

Tentative Agenda
Drake Community Library Board of Trustees
November 17, 2021, 5:15 p.m.
In-person attendees meet in the Library's Alan & Jean Jones Board Room
Remote attendees may connect electronically
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: Nov 17, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91954846384?pwd=SDdEaGpxRDh2dldwSHFWaTJPZWxmZz09>

Meeting ID: 919 5484 6384

Passcode: 010640

One tap mobile

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Meeting ID: 919 5484 6384

Passcode: 010640

Find your local number: <https://zoom.us/u/abtjHiT3jc>

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

B. **Approval of agenda**

C. **Approval of Minutes**

1. Approval of October 27, 2021 Regular Board Meeting minutes
2. Approval of November 8, 2021 Board Continuing Education meeting minutes

D. **Communications** - None

E. **Report of Director**

1. September/October Statistical reports
2. Kennett and Neal met Nov 9th with City Manager Behrens regarding FY23 budget proposal

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 December

J. Old business -

K. New Business –

1. Consider remaining on reduced hours of operation under current pandemic conditions

L. Trustee Continuing Education –

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

October 27, 2021, 5:15 p.m.

Drake Community Library Board Room

Meeting also made available via Zoom from the online City Agenda Center

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

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

APPROVAL OF AGENDA: Elfenbein moved and Hardin seconded approval of agenda as presented.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _Aye_Swick

APPROVAL OF MINUTES: Hardin moved and McFee seconded approval of the September 27, 2021 Regular Board Meeting minutes, Library Director Interview minutes from October 1, 4, & 5, 2021, Special Meeting minutes from October 13 & 21, 2021.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _aye_Swick

COMMUNICATIONS:

1. Greater Poweshiek Community Foundation-September 20, 2021 DCL endowment report.

REPORT OF DIRECTOR:

1. September 2021 statistical reports unavailable this month.

COMMITTEE REPORTS:

Building & Grounds – none

Finance, Salary, & Personnel – Report of October 25, 2021 finance committee meeting concerning 2022-2023 budget proposal

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: none

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Swick moved and Hammond seconded the approval of bills payable in November.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _Aye_Swick

OLD BUSINESS: none

NEW BUSINESS:

1. Hardin moved and Swick seconded that library hours remain as per the “summer hours” schedule through November because of current trends regarding transmission rates of COVID-19; with re-evaluation of pandemic conditions to occur at the next regular meeting of the trustees.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

2. McFee moved and Elfenbein seconded the approval of the Annual Report to the State Library.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

3. Hammond moved and Swick seconded the approval of wage increase for Youth Services Coordinator, Grace Morrison.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

4. Swick moved and Hardin seconded the approval of the resignation of Julie Owens.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

5. Elfenbein moved and Hammond seconded approval of promotion to Library Assistant and wage increase for Walker Bell.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

6. Swick moved and McFee seconded the hire of Dolruedee Suppacheewa for the vacant clerk position.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

7. McFee moved and Hammond seconded the approval of FY23 Budget Proposal.

Roll call vote: _Aye_Elfenbein _Aye__Hardin Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _Aye_ Swick

TRUSTEE CONTINUING EDUCATION:

Information Literacy was chosen as the priority topic for the FY21, followed by Intellectual Freedom and 2021 Trustee Handbook.

Board Training: November 8th, 2021 at 6pm

Meeting adjourned at 6:20 p.m.

Next meeting: November 17, 2021 at 5:15 p.m.



Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

Drake Community Library Board of Trustees
November 8, 2021, 6:00 p.m.
Minutes of In-person board training session Drake Community Library

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

President Pagliai called the meeting to order at 6:00 p.m.

B. Trustee Continuing Education – Information Literacy

1. Library Link of the Day – <https://youtu.be/l5jtFgWq5iU> John Oliver’s take on Misinformation and democracy
Tutorial from Library website : - Niche Academy Webinar – **Information Literacy and the Age of Fake News** <https://drakelibrary.org/>

Meeting Adjourned at 7:35 p.m.

Theresa Pagliai
Library Board President

Karen Neal, Assistant Director
Acting Recording Secretary

DCL Circulation Stats by Item Types

September 2021

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	1,713	1670	5,825	3809
	Special Book (7 day)	11	35	16	106
TOTAL ADULT BOOKS		1,724	1,705	5,841	3,915
TOTAL YA BOOKS	YA Book	192	143	624	346
		192	143	624	346
	Children's Book	1,866	1914	6,609	5087
TOTAL CHILDREN'S BOOKS		1,866	1914	6,609	5087
	Paperback	169	234	672	651
TOTAL PAPERBACKS		169	234	672	651
	Adult Audio	65	57	221	114
	Adult Video	159	89	323	149
TOTAL AUDIO/VIDEO		224	146	544	263
	YA Audio	4	6	7	13
TOTAL YA AUDIO/VIDEO		4	6	7	13
	Children's Audio	5	18	23	45
	Children's Video	78	30	149	74
TOTAL CHILDREN'S AUDIO/VIDEO		83	48	172	119
	Periodicals	29	64	99	92
	Equipment	12	0	36	1
	ILL from other libraries	26	41	77	91
	Misc. Other	0	1	1	12
TOTAL MISCELLANEOUS		67	106	213	196
Total Physical Item Circ		4,329	4,302	14,682	10,590
	Bridges eBooks	650	808	2162	2655
	Bridges eAudiobooks	621	452	1840	1418
	Freegal MP3 Downloads	126	161	232	548
	Bridges eMagazines	56	112	306	202
	Kanopy Streaming Video	114	79	3532	834
Total eResource Downloads		1,567	1,612	4,540	5,657
TOTAL CIRCULATION		5,896	5914	19,222	16247

DCL Circulation Stats by Borrower Types

September 2021

Btype Group	Current Month Total	Same month Previous Year	Current YTD	Previous YTD
Area Resident	2,723	3014	9,346	6653
Open Access Borrower	251	256	679	461
Grinnell College Student	87	60	229	127
Youth	343	232	1,544	771
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	3,404	3,562	11,798	8,012
Bk Del (Homebound)	103	62	326	199
Bk Del (Books in Baskets)	119	230	877	391
BOOK DELIVERY	222	292	1,203	590
Staff use for Programs	103	8	231	1070
Home School Provider	399	247	712	498
Preschool Teachers	154	66	291	98
Teacher G-N Schools	0	0	16	13
Teacher Not G-N Schools	1	28	39	38
EDUCATION SUPPORT	657	349	1,289	1,717
ILL sent to other libraries	36	23	100	79
LP sent to other libraries	10	76	292	199
SPECIAL LOAN	46	99	392	278
TOTAL	4,329	4,302	14,682	10,597

Online Learning and Reference Databases

Gale Reference (Discontinued by State Library July 1)	na	67	na	179
Credo Reference (Discontinued by State Library July 1)	na	4	na	4
Chilton Online Auto Repair	na	0	na	5
Reference Solutions Directory Searches	5	3	20	23
Mango Language Program Sessions	66	251	144	518
Transparent Language (Discontinued by State Library July 1)	na	1	na	9
Brainfuse	2	0	2	9
Ancestry.com Searches	569	525	1608	2042
Heritage Quest Searches	2	8	42	23
Niche Tutorial Views	33	63	191	259
Weiss Financial (starting Sept)	2	27	10	27

**DCL Other Services
September 2021**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	405	502	1130	927
Children's Computers	1	0	56	0
Little Kids Computers	10	0	36	0
TOTAL COMPUTER SESSIONS	416	502	1222	927
Distinct Users This Month	116	120		
Guest Logins	44	50		
MEETING ROOM USE				
Business Groups	4	0	21	0
Community Groups	23	16	71	19
Public Forums	0	0	3	0
Drop-In & Other Use	19	0	55	0
Total Groups	46	16	150	19
Business People	96	0	176	0
Community People	323	200	671	380
Public Forum People	0	0	36	0
Drop-In & Other Use	32	0	87	0
Total People Count	451	200	970	380
LIBRARY PROGRAMS				
Adult programs	2	0	5	0
Young Adult programs	0	0	0	0
Children programs	5	0	14	0
Total In Person Programs Offered	7	0	19	0
Adult attendance	14	0	71	0
Young Adult attendance	0	0	0	0
Child attendance	68	0	142	0
Total In Person Program Attendance	82	0	213	0
VIRTUAL PROGRAMS				
Adult programs	0	1	0	1
Young Adult programs	0	0	0	0
Children programs	0	6	24	33
Total Virtual Programs Offered	0	7	24	34
Adult attendance	0	9	0	9
Young Adult attendance	0	0	0	0
Child attendance	0	66	957	1037
Total Virtual Program Attendance	0	75	957	1046
ARCHIVE USE	48	6	146	12
DOOR COUNT	3043	1804	9532	6457
WIRELESS USERS (WhoFi*)	1570	1735	4699	3128
VOLUNTEERS				
Number of	3	1	15	1
Total hours	16	4	81	4

DCL Circulation Stats by Item Types

October 2021

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	1,769	1252	7,594	5061
	Special Book (7 day)	31	35	47	141
TOTAL ADULT BOOKS		1,800	1,287	7,641	5,202
TOTAL YA BOOKS	YA Book	190	118	814	464
		190	118	814	464
	Children's Book	1,837	1414	8,446	6501
TOTAL CHILDREN'S BOOKS		1,837	1414	8,446	6501
	Paperback	159	155	831	806
TOTAL PAPERBACKS		159	155	831	806
	Adult Audio	69	53	290	167
	Adult Video	147	62	470	211
TOTAL AUDIO/VIDEO		216	115	760	378
	YA Audio	1	5	8	18
TOTAL YA AUDIO/VIDEO		1	5	8	18
	Children's Audio	13	13	36	58
	Children's Video	68	26	217	100
TOTAL CHILDREN'S AUDIO/VIDEO		81	39	253	158
	Periodicals	47	56	146	148
	Equipment	14	5	50	6
	ILL from other libraries	15	22	92	113
	Misc. Other	2	5	3	17
TOTAL MISCELLANEOUS		78	88	291	284
Total Physical Item Circ		4,362	3,221	19,044	13,811
	Bridges eBooks	666	813	2828	3468
	Bridges eAudiobooks	624	484	2464	1902
	Freegal MP3 Downloads	101	172	333	720
	Bridges eMagazines	38	96	344	298
	Kanopy Streaming Video	103	99	3635	933
Total eResource Downloads		1,532	1,664	5,969	6,388
TOTAL CIRCULATION		5,894	4,885	25,013	20,199

DCL Circulation Stats by Borrower Types

October 2021

Btype Group	Current Month Total	Same month Previous Year	Current YTD	Previous YTD
Area Resident	3,008	2280	12,354	8933
Open Access Borrower	261	158	940	619
Grinnell College Student	131	89	360	216
Youth	280	117	1,824	888
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	3,680	2,644	15,478	10,656
Bk Del (Homebound)	93	77	419	276
Bk Del (Books in Baskets)	154	163	1,031	554
BOOK DELIVERY	247	240	1,450	830
Staff use for Programs	26	15	257	1085
Home School Provider	266	170	978	668
Preschool Teachers	65	100	356	198
Teacher G-N Schools	15	0	31	13
Teacher Not G-N Schools	37	21	76	59
EDUCATION SUPPORT	409	306	1,698	2,023
ILL sent to other libraries	26	21	126	100
LP sent to other libraries	0	10	292	209
SPECIAL LOAN	26	31	418	309
TOTAL	4,362	3,221	19,044	13,818

Online Learning and Reference Databases

Gale Reference (Discontinued by State Library July 1)	na	81	na	260
Credo Reference (Discontinued by State Library July 1)	na	0	na	4
Chilton Online Auto Repair	na	0	na	5
Reference Solutions Directory Searches	15	14	35	37
Mango Language Program Sessions	80	41	224	559
Transparent Language (Discontinued by State Library July 1)	na	4	na	13
Brainfuse	0	1	2	10
Ancestry.com Searches	241	72	1849	2114
Heritage Quest Searches	16	0	58	23
Niche Tutorial Views	16	267	207	526
Weiss Financial (starting Sept)	0	40	10	67

**DCL Other Services
October 2021**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	389	262	1519	1189
Children's Computers	3	0	59	0
Little Kids Computers	7	0	43	0
TOTAL COMPUTER SESSIONS	399	262	1621	1189
Distinct Users This Month	107	79		
Guest Logins	23	26		
MEETING ROOM USE				
Business Groups	4	6	25	6
Community Groups	41	2	112	21
Public Forums	0	0	3	0
Drop-In & Other Use	18	0	73	0
Total Groups	63	8	213	27
Business People	47	78	223	78
Community People	562	8	1233	388
Public Forum People	0	0	36	0
Drop-In & Other Use	39	0	126	0
Total People Count	648	86	1618	466
LIBRARY PROGRAMS				
Adult programs	0	0	5	0
Young Adult programs	0	0	0	0
Children programs	11	0	25	0
Total In Person Programs Offered	11	0	30	0
Adult attendance	0	0	71	0
Young Adult attendance	0	0	0	0
Child attendance	701	0	843	0
Total In Person Program Attendance	701	0	914	0
VIRTUAL PROGRAMS				
Adult programs	0	0	0	1
Young Adult programs	0	1	0	1
Children programs	0	7	24	40
Total Virtual Programs Offered	0	8	24	42
Adult attendance	0	0	0	9
Young Adult attendance	0	3	0	3
Child attendance	0	145	957	1182
Total Virtual Program Attendance	0	148	957	1194
ARCHIVE USE	43	0	189	12
DOOR COUNT	3720	508	13252	6965
WIRELESS USERS (WhoFi*)	1655	1122	6354	4250
VOLUNTEERS				
Number of	4	1	19	2
Total hours	19	8	100	12

DRAKE COMMUNITY LIBRARY**RECEIPTS**

as of 10/31/21

	Previous balance	MTD	YTD
County tax	6,503.00	0.00	6,503.00
Donations (incl. mtg room donations)	405.04	465.00	870.04
Fees (Malcom)	1,054.30	0.00	1,054.30
Lost materials	204.70	34.99	239.69
Photocopy	956.00	195.35	1,151.35
Miscellaneous (replacement cards)	22.00	4.00	26.00
Total	9,145.04	699.34	9,844.38

Carryover from September 30, 2021	75.00
Plus total from October, 2021	699.34
Less undeposited receipts	75.00

Total recorded at City Office **699.34**

GIFT ACCOUNT (167 detail)

Balance as of September 30, 2021 \$ 105,331.38

RECEIPTS

Total Gift Revenue **\$0.00**

EXPENDITURES

Amazon-Rapid Test Kits (12 x2 quantity)	\$249.60
JP Gardening - grounds maintenance	\$495.00
Junior Library Guild-Intermediate Readers	\$1,260.45
B&T bk purchase in memory of D. Snyder	\$25.00
Mobile Beacon hotspot renewal (4 hotspots)	\$480.00

Total Gift Expenditure **\$2,510.05**

Balance on October 31, 2021 **\$102,821.33**



**Library Monthly Budget Report
General Fund
November 17, 2021**

		2020-2021 YTD ACTUAL	2021-2022 BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 12/6/2021	PROJ. BUDGET BALANCE 12/6/2021
		\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Balances						
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 7,781	\$ 9,460	\$ 3,588	\$ -	\$ -
003-3.410.2.4440	State Grants	1,081	-	-	-	-
003-3.410.2.4461	Grinnell College	-	-	-	-	-
003-3.410.2.4470	County Contributions	24,284	24,284	6,503	-	-
003-3.410.2.4715	Refunds	-	-	76	-	-
003-3.410.2.4720	Ins Collections	3,715	-	-	-	-
003-3.410.4.4790	Property Taxes	461,720	584,520	163,777	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	\$ 498,581	\$ 618,264	\$ 173,944	\$ -	\$ -
Expenditures:						
003-4.410-1.6010	Salaries	\$ 179,371	\$ 249,558	\$ 82,266	\$ -	\$ 167,292
003-4.410.1.6020	Part Time Salaries	143,155	177,541	62,703	-	114,838
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	4,000	4,000	-	-	4,000
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	-	480	389	-	91
003-4.410.1.6210	Dues/Memberships	1,003	1,150	-	-	1,150
003-4.410.1.6220	Meeting Registration	977	700	-	-	700
003-4.410.1.6230	Mileage & Meeting Expense	-	700	-	-	700
003-4.410.2.6310	Repair/Maintain Building	25,759	10,000	1,969	-	8,031
003-4.410.2.6332	Repair/Maintain Equipment	9,861	7,500	3,488	79	3,933
003-4.410.2.6371	Utilities	29,634	41,000	12,313	-	28,687
003-4.410.2.6373	Telephone	4,207	4,200	1,770	-	2,430
003-4.410.2.6409	General Insurance	7,700	8,085	-	-	8,085
003-4.410.2.6414	Printing and	753	800	149	75	576
003-4.410.2.6421	Consulting/Professional Fees	12,613	-	104	-	(104)
003-4.410.2.6426	Safety Program	-	-	-	-	0
003-4.410.2.6428	Misc Contractual Work	76,528	76,400	21,008	31,978	23,414
003-4.410.2.6506	Office Supplies	6,027	6,300	1,389	532	4,379
003-4.410.2.6507	Program Operating Supplies	173	500	116	41	343
003-4.410.2.6508	Postage & Shipping	1,287	3,500	-	-	3,500
003-4.410.2.6513	Misc Supplies	3,473	3,600	428	-	3,172
003-4.410.2.6521	Prog Children	1,330	2,000	619	-	1,381
003-4.410.2.6522	Prog Child-	2,501	2,000	524	50	1,426
003-4.410.2.6523	Program Young Ad	1,187	1,000	-	-	1,000
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	Ebooks/Adult	-	1,500	948	32	520
003-4.410.3.6765	Books/Children	5,463	6,000	4,407	369	1,224
003-4.410.3.6766	Books/Young A	1,680	2,000	592	26	1,382
003-4.410.3.6767	Books	-	-	-	-	0
003-4.410.3.6768	Periodicals	4,202	5,000	365	-	4,635
003-4.410.3.6769	Audio Visual	1,286	500	118	44	338
003-4.410.3.6770	AV/Youth	736	500	36	-	464
003-4.410.3.6771	Ebooks/Youth	489	1,600	-	-	1,600
	Total Expenditures	\$ 528,242	\$ 618,264	\$ 195,701	\$ 33,225	\$ 389,338
ENDING BALANCE		\$ (29,661)	\$ -	\$ (21,757)		



**Library Monthly Budget Report
Library Fund State - General
November 17, 2021**

	2020-2021 YTD ACTUAL	2021-2022 BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 12/6/2021	PROJ. BUDGET BALANCE 12/6/2021
Beginning Balances	\$ 2	\$ -	\$ -		\$ -
Revenues:					
103-3.410.2.4432 Population Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
103-3.410.2.4440 State Grants	-	-	-	-	-
103-3.410.2.4442 Library State Revenues	6,819	6,900	3,273	-	-
103-3.410.4.4300 Interest Earned	-	-	-	-	-
Total Revenues	<u>\$ 6,819</u>	<u>\$ 6,900</u>	<u>\$ 3,273</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 Fundraising 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	5,320	5,500	-	278	5,222
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,501	1,000	10	-	990
Total Expenditures	<u>\$ 6,821</u>	<u>\$ 6,500</u>	<u>\$ 10</u>	<u>\$ 278</u>	<u>\$ 6,212</u>
ENDING BALANCE	\$ -	\$ 400	\$ 3,263		



**Library Monthly Budget Report
Library Gifts - Spec Rev Fund
November 17, 2021**

	2020-2021 YTD ACTUAL	2021-2022 BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 12/6/2021	PROJ. BUDGET BALANCE 12/6/2021
Beginning Balances	\$ 76,733	\$ 97,991	\$ 97,991		\$ 97,991
Revenues:					
167-3.410.2.4400 Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -
167-3.410.2.4440 State Grant	-	-	-	-	-
167-3.410.2.4461 Grants - Non Government	-	-	730	-	-
167-3.410.2.4700 Contributions	23,832	15,000	1,455	-	-
167-3-410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	549	500	227	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 24,381	\$ 15,500	\$ 2,412	\$ -	\$ -
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	3,123	20,000	10,384	-	9,616
Total Expenditures	\$ 3,123	\$ 20,000	\$ 10,384	\$ -	\$ 9,616
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 3,123	\$ 20,000	\$ 10,384	\$ -	\$ 9,616
ENDING BALANCE	\$ 97,991	\$ 93,491	\$ 90,019		



Library Monthly Budget Report
Capital Loan Note
November 17, 2021

	2021-2022 CURRENT BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 12/6/2021	PROJ. BUDGET BALANCE 12/6/2021
Beginning Balances	\$ -	\$ -		\$ -
Expenditures:				
301-4.750.3.6727 Capital Outlay - Library	\$ 30,000	\$ 10,390	\$ 3,808	\$ 15,802
Total Expenditures	\$ 30,000	\$ 10,390	\$ 3,808	\$ 15,802
 ENDING BALANCE	 \$ -	 \$ -		

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

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

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

UNPAID ITEMS DATES :

12/06/2021 THRU 12/06/2021

0/00/0000 THRU 99/99/9999

VENDOR NAME	DESCRIPTION	GROSS AMOUNT		
BAKER & TAYLOR -ENT #5103	BKS	1,336.92		
BAKER & TAYLOR ENTERTAIN	AV	21.74		
BAKER & TAYLOR L530345	BKS	394.82		
BAKER & TAYLOR, INC	BKS	38.03		
CONVERGINT TECHNOLOGIES LL	SECURITY ALARM	300.00		
DEMCO	LAMINATE	217.57		
ELM USA, INC.	DISC CLEANING	25.00		
GALE	BKS	138.38		
GIBSON, DEREK	CLEANING SVC (NOV)	1,790.00		
HAWKEYE LOCK & SECURITY	REP	79.00		
MICRO MARKETING LLC	BKS	139.98		
MIDWEST ALARM SERVICES	FIRE ALARM TESTING	648.96		
MINITEX	B&T PLATFORM	1,960.00		
OMNIGRAPHICS	BKS	494.80		
OPEN SENSE SOLUTIONS	GROOVIX SOFTWARE	3,291.20		
OVERDRIVE, INC.	BKS	32.20		
PETTY CASH - DRAKE LIBRARY	ZOOM/SUPPLIES/BK DELIVERY	90.34		
QUILL CORPORATION	SUPPLIES	289.34		
ROYAL PUBLISHING	AD-HIGH SCHOOL CC STATE MEET	75.00		
SIRSI CORPORATION	ILS	24,828.07		
UNIQUE MANAGEMENT SERVICES	2 PLACEMENTS	19.90		
WOODMAN CONTROLS COMPANY	TECH SUPPORT	1,100.00		
** TOTAL **	-City of Grinnell	37,311.25	0.00	37,311.25

Alliant \$2008.13

Access Systems - copier lease \$689.22

Kirby Built Sales - two benches for loggia - ARPA grant - \$2,190.39

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

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

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

UNPAID ITEMS DATES :

12/06/2021 THRU 12/06/2021

0/00/0000 THRU 99/99/9999

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	37,311.25	0.00	37,311.25
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	37,311.25	0.00	37,311.25

U N P A I D R E C A P

UNPAID INVOICE TOTALS	37,311.25
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	37,311.25

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

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

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

UNPAID ITEMS DATES :

12/06/2021 THRU 12/06/2021

0/00/0000 THRU 99/99/9999

FUND TOTALS

003	LIBRARY - GENERAL FUND	33,225.13
103	LIBRARY FUND STATE - GEN	278.36
301	CLNS FY 21-22	3,807.76

GRAND TOTAL		37,311.25
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