual outlook; with funding from special revenue gift account.
Roll call vote: Aye_Elfenbein Aye__Hardin Aye_Hammond Aye_McFee Aye_Pagliai
Aye__Rudolph n/a Swick

5. McFee moved and Rudolph seconded approval of Central States Coating proposal to improve integrity of patched area on library roof utilizing the EPDM restoration system; with funds from repair/maintenance building budget.
Roll call vote: Aye_Elfenbein Aye__Hardin Aye_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. Pagliai and McFee attended “Problem Solving the Upstream Way” and reported on their experience.

McFee moved for adjournment.

Meeting adjourned at 6:15 p.m.

Next meeting: September 23, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

DCL Circulation Stats by Item Types

August 2020

Item type Group		Current	Same month		Previous YTD
		Month Total	Previous Year	Current YTD	
	Book	1,083	2632	2,139	5263
	Special Book (7 day)	43	32	71	51
TOTAL ADULT BOOKS		1,126	2,664	2,210	5,314
TOTAL YA BOOKS	YA Book	101	294	203	640
		101	294	203	640
	Children's Book	1,416	3209	3,173	8205
TOTAL CHILDREN'S BOOKS		1,416	3209	3,173	8205
	Paperback	160	424	417	1258
TOTAL PAPERBACKS		160	424	417	1258
	Adult Audio	22	174	57	324
	Adult Video	21	271	60	545
TOTAL AUDIO/VIDEO		43	445	117	869
	YA Audio	3	16	7	36
TOTAL YA AUDIO/VIDEO		3	16	7	36
	Children's Audio	15	41	27	88
	Children's Video	29	292	44	633
TOTAL CHILDREN'S AUDIO/VIDEO		44	333	71	721
	Periodicals	23	83	28	139
	Equipment	0	0	1	0
	ILL from other libraries	19	51	50	104
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	1	3	11	12
TOTAL MISCELLANEOUS		43	137	90	255
Total Physical Item Circ		2,936	7,522	6,288	17,298
	Bridges eBooks	844	580	1847	1240
	Bridges eAudiobooks	430	392	882	830
	RB Digital eAudiobooks*	42	39	84	68
	Freegal MP3 Downloads	185	159	387	334
	Bridges eMagazines	26	10	90	17
	Kanopy Streaming Video	615	301	755	482
Total eResource Downloads		2,142	1,481	4,045	2,971
TOTAL CIRCULATION		5,078	9,003	10,333	20,269

DCL Circulation Stats by Borrower Types

August 2020

Btype Group	Current Month Total	Same month Previous Year	Current YTD	Previous YTD
Area Resident	1,870	4624	3,639	9733
Open Access Borrower	98	524	205	1187
Grinnell College Student	34	82	67	202
Youth	359	875	539	2317
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	2,361	6,105	4,450	13,439
Bk Del (Homebound)	91	142	137	312
Bk Del (Books in Baskets)	75	321	161	1247
BOOK DELIVERY	166	463	298	1,559
Library Program Materials	156	354	1,062	1326
Home School Provider	131	382	251	718
Preschool Teachers	32	31	32	31
Teacher G-N Schools	12	21	13	39
Teacher Not G-N Schools	10	54	10	54
EDUCATION SUPPORT	341	842	1,368	2,168
ILL sent to other libraries	33	24	56	47
LP sent to other libraries	42	110	123	110
SPECIAL LOANS	75	134	179	157
TOTAL	2,943	7,544	6,295	17,323

DCL Other Services				
August 2020				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	278	1024	425	2074
Children's Computers	0	156	0	334
Little Kids Computers	0	136	0	329
TOTAL COMPUTER SESSIONS	278	1316	425	2737
Distinct Users This Month	71	313		
Guest Logins	27	146		
MEETING ROOM USE				
Business Groups	0	2	0	10
Community Groups	3	44	3	88
Public Forums	0	8	0	10
Drop-In & Other Use	0	33	0	70
Total Groups	3	87	3	178
Business People	0	17	0	101
Community People	180	1004	180	2075
Public Forum People	0	139	0	172
Drop-In & Other Use	0	58	0	138
Total People Count	180	1218	180	2486
LIBRARY PROGRAMS				
Adult programs	0	1	0	6
Young Adult programs	0	0	0	10
Children programs	1	16	26	84
Total Library Programs Offered	1	17	26	100
Adult attendance	0	8	0	177
Young Adult attendance	0	0	0	99
Child attendance	4	466	841	2101
Total Library Program Attendance	4	474	841	2377
ARCHIVE USE	3	20	6	30
DOOR COUNT	4653	6073	4653	13288
WIRELESS USERS (WhoFi*)	1,393	931	1393	1883
VOLUNTEERS				
Number of	0	36	0	51
Total hours	0	177	0	325
Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	1	148	112	184
Credo Reference Searches	0	0	0	0
Chilton Online Auto Repair	0	0	5	5
Reference USA Phone Directory Searches	5	8	20	21
Mango Language Program Sessions	16	10	267	30
Transparent Language Program	8	0	8	6
Brainfuse	0	5	9	10
Ancestry.com Searches	637	199	1517	267
Heritage Quest Searches	0	125	15	126
Niche Tutorial Views	102	112	196	190
Weiss Financial (starting Sept)				

*Starting July 2020 wireless use is 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 08/31/20

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

Carryover from July 31, 2020	75.00
Plus total from August, 2020	0.00
Less undeposited receipts	75.00

Total recorded at City Office **0.00**

GIFT ACCOUNT (167 detail)

Balance as of July 31, 2020 \$ 94,915.93

RECEIPTS

V. Cameron - for IYN books	280.00
D. & C. Ritter - flag fund	50.00
R. See - flag fund	5.00
J. Ohnemus - flag fund	50.00

Total Gift Revenue **\$385.00**

EXPENDITURES

Ryan Dowd training webinars - Homelessness & Libraries 429.00

Total Gift Expenditure **\$429.00**

Balance on August 31, 2020 **\$94,871.93**

=====PAYMENT DATES=====

=====ITEM DATES=====

=====POSTING DATES=====

UNPAID ITEMS DATES :

10/05/2020 THRU 10/05/2020

0/00/0000 THRU 99/99/9999

FUND TOTALS

003	LIBRARY - GENERAL FUND	8,558.19
367	CLNS FY 20-21 - CAP PROJ	1,948.99

GRAND TOTAL		10,507.18
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**Library Monthly Budget Report
General Fund
September 23, 2020**

	2019-2020 YTD ACTUAL	2020-2021 CURRENT BUDGET	2020-2021 YTD ACTUAL	BILLS LIST 10/5/2020	PROJ. BUDGET BALANCE 10/5/2020
Beginning Balances	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:					
003-3.410.1.4766 Fines, Misc.	\$ 11,518	\$ 16,000	\$ 3,731	\$ -	\$ -
003-3.410.2.4440 State Grants	-	-	-	-	-
003-3.410.2.4461 Grinnell College	-	-	-	-	-
003-3.410.2.4470 County Contributions	21,952	24,284	6,071	-	-
003-3.410.2.4715 Refunds	580	-	-	-	-
003-3.410.4.4790 Property Taxes	510,279	558,867	68,827	-	-
003-3.910.4.4830 Transfer In	18,000	18,000	-	-	-
Total Revenues	\$ 562,329	\$ 617,151	\$ 78,629	\$ -	\$ -
Expenditures:					
003-4.410-1.6010 Salaries	\$ 259,175	\$ 283,885	\$ 33,164	\$ -	\$ 250,721
003-4.410.1.6020 Part Time Salaries	117,362	139,831	27,948	-	111,883
003-4.410.1.6040 Overtime Salaries	-	-	-	-	0
003-4.410.1.6051 FEMA Disaster Salaries	-	-	2,847	-	0
003-4.410.1.6110 FICA	-	-	-	-	0
003-4.410.1.6130 IPERS	-	-	-	-	0
003-4.410.1.6180 Ee Utility Reimb/Housing Allow	4,234	8,000	-	-	8,000
003-4.410.1.6181 Allowances	-	-	-	-	0
003-4.410.1.6185 Health Program	-	150	-	-	150
003-4.410.1.6186 Pre-Emp Testing & Other	766	480	-	-	480
003-4.410.1.6210 Dues/Memberships	936	1,150	148	-	1,002
003-4.410.1.6220 Meeting Registration	204	800	157	370	273
003-4.410.1.6230 Mileage & Meeting Expense	667	800	-	-	800
003-4.410.2.6310 Repair/Maintain Building	10,905	10,000	2,948	2,828	4,224
003-4.410.2.6332 Repair/Maintain Equipment	7,640	7,500	4,009	1	3,490
003-4.410.2.6371 Utilities	37,704	41,000	6,933	-	34,067
003-4.410.2.6373 Telephone	4,178	4,200	1,050	8	3,142
003-4.410.2.6409 General Insurance	6,500	6,500	-	-	6,500
003-4.410.2.6414 Printing and	857	800	-	-	800
003-4.410.2.6421 Consulting/Professional Fees	-	-	143	-	(143)
003-4.410.2.6426 Safety Program	-	-	-	-	0
003-4.410.2.6428 Misc Contractual Work	85,007	78,570	10,347	4,208	64,015
003-4.410.2.6506 Office Supplies	6,245	6,335	2,722	344	3,269
003-4.410.2.6507 Program Operating Supplies	160	500	21	9	470
003-4.410.2.6508 Postage & Shipping	2,908	3,500	-	-	3,500
003-4.410.2.6513 Misc Supplies	2,622	3,700	636	63	3,001
003-4.410.2.6521 Prog Children	1,436	2,300	93	-	2,207
003-4.410.2.6522 Prog Child-	1,582	2,500	209	178	2,113
003-4.410.2.6523 Program Young Ad	314	1,200	-	-	1,200
003-4.410.3.6721 Furniture & Fixtures	-	-	-	-	0
003-4.410.3.6750 Bldg Improvements	-	-	-	-	0
003-4.410.3.6762 Computer	-	-	-	-	0
003-4.410.3.6763 Children's Co	-	-	-	-	0
003-4.410.3.6765 Books/Children	6,005	5,500	1,925	390	3,185
003-4.410.3.6766 Books/Young A	3,206	1,650	199	96	1,355
003-4.410.3.6767 Books	-	-	-	-	0
003-4.410.3.6768 Periodicals	1,100	3,000	229	-	2,771
003-4.410.3.6769 Audio Visual	299	2,000	119	-	1,881
003-4.410.3.6770 Child Audio Visual	200	750	212	45	493
003-4.410.3.6771 Young Adult Audio Visual	119	550	-	18	532
Total Expenditures	\$ 562,331	\$ 617,151	\$ 96,059	\$ 8,558	\$ 515,381
ENDING BALANCE	\$ (2)	\$ -	\$ (17,430)		



**Library Monthly Budget Report
Library Fund State - General
September 23, 2020**

	<u>2019-2020 YTD ACTUAL</u>	<u>2020-2021 CURRENT BUDGET</u>	<u>2020-2021 YTD ACTUAL</u>	<u>BILLS LIST 10/5/2020</u>	<u>PROJ. BUDGET BALANCE 10/5/2020</u>
Beginning Balances	\$ -	\$ 2	\$ 2		\$ 2
Revenues:					
103-3.410.2.4432 Population Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
103-3.410.2.4440 State Grants	-	-	-	-	-
103-3.410.2.4442 Library State Revenues	6,777	6,500	3,319	-	-
103-3.410.4.4300 Interest Earned	-	-	-	-	-
Total Revenues	<u>\$ 6,777</u>	<u>\$ 6,500</u>	<u>\$ 3,319</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures:					
103-4.410-1.6010 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
103-4.410.1.6020 Part Time Salaries	-	-	-	-	-
103-4.410.1.6040 Overtime Salaries	-	-	-	-	-
103-4.410.1.6110 FICA	-	-	-	-	-
103-4.410.1.6130 IPERS	-	-	-	-	-
103-4.410.1.6180 Employee Utility Reimburse	-	-	-	-	-
103-4.410.2.6310 Repair/Maintain Building	-	-	-	-	-
103-4.410.2.6332 Repair/Maintain Equipment	-	-	-	-	-
103-4.410.2.6421 Funraising Consultant	-	-	-	-	-
103-4.410.2.6508 Postage & Shipping	-	-	-	-	-
103-4.410.2.6513 Misc Supplies	-	-	-	-	-
103-4.410.3.6721 Furniture & F-xtures	-	-	-	-	-
103-4.410.3.6750 Bldg Improvements	-	-	-	-	-
103-4.410.3.6762 Computer Equipment	-	-	-	-	-
103-4.410.3.6767 Books	5,625	5,000	-	-	5,000
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,150	1,500	-	-	1,500
Total Expenditures	<u>\$ 6,775</u>	<u>\$ 6,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,500</u>
ENDING BALANCE	\$ 2	\$ 2	\$ 3,321		



**Library Monthly Budget Report
Library Gifts - Spec Rev Fund
September 23, 2020**

	2019-2020 YTD ACTUAL	2020-2021 CURRENT BUDGET	2020-2021 YTD ACTUAL	BILLS LIST 10/5/2020	PROJ. BUDGET BALANCE 10/5/2020
Beginning Balances	\$ 114,293	\$ 76,733	\$ 76,733		\$ 76,733
Revenues:					
167-3.410.2.4400 Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -
167-3.410.2.4440 State Grant	-	-	-	-	-
167-3.410.2.4461 Grants - Non Government	1,000	-	-	-	-
167-3.410.2.4700 Contributions	17,812	15,000	6,447	-	-
167-3-410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	682	150	100	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	<u>\$ 19,494</u>	<u>\$ 15,150</u>	<u>\$ 6,547</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures:					
167-4.410-1.6010 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
167-4.410.1.6020 Part Time Salaries	-	-	-	-	-
167-4.410.1.6040 Overtime Salaries	-	-	-	-	-
167-4.410.1.6110 FICA	-	-	-	-	-
167-4.410.1.6130 IPERS	-	-	-	-	-
167-4.410.1.6180 Employee Utility Reimburse	-	-	-	-	-
167-4.410.2.6421 Consulting/Professional Fees	-	-	-	-	-
167-7.740.3.6721 Furniture & Fixtures	-	-	-	-	-
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	39,055	15,000	790	-	14,210
Total Expenditures	<u>\$ 39,055</u>	<u>\$ 15,000</u>	<u>\$ 790</u>	<u>\$ -</u>	<u>\$ 14,210</u>
167-4.410.5.6911 TRANSFERS	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,000</u>
Total Transfers	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,000</u>
Total Expenditures & Transfers	\$ 57,055	\$ 33,000	\$ 790	\$ -	\$ 32,210
ENDING BALANCE	\$ 76,732	\$ 58,883	\$ 82,490		



**Library Monthly Budget Report
Capital Loan Note
September 23, 2020**

	2020-2021 CURRENT BUDGET	2020-2021 YTD ACTUAL	BILLS LIST 10/5/2020	PROJ. BUDGET BALANCE 10/5/2020
Beginning Balances	\$ -	\$ -		\$ -
Expenditures:				
367-4.750.2.6727 Capital Outlay - Library	\$ 59,558	\$ 4,391	\$ 1,949	\$ 53,218
Total Expenditures	\$ 59,558	\$ 4,391	\$ 1,949	\$ 53,218
 ENDING BALANCE	 \$ -	 \$ -		



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.

Drake Community Library, City of Grinnell, Iowa

Job Description: Assistant Director

Job Summary: Reporting to the Library Director, the Assistant Director is responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, operations, and programs. The Assistant Director assumes the duties of the Library Director in his/her absence.

The Assistant Director is also directly responsible for defining the role of the Youth Services Department in the life of the community. The Assistant Director determines the strategic direction for all youth services in concert with the library's mission of engaging all library users in lifelong learning and cultural enrichment.

Salary Range: \$51,311 - \$62,722 Full-time, Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science from an American Library Association accredited institution
2. Maintains a current Level VI Certification under the State Library of Iowa

Essential Functions of the Position:

Working in conjunction with the Library Director, the Assistant Director:

1. In the absence of the Library Director, the Assistant Director takes responsibility for staffing and building concerns of an immediate nature
2. Attends Library board meetings as needed
3. Assists in hiring of personnel
4. Evaluates the youth collections in all formats, acquires and withdraws materials, and arranges and catalogs them to provide maximum accessibility of the collection for the public
5. Oversees all programming for youth, including storytimes, summer programs, and outreach to youth and their families in the community
6. Provides reference assistance in the Youth Services Department and gives individual guidance in selecting library materials
7. Provides group instruction in the use of the library and the collection for classes, youth groups, and college students using youth collections
8. Makes recommendations to the Director regarding library operations
9. Participates in strategic planning process
10. Works with the Director to develop an annual budget for youth materials and programs and expends all funds allocated to the department
11. Supervises and appraises performance of the Youth Services Coordinator, Library Assistants assigned to work in the Youth Services Department, and Library Pages
12. Supervises AmeriCorp/VISTA members and Grinnell College work study students when applicable

13. Coordinates library programs and services with local schools, preschools, home-schools, and home day-care providers
14. Works to build capacity through community partnerships while maintaining a positive public image and professional relationships with all outside entities
15. Provides assistance in overall policy development
16. Other duties as assigned

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting		X		
Standing	X			
Walking	X			
Climbing stairs	X			
Bending	X			
Kneeling	X			
Crouching	X			
Grasping	X			
Repetitive Motion (keyboarding)		X		
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending.				

Requires 6-7 hours/day at CRT screen, keyboard, or other office machines.
Requires fine motor hand and arm movement, manual dexterity, and coordination.
Requires near visual acuity.
Requires working around and operating departmental equipment.
Requires the ability to function in a professional manner under stressful circumstances.

Environmental Demands: Not applicable

07/2020

Drake Community Library, City of Grinnell, Iowa

Job Description: Adult Services Coordinator

Job Summary: Reporting to the Library Director, the Adult Services Coordinator is responsible for assisting the Library Director in the planning, organization, and development of adult library services including adult programming, circulation of materials, and the receipt and preservation of archived collections. This position also shares in the customer service duties of Library Assistants.

Salary Range: \$40,500 - \$49,500 Full-time, Non-Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science and/or Information Science from an American Library Association accredited institution
2. A current Level VI Certification under the State Library of Iowa
3. Excellent interpersonal and written communication skills in service delivery and as a member of the library team

Schedule:

1. Hours may include evenings and weekends to support a range of public service hours as well as adult programming events

Essential Functions of the Position:

Working in conjunction with the Library Director, the Adult Services Coordinator:

1. Participates in strategic planning process
2. Plans and delivers programs and instructional workshops for adult audiences
3. Provides instruction in the use of library resources for individuals and adults through daily customer service and through program opportunities
4. Utilizes best practices to curate the physical archive of local history materials
5. Assists library users interested in accessing archived materials
6. Works collaboratively with the Systems Administrator to manage and maintain the library's online presence (website, digital archives, social media)
7. Participates in collection development of print materials and online resources
8. Works collaboratively with other staff to produce publicity in support of adult programming and library online resources
9. Provides supervision and instruction for Library Pages and work study students
10. Coordinates use of audio-visual equipment and provides instruction for its use
11. Provides reference and readers' advisory service
12. Performs other duties as assigned

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting		X		
Standing	X			
Walking	X			
Climbing stairs	X			
Bending	X			
Kneeling	X			
Crouching	X			
Grasping	X			
Repetitive Motion (keyboarding)		X		
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				

Drake Community Library, City of Grinnell, Iowa

Job Description: Library Page

Job Summary: Reporting to the Assistant Director, the Page efficiently and accurately shelves materials in all library collections and assists in other support tasks as assigned.

Education and Experience Requirements:

1. Must be at least 14 years of age
2. Must be 16 years of age if working past 7 p.m. during school year
3. Good communication and customer service skills
4. Accurate and efficient work habits
5. Basic computer knowledge and experience
6. Ability to work independently

Salary Range: \$7.35 per hour, part-time position

Essential Functions of the Position:

1. Performs alphanumeric sorting and filing tasks
2. Assists with customer service as needed from circulation desk(s)
3. Empties book drop
4. Performs check-in and check-out procedures when necessary
5. Arranges checked-in materials in preparation area and shelves them in correct order in various library collections
6. Shelf-reads and straightens materials in collections
7. Performs physical processing of library materials for circulation requiring use of lamination and sealing equipment
8. Refers reference and other non-directional questions to appropriate staff members
9. Assists with library programs and displays
10. Performs other work as assigned

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting	X			
Standing		X		
Walking	X			
Climbing stairs	X			
Bending		X		
Kneeling				
Crouching	X	X		
Grasping		X		
Repetitive Motion (keyboarding)	X			
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 3-5 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				

07/2020

Drake Community Library, City of Grinnell, Iowa

Job Description: Assistant Director

Job Summary: Reporting to the Library Director, the Assistant Director is responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, operations, and programs. The Assistant Director assumes the duties of the Library Director in his/her absence.

The Assistant Director is also directly responsible for defining the role of the Youth Services Department in the life of the community. The Assistant Director determines the strategic direction for all youth services in concert with the library's mission of engaging all library users in lifelong learning and cultural enrichment.

Salary Range: \$51,311 - \$62,722 Full-time, Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science from an American Library Association accredited institution
2. Maintains a current Level VI Certification under the State Library of Iowa

Essential Functions of the Position:

Working in conjunction with the Library Director, the Assistant Director:

1. In the absence of the Library Director, the Assistant Director takes responsibility for staffing and building concerns of an immediate nature
2. Attends Library board meetings as needed
3. Assists in hiring of personnel
4. Evaluates the youth collections in all formats, acquires and withdraws materials, and arranges and catalogs them to provide maximum accessibility of the collection for the public
5. Oversees all programming for youth, including storytimes, summer programs, and outreach to youth and their families in the community
6. Provides reference assistance in the Youth Services Department and gives individual guidance in selecting library materials
7. Provides group instruction in the use of the library and the collection for classes, youth groups, and college students using youth collections
8. Makes recommendations to the Director regarding library operations
9. Participates in strategic planning process
10. Works with the Director to develop an annual budget for youth materials and programs and expends all funds allocated to the department
11. Supervises and appraises performance of the Youth Services Coordinator, Library Assistants assigned to work in the Youth Services Department, and Library Pages
12. Supervises AmeriCorp/VISTA members and Grinnell College work study students when applicable

13. Coordinates library programs and services with local schools, preschools, home-schools, and home day-care providers
14. Works to build capacity through community partnerships while maintaining a positive public image and professional relationships with all outside entities
15. Provides assistance in overall policy development
16. Other duties as assigned

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting		X		
Standing	X			
Walking	X			
Climbing stairs	X			
Bending	X			
Kneeling	X			
Crouching	X			
Grasping	X			
Repetitive Motion (keyboarding)		X		
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending.				

Requires 6-7 hours/day at CRT screen, keyboard, or other office machines.
Requires fine motor hand and arm movement, manual dexterity, and coordination.
Requires near visual acuity.
Requires working around and operating departmental equipment.
Requires the ability to function in a professional manner under stressful circumstances.

Environmental Demands: Not applicable

07/2020

Drake Community Library, City of Grinnell, Iowa

Job Description: Adult Services Coordinator

Job Summary: Reporting to the Library Director, the Adult Services Coordinator is responsible for assisting the Library Director in the planning, organization, and development of adult library services including adult programming, circulation of materials, and the receipt and preservation of archived collections. This position also shares in the customer service duties of Library Assistants.

Salary Range: \$40,500 - \$49,500 Full-time, Non-Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science and/or Information Science from an American Library Association accredited institution
2. A current Level VI Certification under the State Library of Iowa
3. Excellent interpersonal and written communication skills in service delivery and as a member of the library team

Schedule:

1. Hours may include evenings and weekends to support a range of public service hours as well as adult programming events

Essential Functions of the Position:

Working in conjunction with the Library Director, the Adult Services Coordinator:

1. Participates in strategic planning process
2. Plans and delivers programs and instructional workshops for adult audiences
3. Provides instruction in the use of library resources for individuals and adults through daily customer service and through program opportunities
4. Utilizes best practices to curate the physical archive of local history materials
5. Assists library users interested in accessing archived materials
6. Works collaboratively with the Systems Administrator to manage and maintain the library's online presence (website, digital archives, social media)
7. Participates in collection development of print materials and online resources
8. Works collaboratively with other staff to produce publicity in support of adult programming and library online resources
9. Provides supervision and instruction for Library Pages and work study students
10. Coordinates use of audio-visual equipment and provides instruction for its use
11. Provides reference and readers' advisory service
12. Performs other duties as assigned

Physical Requirements:

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Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting		X		
Standing	X			
Walking	X			
Climbing stairs	X			
Bending	X			
Kneeling	X			
Crouching	X			
Grasping	X			
Repetitive Motion (keyboarding)		X		
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				

Drake Community Library, City of Grinnell, Iowa

Job Description: Library Page

Job Summary: Reporting to the Assistant Director, the Page efficiently and accurately shelves materials in all library collections and assists in other support tasks as assigned.

Education and Experience Requirements:

1. Must be at least 14 years of age
2. Must be 16 years of age if working past 7 p.m. during school year
3. Good communication and customer service skills
4. Accurate and efficient work habits
5. Basic computer knowledge and experience
6. Ability to work independently

Salary Range: \$7.35 per hour, part-time position

Essential Functions of the Position:

1. Performs alphanumeric sorting and filing tasks
2. Assists with customer service as needed from circulation desk(s)
3. Empties book drop
4. Performs check-in and check-out procedures when necessary
5. Arranges checked-in materials in preparation area and shelves them in correct order in various library collections
6. Shelf-reads and straightens materials in collections
7. Performs physical processing of library materials for circulation requiring use of lamination and sealing equipment
8. Refers reference and other non-directional questions to appropriate staff members
9. Assists with library programs and displays
10. Performs other work as assigned

Physical Requirements:

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Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting	X			
Standing		X		
Walking	X			
Climbing stairs	X			
Bending		X		
Kneeling				
Crouching	X	X		
Grasping		X		
Repetitive Motion (keyboarding)	X			
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 3-5 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				

07/2020