

Tentative Agenda
Drake Community Library Board of Trustees
February 28, 2024, 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

Join Zoom Meeting

<https://zoom.us/j/92222844462?pwd=TmZCYVp1UnVlbXVyZithVU0wQjRvUT09>

Meeting ID: 922 2284 4462

Passcode: 651913

A. **Members present:** __ Elfenbein __ Hardin __ Hammond __ McFee
 __ Pagliai __ Lindley __ Swick Other: __ Neal __ Snow __ Wingerter

B. Approval of Agenda

C. Approval of Minutes

1. Approval of January 24, 2024, Board Meeting minutes.

D. Communications

1. January DCL Endowment Fund report.

E. Report of Director

1. February 2023 Statistical Report
2. Accreditation submitted-awaiting approval
3. George Drake Memorial Reception
4. Current Legislation
5. ILA Legislative Day-March 5

F. Committee reports

Building and grounds – report on Feb 1, 2024 meeting

Finance and salary-

Personnel-

Long range planning –

Policy –

H. Trustee report –

I. Financial report and approval of bills payable in March.

J. Old business- Update on Building Maintenance Projects

K. New Business-

1. Nicole Behrens from Greater Poweshiek Community Foundation-discuss endowment distributions.
2. Discuss and approve Material Selection Policy
3. Discuss and approve yearly contract with SirsiDynix
4. Discuss and approve adjustment to amounts paid by contracting cities
5. Discuss and approve hosting an AmeriCorps member as a Community Health Worker

L. Trustee Continuing Education-

Next regular board meeting- March 27, 2024, at 5:15pm

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

January 24, 2024, 5:15 p.m.

Drake Community Library Board Room

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

A. **ROLL CALL:** *_ Elfenbein _X_Hardin X_Hammond _X_Lindley _X_McFee
X_Pagliai _X_Swick Others: X_Neal _X_Snow*

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

B. APPROVAL OF AGENDA:

McFee moved and Lindley seconded approval of the agenda.

C. APPROVAL OF MINUTES:

Lindley moved and Pagliai seconded approval of the November 29, 2023, Board Meeting minutes.

Roll call vote:

Aye-Elfenbein Aye-Hardin -Hammond Aye-Lindley Aye-McFee Aye-Pagliai -Swick

COMMUNICATIONS:

D. REPORT OF DIRECTOR:

1. December 2023 Statistical Report discussed.
2. Building repairs were discussed.
3. Lack of Inclement Weather Policy discussed.
4. FY25 Budget update.

E. COMMITTEE REPORTS:

Building and Grounds:

Finance and Salary:

Personnel:

Long Range Planning:

Policy:

TRUSTEE REPORT:

F. FINANCIAL REPORT AND APPROVAL OF BILLS:

1. Financials were reviewed. Pagliai moved and Hammond seconded the approval of bills payable in February.

Roll call vote:

-Elfenbein Aye-Hardin Aye -Hammond Aye-Lindley Aye -McFee Aye-Pagliai Aye-Swick

G. OLDBUSINESS:

H. NEW BUSINESS:

1. McFee moved and Pagliai seconded approval for the Library Director to use their discretion up to \$15,000 to mitigate the emergency and exit lighting issues.

Roll call vote:

-Elfenbein Aye-Hardin Aye -Hammond Aye-Lindley Aye -McFee Aye-Pagliai Aye-Swick

2. Hammond moved and Lindley seconded approval to replace the outside cameras.

Roll call vote:

-Elfenbein Aye-Hardin Aye -Hammond Aye-Lindley Aye -McFee Aye-Pagliai Aye-Swick

3. Lindley moved and McFee seconded approval of the Internet policy.

Roll call vote:

-Elfenbein Aye-Hardin Aye -Hammond Aye-Lindley Aye -McFee Aye-Pagliai Aye-Swick

4. Pagliai moved and Hammond seconded approval of the Circulation policy.

Roll call vote:

-Elfenbein Aye-Hardin Aye -Hammond Aye-Lindley Aye -McFee Aye-Pagliai Aye-Swick

I. TRUSTEE CONTINUING EDUCATION:

January 25, 5:45-7pm: ILOC keynote and pizza.

Meeting adjourned at 6:16 p.m.

Next regular meeting: February 28, 2024, at 5:15 p.m.

Adrienne Hardin
Library Board
President

Karen Neal
Library Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund
January 01, 2024 through January 31, 2024

Fund Activity Summary

	<u>Jan 2024</u>	<u>Jul 2023</u>
Beginning Balance	198,477.79	181,480.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	175.38	7,839.05
Investment Revenue	-130.81	10,508.11
Totals	44.57	18,347.16

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	192.55	1,480.50
Interest Expense	0	-0.03
Other Expenses	0.54	18.24
Totals	193.09	1,498.71

Net Change	(\$ 148.52)	\$16,848.45
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Ending Balance	\$198,329.27	\$198,329.27
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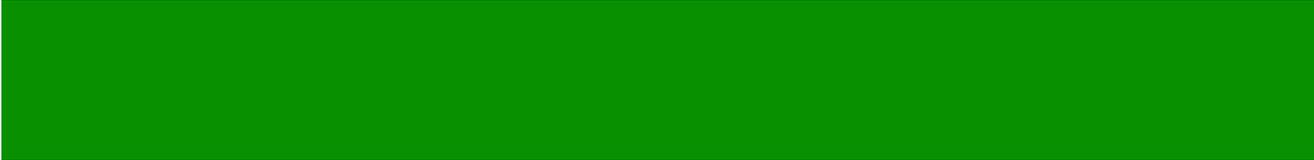
Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	-188.20
Investments	198,517.47
Total	198,329.27

Outstanding Fund Liabilities

No outstanding liabilities for the fund



March 5, 2024

Let's pack the space with
citizens who value our
history with the Library Bill
of Rights and are
dedicated to free people
reading freely.



MARCH 5
12PM-2PM



**Iowa State Capitol
Law Library**



Register for ILA Capitol Day



DCL Circulation Stats by Item Types

January 2024

		Current Month Total	Same month Previous Year	Current FY YTD	Previous YTD
Item type Group					
	Book	1,846	1,942	13,148	12,811
	Special Book (7 day)	7	4	66	90
TOTAL ADULT BOOKS		1,853	1,946	13,214	12,901
TOTAL YA BOOKS	YA Book	201	174	1,596	1,588
		201	174	1,596	1,588
TOTAL CHILDREN'S BOOKS	Children's Book	2,023	2,084	15,209	14,534
		2,023	2,084	15,209	14,534
TOTAL PAPERBACKS	Paperback	122	156	1,332	1,160
		122	156	1,332	1,160
TOTAL AUDIO/VIDEO	Adult Audio	12	58	302	355
	Adult Video	109	134	920	823
		121	192	1,222	1,178
TOTAL YA AUDIO/VIDEO	YA Audio	3	3	34	16
		3	3	34	16
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	18	11	67	81
	Children's Video	76	37		342
		94	48	67	423
TOTAL MISCELLANEOUS	Periodicals	29	23	253	198
	Equipment	12	10	79	70
	ILL from other libraries	44	53	255	272
	Misc. Other	1	0	14	18
		86	86	601	558
Total Physical Item Circ		4,503	4,689	33,275	32,358
	Bridges eBooks	1,051	873	6,109	5,971
	Bridges eAudiobooks	903	778	5,979	5,120
	Freegal Downloads & Streams	403	459	3,435	2,801
	Bridges eMagazines	190	55	828	435
	Kanopy Streaming Video	172	73	890	1,038
Total eResource Downloads		2,719	2,238	17,241	15,365
TOTAL CIRCULATION		7,222	6,927	50,516	47,723

ONSITE USE

Door Count	3,972	3,672	32,568	35,702
Wireless Users	1,037	874	10,457	8,408

ONLINE OUTREACH

MAIN WEBSITE	Users	2,061	1,702	13,517	11,458
	Pageviews	7,301	4,527	47,499	28,466
	Clicks	540	1,354	3,452	3,420
LOCAL HISTORY WEBSITE	Users	330	421	2,689	2,545
	Pageviews	804	951	6,216	6,020
	Clicks	1,308	5,446	10,716	25,384
SOCIAL MEDIA REACH	DCL Facebook	6,893	9,268	40,820	39,312
	PHPP Facebook (see * note)	44,367	9,010	310,494	72,161
	Grinnellstories on Instagram	779	983	6,294	7,285

*I did 5 posts on the PHPP page in January. One of them featured a popular teacher, Jack Marcum, and got over 33,000 engagements

Google Analytics definitions

User: a visitor who has initiated a session on your website: the moment a person lands on any page of your site, they are

Pageviews: The total number of pages viewed. Repeated views of a single page are counted

Clicks: How often someone clicked a link from Google to your site.

**DCL Other Services
January 2024**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	304	391	2731	2870
Children's Computers	158	104	1241	745
TOTAL COMPUTER SESSIONS	462	495	3972	3615
Distinct Users This Month	120	122		
Guest Logins	56	38		
MEETING ROOM USE				
Business Groups	10	5	77	34
Community Groups	41	53	313	305
Public Forums	1	0	6	5
Drop-In & Other Use	34	29	231	174
Total Groups	86	87	627	518
Business People	78	25	531	143
Community People	454	733	4755	4891
Public Forum People	40	0	345	200
Drop-In & Other Use	65	62	391	314
Total People Count	637	820	6022	5548
LIBRARY PROGRAMS				
Adult programs (includes Book Delivery)	6	5	39	48
Young Adult programs	1	3	14	19
Children programs	33	24	170	146
Total In Person Programs Offered	40	32	223	213
Adult attendance	14	108	505	750
Young Adult attendance	2	39	86	119
Child attendance	589	470	4391	2798
Total In Person Program Attendance	605	617	4982	3667
VIRTUAL PROGRAMS				
Adult programs	0	0	0	0
Young Adult programs	0	0	0	0
Children programs	0	0	0	0
Total Virtual Programs Offered	0	0	0	0
Adult attendance	0	0	0	0
Young Adult attendance	0	0	0	0
Child attendance	0	0	0	0
Total Virtual Program Attendance	0	0	0	0
PASSIVE PROGRAM PARTICIPATION	239	na	1865	na
ARCHIVE USE	22	44	171	217
VOLUNTEERS				
Number of	4	5	31	46
Total hours	16.5	27	149.5	185

DCL Circulation Stats by Borrower Types

January 2024

Btype Group	Current Month Total	Same month Previous Year	Current	Previous
			YTD	YTD
Area Resident	3,313	3297	24,121	21637
Open Access Borrower	181	244	1517	1571
Grinnell College Student	82	104	1,018	720
Youth	230	359	2,690	3252
Open Access Youth	5	4	133	4
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	3,811	4,008	29,479	27,184
Bk Del (Homebound)	37	74	460	455
Bk Del (Books in Baskets)	105	87	676	703
BOOK DELIVERY	142	161	0	1,158
Educator	328	92	2,072	92
Library Program Materials	52	12	365	580
Home School Provider (phasing out)	na	130	na	1093
Preschool Teachers (phasing out)	na	66	na	629
Teacher G-N Schools (phasing out)	na	55	na	904
Teacher Not G-N Schools (phasing out)	na	13	na	118
EDUCATION SUPPORT	380	368	2,437	3,416
ILL sent to other libraries	48	61	355	339
LP sent to other libraries	122	91	463	215
SPECIAL LOAN	170	152	818	554
TOTAL	4,503	4,689	32,734	32,312

Online Learning and Reference Databases

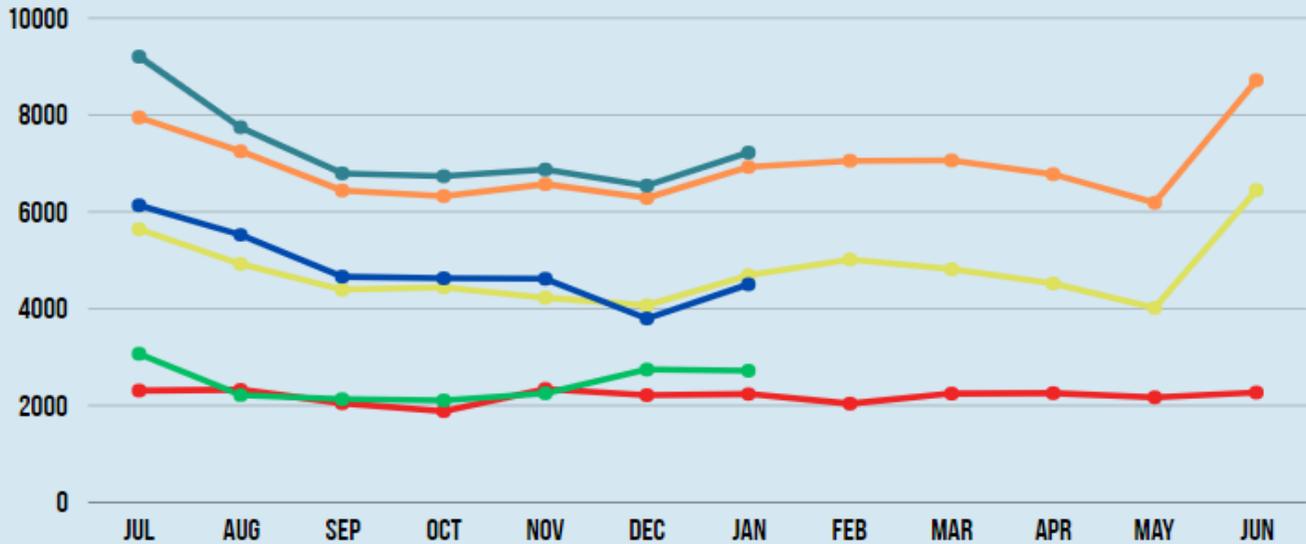
Reference Solutions Directory Searches	0	63	29	179
Mango Language Program Sessions	43	17	318	34
Brainfuse	0	0	2	29
Ancestry.com Searches	62	354	208	1061
Heritage Quest Searches	0	0	2	126
Niche Tutorial Views	40	60	149	252
Craft & Hobby (starting Sept 1)	10	na	26	na

DRAKE COMMUNITY LIBRARY

JANUARY 2024

DCL CIRCULATION OVERVIEW

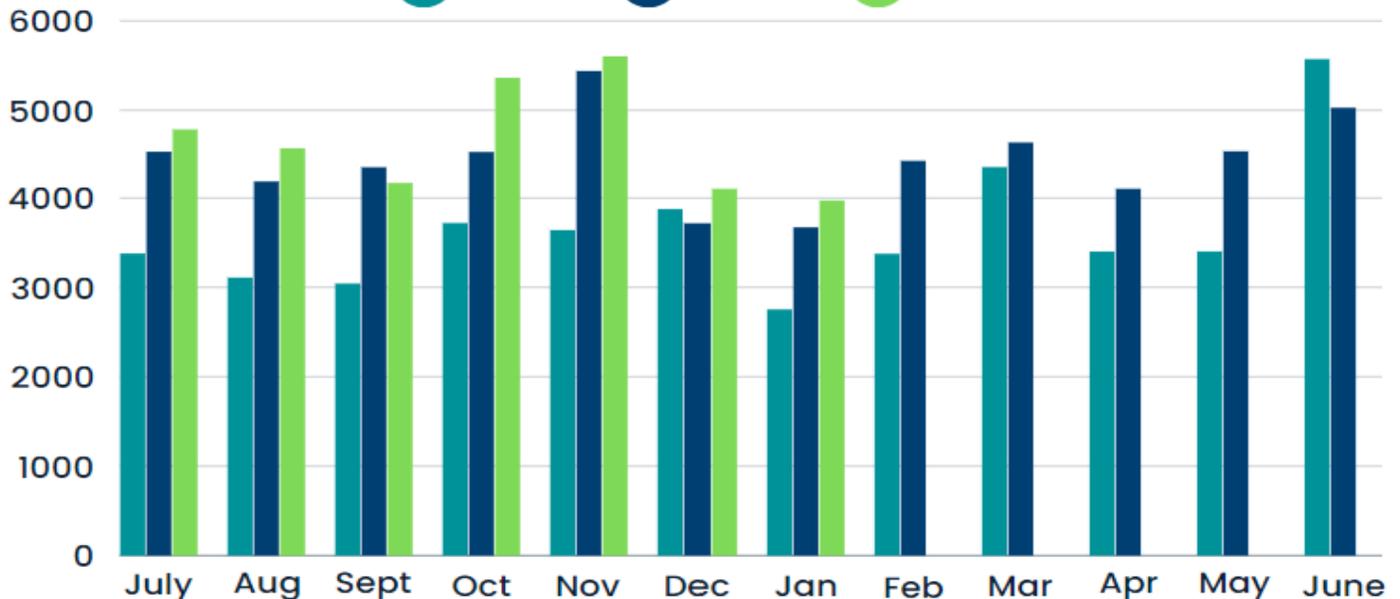
■ FY22-23 PHYSICAL ITEMS
 ■ FY22-23 DIGITAL ITEMS
 ■ FY22-23 TOTAL CIRC
■ FY23-24 PHYSICAL ITEMS
 ■ FY23-24 DIGITAL ITEMS
 ■ FY23-24 TOTAL CIRC



DCL DOOR COUNT

Library Use as tracked by the people counter at the gate in the lobby. Monthly number is divided in two (once in and once out). This count will miss people who go to events in the main community room but do not enter the main library.

● FY21-22
 ● FY22-23
 ● FY23-24

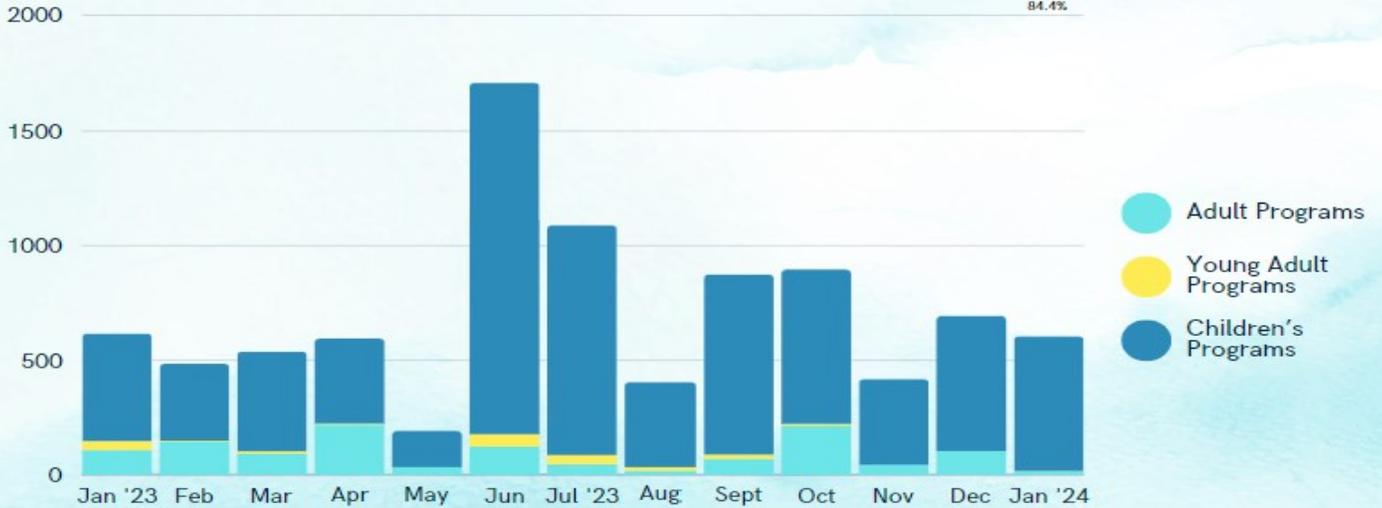
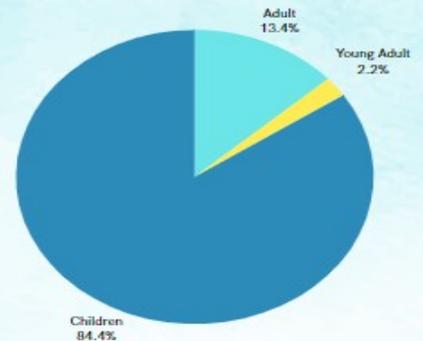


DRAKE COMMUNITY LIBRARY

JANUARY 2024

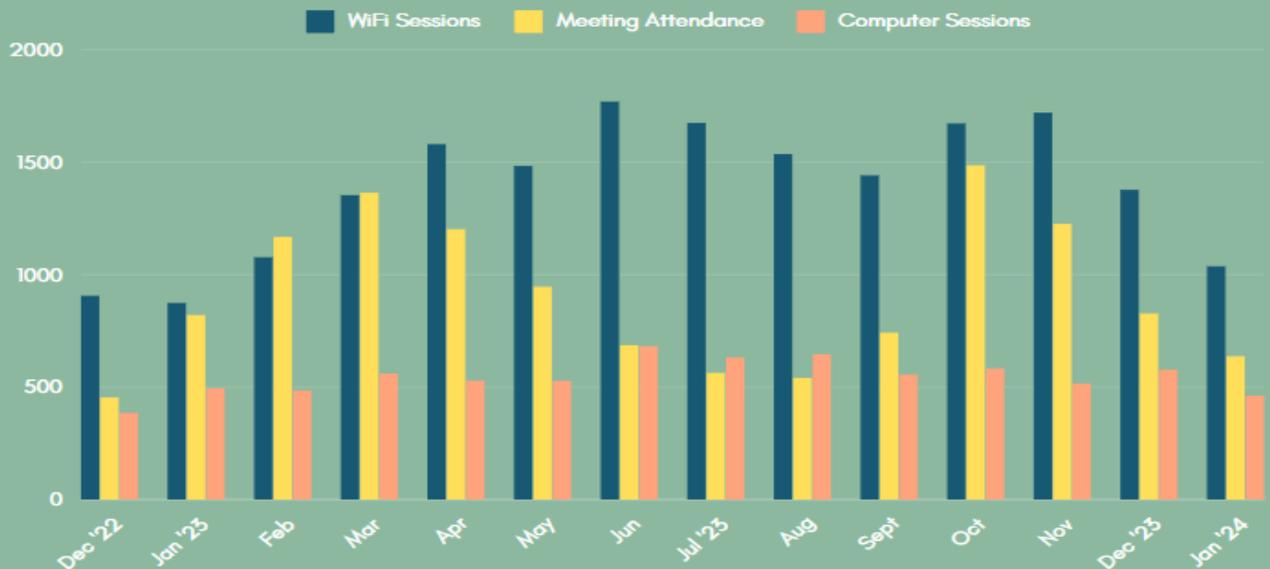
Library Program Attendance

Percentage by age group for this period



OTHER KEY SERVICES

Computer Sessions
WiFi Sessions
Meeting Room Use (number of attendees)



DRAKE COMMUNITY LIBRARY RECEIPTS

January 31, 2024

	Previous balance		MTD
County tax	\$ 14,251.50		\$0.00
Donations (incl. mtg room donations)	\$ 1,420.95	\$	74.01
Fees (Contracting Cities, State Money)	\$7,566.52		\$0.00
Lost materials	\$ 325.62	\$	18.99
Photocopy	\$ 1,670.41	\$	126.34
Miscellaneous (replacement cards)	\$ 40.00	\$	8.00
Rental		\$	-
Total		\$	227.34
Carryover from December 31, 2023		\$	75.00
Plus total from January 31, 2024		\$	227.34
Less undeposited receipts		\$	75.00
Total recorded at City Office		\$	227.34
GIFT ACCOUNT (167 detail)			
Balance as of January 31, 2024		\$	101,412.00
RECEIPTS			
Jewel Box Quilters			\$175.00
Russ Tabbert			\$40.00
Kamal Hammouda			\$50.00
Springfield Memorial Library			\$36.95
Total Gift Revenue		\$	101,713.95
EXPENDITURES			
Amazon-Items for Adult Programming			\$34.58
Total Gift Expenditure			\$34.58
Balance on January 31, 2024		\$	101,679.37

YTD

\$	14,251.50
\$	1,494.96
	\$7,566.52
\$	344.61
\$	1,796.75
\$	40.00
\$	25,494.34



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2023-2024 Period Ending: 02/29/2024

		Defined Budgets						
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2023-2024 YE
Fund: 003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	9,460.00	8,479.86	7,000.00	7,858.84	7,000.00	6,201.01	7,000.00
003-3.410.2.4461	LIBRARY - NON GOV/COLLEGE/...	0.00	9,115.00	13,845.00	15,200.34	3,086.00	3,000.00	3,000.00
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUT...	24,284.00	26,012.00	21,638.00	16,578.50	28,503.00	14,251.50	28,503.00
003-3.410.2.4715	LIBRARY - REFUNDS	76.00	190.27	140.00	137.45	0.00	1,000.00	1,000.00
003-3.410.2.4720	LIBRARY - INS COLLECTIONS	0.00	0.00	17.00	16.72	0.00	342,581.99	342,600.00
003-3.410.4.4311	LIBRARY - RENT	0.00	0.00	125.00	5,884.50	0.00	0.00	0.00
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	584,520.00	575,491.79	628,185.95	619,665.14	633,558.71	192,472.77	308,400.98
	Revenue Total:	618,340.00	619,288.92	670,950.95	665,341.49	672,147.71	559,507.27	690,503.98
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	248,239.00	227,085.13	269,399.52	269,234.58	281,305.32	172,598.10	287,986.00
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALAR...	177,541.00	169,872.02	185,640.00	183,519.35	202,312.24	119,826.58	195,495.00
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING I...	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	6,000.00	7,000.00
003-4.410.1.6185	LIBRARY - HEALTH PROGRAM	150.00	0.00	0.00	0.00	0.00	0.00	0.00
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING &...	1,875.00	1,660.00	720.00	584.00	400.00	1,092.00	1,100.00
003-4.410.1.6210	LIBRARY - DUES/MEMBERSHIPS	1,150.00	1,587.69	1,343.00	1,342.91	1,343.00	899.92	1,343.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	700.00	187.50	845.00	845.00	900.00	889.04	1,250.00
003-4.410.1.6230	LIBRARY -MILEAGE & MTG EXP	700.00	339.95	600.00	456.07	600.00	552.97	600.00
003-4.410.2.6310	LIBRARY -REP/MTNCE BLDG	10,000.00	10,154.52	7,296.54	7,288.86	2,000.00	1,922.50	2,000.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	11,677.20	7,500.00	6,149.46	7,500.00	5,153.96	7,500.00
003-4.410.2.6371	LIBRARY - UTILITIES	41,000.00	36,202.00	40,000.00	35,403.02	40,000.00	28,231.52	40,000.00
003-4.410.2.6373	LIBRARY - TELEPHONE	4,200.00	4,171.48	5,980.96	5,872.63	5,220.00	2,798.73	4,552.00
003-4.410.2.6409	LIBRARY - GENERAL INSURANCE	9,071.03	9,071.03	19,858.43	19,858.43	13,569.15	0.00	26,565.00
003-4.410.2.6414	LIBRARY - PRINTING AND COPI...	800.00	1,256.02	700.00	749.33	600.00	262.40	600.00
003-4.410.2.6421	LIBRARY - CONS/PROF FEES	1,402.00	1,401.91	90.00	85.11	0.00	532.00	532.00
003-4.410.2.6428	LIBRARY - MISC CONTRACT WO...	76,400.00	100,077.21	76,572.00	77,535.14	76,312.00	42,752.25	77,318.68

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 02/29/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	6,300.00	5,366.99	6,000.00	6,641.92	5,500.00	3,741.77	5,500.00
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	385.01	500.00	443.02	500.00	405.87	500.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,710.00	2,525.75	2,404.50	2,384.80	2,400.00	51.05	2,400.00
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	2,988.00	2,495.12	2,500.00	2,789.02	2,500.00	1,349.20	2,500.00
003-4.410.2.6521	LIBRARY - PROG CHILDREN	2,000.00	3,150.57	2,000.00	2,355.77	2,000.00	3,821.86	5,000.00
003-4.410.2.6522	LIBRARY - PROG CHILDREN'S	2,000.00	2,457.55	5,845.00	6,012.47	2,000.00	1,001.92	2,000.00
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG A...	1,000.00	483.17	1,100.00	1,048.52	1,000.00	531.41	1,000.00
003-4.410.3.6721	LIBRARY - FURNITURE & FIXTU...	0.00	0.00	5,316.00	5,217.90	1,486.00	1,659.83	1,660.00
003-4.410.3.6762	LIBRARY - COMPUTER	0.00	3,811.57	0.00	0.00	1,600.00	807.42	1,340.00
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	1,500.00	3,028.44	1,500.00	2,790.58	1,500.00	1,399.27	1,500.00
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	6,000.00	6,271.39	10,900.00	11,726.84	6,000.00	3,688.60	5,618.00
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADU...	2,000.00	2,323.57	2,000.00	2,029.45	2,000.00	1,478.70	2,000.00
003-4.410.3.6767	LIBRARY - BOOKS	0.00	1,954.46	2,740.00	4,161.60	0.00	0.00	0.00
003-4.410.3.6768	LIBRARY - PERIODICALS	5,000.00	4,862.73	5,000.00	2,387.87	3,000.00	2,292.79	3,000.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	898.36	500.00	375.70	500.00	399.37	500.00
003-4.410.3.6770	LIBRARY - AV/YOUTH	500.00	530.58	500.00	508.01	500.00	48.96	500.00
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	1,600.00	0.00	1,600.00	1,588.43	1,600.00	1,007.78	1,600.00
	Expense Total:	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	407,197.77	690,459.68
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	152,309.50	44.30
Fund: 103 - LIBRARY FUND STATE - GEN								
Revenue								
103-3.410.2.4442	LIBRARY STATE REVENUES	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	5,803.22	6,000.00
	Revenue Total:	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	5,803.22	6,000.00
Expense								
103-4.410.3.6767	BOOKS	5,500.00	2,017.15	5,500.00	3,990.53	4,300.00	69.30	4,500.18
103-4.410.3.6769	AUDIO VISUAL	1,000.00	2,976.53	1,659.00	3,167.76	1,500.00	1,495.30	1,500.00
	Expense Total:	6,500.00	4,993.68	7,159.00	7,158.29	5,800.00	1,564.60	6,000.18
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	4,238.62	-0.18
Fund: 167 - LIBRARY GIFTS - SPEC REV								
Revenue								
167-3.410.2.4440	STATE GRANT	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
167-3.410.2.4461	GRANTS - NON GOVERNMENT...	6,560.00	5,830.00	3,000.00	3,000.00	0.00	0.00	0.00

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 02/29/2024

Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
167-3.410.2.4700	CONTRIBUTIONS	15,000.00	14,103.00	15,000.00	7,570.59	15,000.00	4,739.91	25,000.00
167-3.410.4.4300	INTEREST EARNED	500.00	679.09	690.00	740.11	1,950.00	296.97	400.00
167-3.410.4.4305	LIBRARY GIFTS - INT EARNED - I...	0.00	0.00	0.00	0.00	0.00	2,106.44	4,150.00
	Revenue Total:	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	7,143.32	29,550.00
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	1,106.36	1,106.36	6,500.00	6,205.35	0.00	1,376.57	1,500.00
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	20,000.00	20,000.00	5,457.72	25,000.00	7,957.04	25,000.00
	Expense Total:	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	9,333.61	26,500.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-2,190.29	3,050.00
Fund: 301 - CLNS FY 21-22								
Revenue								
301-3.910.4.4830	CLNS 21-22 - TRANSFERS IN	345,300.00	345,300.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	345,300.00	345,300.00	0.00	0.00	0.00	0.00	0.00
Expense								
301-4.750.2.6428	CLNS FY 21-22 - POLICE CAPITAL	50,000.00	47,154.44	2,845.56	2,845.56	0.00	0.00	0.00
301-4.750.2.6513	CLNS FY 21-22 - FIRE CAPITAL	42,000.00	21,179.52	20,820.48	20,820.48	0.00	0.00	0.00
301-4.750.3.6727	CLNS FY 21-22 - LIBRARY BOOKS	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
301-4.750.3.6780	CLNS FY 21-22 - PARKS	68,105.00	18,876.09	49,228.91	3,180.00	0.00	0.00	0.00
301-4.750.3.6782	CLNS FY 21-22 - POOL	92,612.00	92,612.00	0.00	0.00	0.00	0.00	0.00
301-4.750.3.6799	CLNS FY 21-22 - PSB	62,583.00	18,094.62	0.00	0.00	44,488.38	0.00	44,488.38
301-4.910.5.6911	CLNS 21-22 - TRANSFERS	0.00	0.00	0.00	0.00	46,048.91	46,048.91	46,048.91
	Expense Total:	345,300.00	227,916.67	72,894.95	26,846.04	90,537.29	46,048.91	90,537.29
	Fund: 301 - CLNS FY 21-22 Surplus (Deficit):	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-46,048.91	-90,537.29
Fund: 314 - CLN FY 23-24								
Revenue								
314-3.910.4.4830	CLNS FY 23-24 - TRANSFER IN	0.00	0.00	0.00	0.00	183,540.00	183,540.00	183,540.00
	Revenue Total:	0.00	0.00	0.00	0.00	183,540.00	183,540.00	183,540.00
Expense								
314-4.750.2.6428	CLNS FY 23-24 - POLICE CAPITAL	0.00	0.00	0.00	0.00	60,000.00	52,173.36	60,000.00
314-4.750.2.6513	CLNS FY 23-24 - FIRE CAPITAL	0.00	0.00	0.00	0.00	45,000.00	23,219.52	45,000.00
314-4.750.3.6727	CLNS FY 23-24 - LIBRARY BOOKS	0.00	0.00	0.00	0.00	31,500.00	18,911.43	31,500.00
314-4.750.3.6780	CLNS FY 23-24 - PARKS CAPITAL	0.00	0.00	0.00	0.00	32,580.00	15,186.77	32,580.00

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 02/29/2024

Defined Budgets

	2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
314-4.910.5.6911 CLNS FY 23-24 - TRANS OUT	0.00	0.00	0.00	0.00	14,460.00	0.00	14,460.00
Expense Total:	0.00	0.00	0.00	0.00	183,540.00	109,491.08	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	74,048.92	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	182,357.84	-87,443.17

Group Summary

Account Typ...	2021-2022		2022-2023		2023-2024		Defined Budgets
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2023-2024 YE
Fund: 003 - LIBRARY - GENERAL FUND							
Revenue	618,340.00	619,288.92	670,950.95	665,341.49	672,147.71	559,507.27	690,503.98
Expense	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	407,197.77	690,459.68
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	152,309.50	44.30
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	5,803.22	6,000.00
Expense	6,500.00	4,993.68	7,159.00	7,158.29	5,800.00	1,564.60	6,000.18
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	4,238.62	-0.18
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	7,143.32	29,550.00
Expense	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	9,333.61	26,500.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-2,190.29	3,050.00
Fund: 301 - CLNS FY 21-22							
Revenue	345,300.00	345,300.00	0.00	0.00	0.00	0.00	0.00
Expense	345,300.00	227,916.67	72,894.95	26,846.04	90,537.29	46,048.91	90,537.29
Fund: 301 - CLNS FY 21-22 Surplus (Deficit):	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-46,048.91	-90,537.29
Fund: 314 - CLN FY 23-24							
Revenue	0.00	0.00	0.00	0.00	183,540.00	183,540.00	183,540.00
Expense	0.00	0.00	0.00	0.00	183,540.00	109,491.08	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	74,048.92	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	182,357.84	-87,443.17

Fund Summary

Fund	Defined Budgets						
	2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 YE
003 - LIBRARY - GENERAL FUND	-986.03	0.00	0.00	-44.30	0.00	152,309.50	44.30
103 - LIBRARY FUND STATE - GEN	400.00	0.00	0.00	0.18	0.00	4,238.62	-0.18
167 - LIBRARY GIFTS - SPEC REV	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-2,190.29	3,050.00
301 - CLNS FY 21-22	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-46,048.91	-90,537.29
314 - CLN FY 23-24	0.00	0.00	0.00	0.00	0.00	74,048.92	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	182,357.84	-87,443.17



Grinnell, IA

My Open Payable Report

As Of 03/04/2024

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 999-2020 - ACCOUNTS PAYABLE							
Vendor: 002445	ACCESS SYSTEMS LEASING						Payable Count: (2) 1,557.69
35760940	COPIER LEASE	03/04/2024	791.03	0.00	0.00	0.00	791.03
35965865	COPIER LEASE	03/04/2024	766.66	0.00	0.00	0.00	766.66
Vendor: 018200	ALLIANT ENERGY						Payable Count: (1) 3,461.07
2.9.24 DRAKE	UTILITIES	03/04/2024	3,461.07	0.00	0.00	0.00	3,461.07
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (8) 289.36
1K4P-P1RX-P3DV	SUPPLIES	03/04/2024	27.95	0.00	0.00	0.00	27.95
1M1D-MMQN-QXF9	SUPPLIES	03/04/2024	46.98	0.00	0.00	0.00	46.98
1QFN-73C7-N9CY	DVD	03/04/2024	20.55	0.00	0.00	0.00	20.55
1V97-GKY7-6P9W	BOOK	03/04/2024	16.99	0.00	0.00	0.00	16.99
1VXK-JD6P-CDOH	SUPPLIES	03/04/2024	14.87	0.00	0.00	0.00	14.87
1WVK-1RT6-4L7G	SUPPLIES	03/04/2024	91.73	0.00	0.00	0.00	91.73
1XQ7-LLPK-3CD1	SUPPLIES	03/04/2024	29.99	0.00	0.00	0.00	29.99
1Y66-3LXX-MK3J	SUPPLIES	03/04/2024	40.30	0.00	0.00	0.00	40.30
Vendor: 099335	AMERICAN INDIAN LIBRARY ASSOCIATION						Payable Count: (1) 22.00
0527	SUPPLIES	03/04/2024	22.00	0.00	0.00	0.00	22.00
Vendor: 001270	AMERICAN LIBRARY ASSOCIATION						Payable Count: (1) 247.00
3.4.24	MBRSHP	03/04/2024	247.00	0.00	0.00	0.00	247.00
Vendor: 001700	BAKER & TAYLOR -ENT #5103						Payable Count: (6) 1,361.02
0003294057	BOOKS	03/04/2024	-20.85	0.00	0.00	0.00	-20.85
2038049929	BOOKS	03/04/2024	60.08	0.00	0.00	0.00	60.08
2038069521	BOOKS	03/04/2024	264.19	0.00	0.00	0.00	264.19
2038080426	BOOKS	03/04/2024	409.61	0.00	0.00	0.00	409.61
2038101996	BOOKS	03/04/2024	80.79	0.00	0.00	0.00	80.79
2038111219	BOOKS	03/04/2024	567.20	0.00	0.00	0.00	567.20
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (5) 821.41
2038057878	BOOKS	03/04/2024	247.59	0.00	0.00	0.00	247.59
2038078298	BOOKS	03/04/2024	135.52	0.00	0.00	0.00	135.52
2038080571	BOOKS	03/04/2024	72.06	0.00	0.00	0.00	72.06
2038083914	BOOKS	03/04/2024	348.20	0.00	0.00	0.00	348.20
2038107592	BOOK	03/04/2024	18.04	0.00	0.00	0.00	18.04
Vendor: 099568	EARLYCHILDHOOD LLC						Payable Count: (1) 199.99
P42662150101	EASEL	03/04/2024	199.99	0.00	0.00	0.00	199.99
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
64827	MONTHLY MIN	03/04/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 002628	GIBSON, DEREK						Payable Count: (2) 2,090.00
872370	CLEANING SVC (FEB)	03/04/2024	1,790.00	0.00	0.00	0.00	1,790.00
872371	SNOW REMOVAL (FEB)	03/04/2024	300.00	0.00	0.00	0.00	300.00
Vendor: 099530	GRACE ELECTRIC						Payable Count: (1) 7,639.15
1567	LIGHTING CORRECTIONS	03/04/2024	7,639.15	0.00	0.00	0.00	7,639.15
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (2) 517.57
80060411	BOOKS	03/04/2024	293.37	0.00	0.00	0.00	293.37
80269779	BOOKS	03/04/2024	224.20	0.00	0.00	0.00	224.20
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1) 8.33
689372	NETWORK SVC	03/04/2024	8.33	0.00	0.00	0.00	8.33

My Open Payable Report

As Of 03/04/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 017750 339439	IOWA FIRE EQUIPMENT CO INSPECTIONS	03/04/2024	129.00	0.00	0.00	0.00	129.00
Payable Count: (1)							129.00
Vendor: 002707 2.15.24 DRAKE	MAHASKA COMMUNICATIONS GROUP, LLC TELEPHONE	03/04/2024	405.42	0.00	0.00	0.00	405.42
Payable Count: (1)							405.42
Vendor: 099393 256	MICHAEL ALAN BEASLEY ASSEMBLE DESK	03/04/2024	200.00	0.00	0.00	0.00	200.00
Payable Count: (1)							200.00
Vendor: 095203 944891	MICRO MARKETING LLC LP BOOKS	03/04/2024	37.58	0.00	0.00	0.00	37.58
945081	LP BOOKS	03/04/2024	28.80	0.00	0.00	0.00	28.80
945486	LP BOOK	03/04/2024	24.00	0.00	0.00	0.00	24.00
946025	LP BOOKS	03/04/2024	78.70	0.00	0.00	0.00	78.70
946507	LP BOOKS	03/04/2024	77.60	0.00	0.00	0.00	77.60
Payable Count: (5)							246.68
Vendor: 001425 0030310	MIDAMERICA BOOKS BOOKS	03/04/2024	143.70	0.00	0.00	0.00	143.70
Payable Count: (1)							143.70
Vendor: 002686 MB-166897	MOBILE BEACON HOT SPOTS	03/04/2024	66.00	0.00	0.00	0.00	66.00
MB-166945	HOT SPOTS	03/04/2024	129.00	0.00	0.00	0.00	129.00
Payable Count: (2)							195.00
Vendor: 000848 3.4.24	NEAL, KAREN REIMB - MAILCHIMP	03/04/2024	45.00	0.00	0.00	0.00	45.00
Payable Count: (1)							45.00
Vendor: 099566 1.27.24	NINE SQUARE FEET, INC. SEED SWAP	03/04/2024	20.00	0.00	0.00	0.00	20.00
Payable Count: (1)							20.00
Vendor: 002023 3.4.24	OUR IOWA MAGAZINE MAGAZINE SUB	03/04/2024	39.98	0.00	0.00	0.00	39.98
Payable Count: (1)							39.98
Vendor: 002016 06497DA24028622	OVERDRIVE, INC. EBOOK	03/04/2024	76.00	0.00	0.00	0.00	76.00
06497DA24047056	EBOOK	03/04/2024	27.50	0.00	0.00	0.00	27.50
Payable Count: (2)							103.50
Vendor: 000630 0596591-CM	PENWORTHY COMPANY BOOKS	03/04/2024	-100.00	0.00	0.00	0.00	-100.00
0596619-IN	BOOKS	03/04/2024	208.41	0.00	0.00	0.00	208.41
Payable Count: (2)							108.41
Vendor: 030690 36768106	QUILL CORPORATION SUPPLIES	03/04/2024	18.86	0.00	0.00	0.00	18.86
Payable Count: (1)							18.86
Vendor: 032300 261640	SCHENDEL PEST CONTROL CO PEST CONTROL	03/04/2024	49.05	0.00	0.00	0.00	49.05
Payable Count: (1)							49.05
Vendor: 001194 835819	SECURITY EQUIPMENT INC MONITORING SVC	03/04/2024	187.20	0.00	0.00	0.00	187.20
Payable Count: (1)							187.20
Vendor: 097271 04/08-09/2024	STATE LIBRARY OF IOWA REG (GM)	03/04/2024	175.00	0.00	0.00	0.00	175.00
4/8-9/2024	REG (MS)	03/04/2024	175.00	0.00	0.00	0.00	175.00
Payable Count: (2)							350.00
Vendor: 021114 3.4.24	THE IOWAN MAGAZINE SUB	03/04/2024	24.00	0.00	0.00	0.00	24.00
Payable Count: (1)							24.00
Vendor: 036590 07665	WALMART - CAPITAL ONE SUPPLIES	03/04/2024	55.54	0.00	0.00	0.00	55.54
Payable Count: (1)							55.54
Payable Account 999-2020 Payable Count: (57) Total:							20,560.93

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	57	20,560.93
Report Total:	57	20,560.93

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	57	20,560.93
Report Total:	57	20,560.93



**Library Monthly Budget Report
General Fund
March 4, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 3/4/2024	PROJ. BUDGET BALANCE 3/4/2024
Beginning Balances	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:					
003-3.410.1.4766 Fines, Misc.	\$ 6,950	\$ 7,000	\$ 6,201	\$ -	\$ -
003-3.410.2.4440 State Grants	-	-	-	-	-
003-3.410.2.4461 Grinnell College	12,114	3,000	3,000	-	-
003-3.410.2.4470 County Contributions	16,612	28,503	14,252	-	-
003-3.410.2.4715 Refunds	137	1,000	1,000	-	-
003-3.410.2.4720 Ins Collections	17	342,600	342,582	-	-
003-3.410.4.4311 Rent	125	-	-	-	-
003-3.410.4.4705 Non Gov/College/	-	-	-	-	-
003-3.410.4.4790 Property Taxes	526,436	308,401	192,473	-	-
003-3.910.4.4830 Transfer In	-	-	-	-	-
Total Revenues	\$ 562,391	\$ 690,504	\$ 559,507	\$ -	\$ -
Expenditures:					
003-4.410.1.6010 Salaries	\$ 233,013	\$ 287,986	\$ 172,598	\$ -	\$ 115,388
003-4.410.1.6020 Part Time Salaries	160,743	195,495	119,827	-	75,668
003-4.410.1.6040 Overtime Salaries	-	-	-	-	0
003-4.410.1.6051 FEMA Disaster Salaries	-	-	-	-	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	7,000	6,000	-	1,000
003-4.410.1.6181 Allowances	-	-	-	-	0
003-4.410.1.6185 Health Program	-	-	-	-	0
003-4.410.1.6186 Pre-Emp Testing & Other	584	1,100	1,092	-	8
003-4.410.1.6210 Dues/Memberships	1,343	1,343	900	247	196
003-4.410.1.6220 Meeting Registration	845	1,250	889	350	11
003-4.410.1.6230 Mileage & Meeting Expense	456	600	553	-	47
003-4.410.2.6310 Repair/Maintain Building	7,289	2,000	1,923	-	78
003-4.410.2.6332 Repair/Maintain Equipment	6,060	7,500	5,154	-	2,346
003-4.410.2.6371 Utilities	33,032	40,000	28,232	3,461	8,307
003-4.410.2.6373 Telephone	5,430	4,552	2,799	414	1,340
003-4.410.2.6409 General Insurance	19,858	26,565	-	-	26,565
003-4.410.2.6414 Printing and	695	600	262	-	338
003-4.410.2.6421 Consulting/Professional Fees	85	532	532	-	0
003-4.410.2.6426 Safety Program	-	-	-	-	0
003-4.410.2.6428 Misc Contractual Work	73,569	77,318	42,752	4,013	30,553
003-4.410.2.6506 Office Supplies	5,999	5,500	3,742	104	1,655
003-4.410.2.6507 Program Operating Supplies	408	500	406	20	74
003-4.410.2.6508 Postage & Shipping	375	2,400	51	-	2,349
003-4.410.2.6513 Misc Supplies	2,520	2,500	1,349	17	1,133
003-4.410.2.6521 Prog Children	1,988	5,000	3,822	-	1,178
003-4.410.2.6522 Prog Child-	5,786	2,000	1,002	467	531
003-4.410.2.6523 Program Young Ad	1,049	1,000	531	12	457
003-4.410.3.6721 Furniture & Fixtures	4,242	1,660	1,660	-	0
003-4.410.3.6750 Bldg Improvements	-	-	-	-	0
003-4.410.3.6762 Computer	-	1,340	807	-	533
003-4.410.3.6763 Ebooks/Adult	753	1,500	1,399	28	73
003-4.410.3.6765 Books/Children	10,997	5,618	3,689	762	1,168
003-4.410.3.6766 Books/Young A	1,997	2,000	1,479	136	386
003-4.410.3.6767 Books	3,201	-	-	-	0
003-4.410.3.6768 Periodicals	1,256	3,000	2,293	64	643
003-4.410.3.6769 Audio Visual	376	500	399	21	80
003-4.410.3.6770 AV/Youth	508	500	49	323	128
003-4.410.3.6771 Ebooks/Youth	1,581	1,600	1,008	293	299
Total Expenditures	\$ 590,036	\$ 690,459	\$ 407,198	\$ 10,729	\$ 272,532
ENDING BALANCE	\$ (27,645)	\$ 45	\$ 152,310		



**Library Monthly Budget Report
Library Fund State - General
March 4, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 3/4/2024	PROJ. BUDGET BALANCE 3/4/2024
Beginning Balances	\$ 2	\$ 4,155	\$ 4,155		\$ 4,155
Revenues:					
103-3.410.2.4432 Population Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
103-3.410.2.4440 State Grants	-	-	-	-	-
103-3.410.2.4442 Library State Revenues	7,158	6,000	5,803	-	197
103-3.410.4.4300 Interest Earned	-	-	-	-	-
103-3.410.4.4790 Trans In - Internal	-	-	-	-	-
Total Revenues	\$ 7,158	\$ 6,000	\$ 5,803	\$ -	\$ 197
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	1,346	4,500	69	209	4,222
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,659	1,500	1,495	-	5
Total Expenditures	\$ 3,005	\$ 6,000	\$ 1,565	\$ 209	\$ 4,226
ENDING BALANCE	\$ 4,155	\$ 4,155	\$ 8,394		



**Library Monthly Budget Report
Library Gifts - Spec Rev Fund
March 4, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 3/4/2024	PROJ. BUDGET BALANCE 3/4/2024
Beginning Balances	\$ 106,389	\$ 104,764	\$ 104,764		\$ 104,764
Revenues:					
167-3.410.2.4400 Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -
167-3.410.2.4440 State Grant	-	-	-	-	-
167-3.410.2.4461 Grants - Non Government	3,000	-	-	-	-
167-3.410.2.4700 Contributions	5,709	25,000	4,740	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3-410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	617	400	297	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	-	4,150	2,106	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 9,326	\$ 29,550	\$ 7,143	\$ -	\$ -
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	-	-	-	-	-
167-4.740.3.6721 Furniture & Fixtures	6,205	1,500	1,377	200	(77)
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	4,746	25,000	7,957	271	16,772
Total Expenditures	\$ 10,951	\$ 26,500	\$ 9,334	\$ 471	\$ 16,695
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 10,951	\$ 26,500	\$ 9,334	\$ 471	\$ 16,695
ENDING BALANCE	\$ 104,764	\$ 107,814	\$ 102,574		



**Library Monthly Budget Report
Capital Loan Note
March 4, 2024**

	2023-2024 CURRENT BUDGET	2023-2024 YTD ACTUAL
Beginning Balances	\$ -	\$ -
Expenditures:		
314-4.750.3.6727 Capital Outlay - Library	\$ 31,500	\$ 18,911
Total Expenditures	\$ 31,500	\$ 18,911
ENDING BALANCE	\$ -	\$ -

BILLS LIST 3/4/2024	PROJ. BUDGET BALANCE 7/3/2023
<u>\$ -</u>	<u>\$ -</u>
\$ 1,513	\$ 11,076
<u>\$ 1,513</u>	<u>\$ 11,076</u>

DRAKE COMMUNITY LIBRARY MATERIAL SELECTION POLICY

Introduction and Scope

The purpose of the Drake Community Public Library is to provide circulating and reference materials to meet the needs of library users regardless of age, sex, origin, background, or views. It is the policy of the library to select materials (including print and non-print media) that fulfill literary, informational, occupational, educational, and pleasurable recreational needs. Materials of contemporary and historical significance, permanent value, as well as materials for purely recreational interest will be provided in order to meet the needs of all members of the community.

The basic principles set forth in the American Library Association's publications, the "Library Bill of Rights", the "Freedom to Read", "Freedom to View" statement, and the "Labeling and Ratings" interpretation, shall be maintained in the selection of library materials. See Appendices A-F.

In choosing materials for its collection it is the intent of the library to serve all of the community, neither to promote nor to censor the ideas or opinion of any particular group within or outside Grinnell.

The Library does not consider it necessary or desirable to collect all materials on a subject if the materials tend to duplicate each other. Because Burling Library at Grinnell College is open to the public, and because of the availability of materials in school media centers and on Interlibrary Loan, Drake Community Library does not attempt to act as a research library, nor to supply materials that relate only to the curriculum of the schools. Curricular items, however, that are also of interest to the general public or that might be considered a supplement to the curriculum will be considered for purchase.

The Library acts as a selector rather than a censor. In censoring, materials are intentionally withheld because of their content. In selecting, materials are judged in their entirety, balancing the item under consideration with the Library's present collection, community needs and desires, and budget. Works are viewed with regard to their value, authority and effectiveness of presentation.

Responsibility

Responsibility for materials selection rests with the Director, and those designated by the Director, working under the authority of and the policies determined by the Board of Trustees. Selectors attempt to identify community needs and determine areas of the collection that are inadequate and/or are out-of-date.

Because it is difficult to determine all community interests and needs, the Director welcomes recommendations from the public, the Board of Trustees, and staff. These suggestions are given immediate consideration and research is done to find professional reviews for each title. Such requests are subject to the normal selection criteria.

Legal, Medical, and Religious Works

Only those legal and medical works that are useful to laymen will be purchased. Advice in the areas of law and medicine will not be given.

Books proselytizing for the principles and practices of a specific religious denomination are not purchased with tax money.

Textbooks

The library does not attempt to purchase textbooks or other curriculum-related materials except as such materials also serve the general public.

Print on Demand

Print-on-demand or works published by subsidiary publishers will usually not be added unless they have been positively reviewed in established sources, received considerable media attention, or pertain directly to Iowa or Iowa history.

Donations

The Drake Community Library may accept donations of real or personal property at the discretion of the Director and the Board of Trustees. Donations will be received as detailed in the Drake Community Library Donations Policy.

Selection Aids

The Director relies on professional reviews and recommendations in library journals as the major sources of information in making acquisitions. Subject bibliographies and books listing basic library collections are used, as well as the recommendations of professionals in fields relating to the books under consideration. No one source is used exclusively.

Evaluation and Withdrawal

To keep the collection current and to meet the needs of the library's users, materials are evaluated on an ongoing basis. Items that are no longer considered useful may be withdrawn. Criteria for withdrawal may include currency of information, inclusion in standard bibliographic sources, circulation history, or physical condition. No single criterion will be applied automatically to identify an item for withdrawal.

Use of Library Resources

Each item selected for the library is judged on its own merit. Materials purchased will not be marked to show approval or disapproval of their contents or any parts thereof. No item will be sequestered except to protect it from injury or theft. Responsibility for the reading by children rests with the parents or legal guardian. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate. Library **user's** patron's concerns regarding the presence or absence of any library materials shall be presented to the Director.

Request for Reconsideration of Materials

The library welcomes comments and criticisms of its collections. However, no citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the library's

shelves. A library user who is not satisfied with the Director's determination and wishes to make a request will obtain the following copies from the Director or Assistant Director:

1. ALA's Library Bill of Rights (Appendix A)
2. ALA's Freedom to Read Statement (Appendix B)
3. ALA's Freedom to View Statement (Appendix C)
4. ALA's Labeling and Rating System (Appendix D)
5. Request for Reconsideration of Materials (Appendix E)

- For a request for reconsideration to be considered, the form must be signed and completed in full.
- The patron submitting the request must be a resident of the Drake Community Library's service area and hold a valid library card.
- Once the request for reconsideration has been submitted to the Director, the Board of Trustees will determine appropriate action according to normal parliamentary procedure of the Board.

The Board declares, as a matter of firm principle, that no challenged library material shall be removed from this library under any putative legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

- An item will only be evaluated for reconsideration once in a twelve-month period.
- The board of directors reserves the right to limit the length of public comments to 2 minutes per individual.

Reviewed 9/09

Revised 01/14

Revised 12/16

Reviewed 01/20

Reviewed 01/22

Revised 03/22

Revised 02/24

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Material Selection Policy, Appendix C

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Labels on library materials may be viewpoint-neutral directional aids designed to save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the material. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Many organizations use rating systems as a means of advising either their members or the general public regarding the organizations' opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the Library Bill of Rights. When requested, librarians should provide information about rating systems equitably, regardless of viewpoint.

Adopting such systems into law or library policy may be unconstitutional. If labeling or rating systems are mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed

there by, or with permission of, the copyright holder—could constitute expurgation. In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009.

Material Selection Policy, Appendix E

REQUEST FOR RECONSIDERATION OF MATERIALS

Author Title

Publisher (if known)

Request initiated by _____

Address _____ Telephone _____

Individual represents: ___ Self ___ Organization (Please list name) _____

(Use back of form if necessary.)

1. To what in the material do you object? (Please be specific; cite pages)

2. What do you feel might be the result of using (or reading) this material?

3. For what age group would you recommend this material?

4. Is there anything good about this material?

5. Did you read, view, or listen to the entire work?
If not, what parts?

6. What do you believe is the theme of this material?

7. What would you like your library to do about this material?

8. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of this subject?

Signature

Date

Material Selection Policy, Appendix E

REQUEST FOR RECONSIDERATION OF MATERIALS

The trustees of Drake Community Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Drake Community Library
930 Park St.
Grinnell, IA 50112

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title:

Author/Producer:

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Invoice



SirsiDynix[®]

Page 1
Invoice INV15535
Date 13-Dec-2023

Sirsi Corporation

3300 North Ashton Blvd Ste 500
Lehi, UT 84043
Phone 1-800-288-8020

Bill To: Drake Community Library

930 Park Street
Grinnell, Iowa 50112

Reference #	Due Date
	12-Jan-2024

Description	Amount
Enriched Content Enterprise eResource Central SirsiDynix Core Web Reporter ----- Effective period January 1, 2024 through December 31, 2024	

Invoice Currency is USD

For questions or concerns, please contact:
@ AccountsReceivable@sirsidynix.com
Or call 1-800-288-8020

Subtotal	\$25,357.33
Tax	\$0.00
Total	\$25,357.33

Payment by bank transfer to:

Account Name: Sirsi Corporation
Bank Name & Address: Wells Fargo Bank, 299 S.
Main Street, Salt Lake City, UT 84111
Account #: 4121523732
ABA: 121000248
Swift #: WFBUS65

Payment by check to:

Name: Sirsi Corporation
Address: #774271 PO Box 854271, Minneapolis, MN
55485-4271

Attention Canadian customers: Tax breakdowns are included in the body of the email this invoice was sent on.

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.
International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

If paying by wire please reference the invoice number on your bank instructions.

City of Oakland Acres
39 Fore Seasons Drive
Grinnell, IA 50112

March 1, 2024

Dear City Council Members:

The City of Oakland Acres has held a contract for library services with Drake Community Library (DCL), for many years providing complete access to our resources and services (See list on back).

These services, the library facility, and library personnel are primarily funded by Grinnell property tax dollars. The City of Grinnell provides \$58.22 per capita to fund its public library. The average per capita cost for Iowa cities with less than 500 residents is \$40.38. Currently, the city of Oakland Acres is paying \$4.54 per capita through its contract with DCL.

The goal is to have Oakland Acres at a per capita rate equal to fifty percent of the average rate for a city with less than 500 residents (\$20.19). To accomplish this goal the contract amount will need to be raised each year until the amount reaches the goal amount. The chart below specifies these incremental changes.

To assure fair and equitable tax support of libraries among residents of Grinnell and residents of contracting cities, the trustees of Drake Community Library have approved the following amounts going forward.

FY	Contract Amount	Per Capita Amount (based on 2020 Census Data)
2025-no change	\$805.26	\$4.54
2026	\$1,358.93	\$7.67
2027	\$1,912.60	\$11.25
2028	\$2,466.27	\$13.93
2029	\$3,019.94	\$17.06
2030	\$3,573.61	\$20.19

This increase is necessary to bring the contract rate closer to a figure that better represents the cost of providing services to your community. Your current contract is in effect through June 30, 2024. In May I will be sending a new contract for services in the amount of \$805.26 with the increases beginning FY26.

If you have questions or concerns you are most welcome to attend a library board of trustees meeting. These normally take place on the 4th Wednesday of each month at 5:15 p.m. Please contact me no later than 24 hours before the meeting time if you would like to be included on the agenda.

On behalf of the trustees of Drake Community Library,
Sincerely,

Karen Neal
Library Director

Kellogg Municipal Building
PO Box 45
Kellogg IA 50135

March 1, 2024

Dear City Council Members:

The City of Kellogg has held a contract for library services with Drake Community Library (DCL), for many years providing complete access to our resources and services (See list on back).

These services, the library facility, and library personnel are primarily funded by Grinnell property tax dollars. The City of Grinnell provides \$58.22 per capita to fund its public library. The average per capita cost for Iowa cities with less than 500 residents is \$40.38. Currently, the city of Kellogg is paying \$2.20 per capita through its contract with DCL.

Our goal is to have Kellogg at a per capita rate equal to fifty percent of the average rate for a city with less than 500 residents (\$20.19). To accomplish this goal the contract amount will need to be raised each year until the amount reaches the goal amount. The chart below specifies these incremental changes.

To assure fair and equitable tax support of libraries among residents of Grinnell and residents of contracting cities, the trustees of Drake Community Library have approved the following amounts going forward.

FY	Contract Amount	Per Capita Amount (based on 2020 Census Data)
2025-no change	\$1,309.00	\$2.20
2026	\$3,457.88	\$5.79
2027	\$5,606.76	\$9.39
2028	\$7,755.64	\$12.99
2029	\$9,904.52	\$16.59
2030	\$12,053.40	\$20.19

This increase is necessary to bring the contract rate closer to a figure that better represents the cost of providing services to your community. Your current contract is in effect through June 30, 2024. In May I will be sending a new contract for services in the amount of \$1,309.00 with the increases beginning FY26.

If you have questions or concerns you are most welcome to attend a library board of trustees meeting. These normally take place on the 4th Wednesday of each month at 5:15 p.m. Please contact me no later than 24 hours before the meeting time if you would like to be included on the agenda.

On behalf of the trustees of Drake Community Library,
Sincerely,

Karen Neal
Library Director

City of Searsboro
400 3rd Street
Searsboro, IA 50242

March 1, 2024

Dear City Council Members:

The City of Searsboro has held a contract for library services with Drake Community Library (DCL), for many years providing complete access to our resources and services (See list on back).

These services, the library facility, and library personnel are primarily funded by Grinnell property tax dollars. The City of Grinnell provides \$58.22 per capita to fund its public library. The average per capita cost for Iowa cities with less than 500 residents is \$40.38. Currently, the city of Searsboro is paying \$2.21 per capita through its contract with DCL.

Our goal is to have Searsboro at a per capita rate equal to fifty percent of the average rate for a city with less than 500 residents (\$20.19). To accomplish this goal the contract amount will need to be raised each year until the amount reaches the goal amount. The chart below specifies these incremental changes.

To assure fair and equitable tax support of libraries among residents of Grinnell and residents of contracting cities, the trustees of Drake Community Library have approved the following amounts going forward.

FY	Contract Amount	Per Capita Amount (based on 2020 Census Data)
2025-no change	\$281.24	\$2.21
2026	\$737.82	\$5.81
2027	\$1,194.40	\$9.40
2028	\$1,650.98	\$13.00
2029	\$2,107.56	\$16.59
2030	\$2,564.14	\$20.19

This increase is necessary to bring the contract rate closer to a figure that better represents the cost of providing services to your community. Your current contract is in effect through June 30, 2024. In May I will be sending a new contract for services in the amount of \$1,054.30 with the increases beginning FY26.

If you have questions or concerns you are most welcome to attend a library board of trustees meeting. These normally take place on the 4th Wednesday of each month at 5:15 p.m. Please contact me no later than 24 hours before the meeting time if you would like to be included on the agenda.

On behalf of the trustees of Drake Community Library,
Sincerely,

Karen Neal
Library Director

Town of Malcom
Box 66
Malcom, IA 50157-0066

March 1, 2024

Dear City Council Members:

The Town of Malcom has held a contract for library services with Drake Community Library (DCL), for many years providing complete access to our resources and services (See list on back).

These services, the library facility, and library personnel are primarily funded by Grinnell property tax dollars. The City of Grinnell provides \$58.22 per capita to fund its public library. The average per capita cost for Iowa cities with less than 500 residents is \$40.38. Currently, the town of Malcom is paying \$4.02 per capita through its contract with DCL.

Our goal is to have Malcom at a per capita rate equal to fifty percent of the average rate for a city with less than 500 residents (\$20.19). To accomplish this goal the contract amount will need to be raised each year until the amount reaches the goal amount. The chart below specifies these incremental changes.

To assure fair and equitable tax support of libraries among residents of Grinnell and residents of contracting cities, the trustees of Drake Community Library have approved the following amounts going forward.

FY	Contract Amount	Per Capita Amount (based on 2020 Census Data)
2025-no change	\$1,054.30	\$4.02
2026	\$1,901.40	\$7.26
2027	\$2,748.50	\$10.49
2028	\$3,595.60	\$13.72
2029	\$4,442.70	\$16.96
2030	\$5,289.80	\$20.19

This increase is necessary to bring the contract rate closer to a figure that better represents the cost of providing services to your community. Your current contract is in effect through June 30, 2024. In May I will be sending a new contract for services in the amount of \$1,054.30 with the increases beginning FY26.

If you have questions or concerns you are most welcome to attend a library board of trustees meeting. These normally take place on the 4th Wednesday of each month at 5:15 p.m. Please contact me no later than 24 hours before the meeting time if you would like to be included on the agenda.

On behalf of the trustees of Drake Community Library,
Sincerely,

Karen Neal
Library Director

Iowa Community Corps AmeriCorps Program 2023-2024 Host Site Application



INSTRUCTIONS

Program Overview

The Iowa Community Corps is a Public Health AmeriCorps program that partners AmeriCorps Members with host site organizations responding to public health needs through food security and resource navigation efforts. AmeriCorps Members will support special projects that increase capacity, quality, and cultural competency of their host site organization's service delivery. Iowa Community Corps members will also build human infrastructure for organizations through volunteer and community engagement. Lastly, Iowa Community Corps members will receive training and professional development to help build a strong workforce of Community Health Workers in Iowa. Eligible projects must have a health inequities lens while narrowing the focus to food security and access to social services. The program year is January 5, 2024 through August 31, 2024.

Project Proposal

An organization or community will identify a specific project(s) need with a focus on either food security or resource navigation. Capacity Building projects support current community efforts through program development, outreach and volunteer engagement, and systems or resource development.

Member Activities

The proposed member service activities will support or enhance program delivery, or increase, expand, or enhance efficiency, effectiveness, scale or reach to provide lasting positive outcomes for the benefiting community. Examples of AmeriCorps member services activities include organizing service days and events to increase citizen engagement, encouraging and promoting volunteerism, and developing collaborative relationships between organizations and citizens, developing new programs or services in an organization seeking to expand, developing systems to improve efficiency or effectiveness, and conducting research and asset mapping to strengthen an organization's ability to meet community needs. Members must also complete the mandatory Community Health Worker Professional Skills training program (approx 40 hours).

AmeriCorps members may not participate in the set of activities prohibited by AmeriCorps (see attachment). AmeriCorps members are not staff or employees of the host site, and they may not engage in activities that would displace or supplant paid staff, contractors, or existing volunteers.

AmeriCorps Member Benefits

Members receive a living allowance, paid by the program, to help meet the living expenses incurred while serving in the AmeriCorps program. Upon successful completion of the term of service, the member will receive a Segal Education Award from the National Service Trust. Student loan deferment, forbearance or forgiveness opportunities are available depending on the type of student loan. Members will also receive a Community Health Worker Certification upon successful completion of the Community Health Workers Professional Skills Training Program.

Recruitment

It is the responsibility of the host site to participate in the recruitment, interview process, and selection of the member. The host site is encouraged to identify potential candidates and to use local networks to spread the message of the opportunity to serve. AmeriCorps program staff will support host site recruitment efforts by posting the position to MyAmeriCorps and connecting applicants to the host site.

Host Site Selection

Applications are accepted on a rolling basis. A representative from the host site must be available for a meeting with the AmeriCorps program team prior to selection. The program will continue to accept host site applications until all available member slots are awarded.

For assistance in completing the application, contact Erin Hardigree (515.415.0065), AmeriCorps Program Planner. Submit completed application to: erin.hardigree@idph.iowa.gov

COMMUNITY HEALTH WORKER

PROFESSIONAL SKILLS TRAINING ONLINE

Developing and building the skills of new and seasoned Community Health Workers and other front-line professionals committed to advancing community health.

WHAT EXACTLY IS A COMMUNITY HEALTH WORKER?

Community Health Worker (CHW) is an umbrella term. Their job titles are as diverse as the communities, sites and roles in which CHWs serve. CHWs focus on improving individual and community health and health access. They forge connections where people live, learn, work, worship and heal, from the inner city to rural communities. (c3project.org)

Just as CHW job titles vary, so do the roles, populations of focus and specific responsibilities. However, roles tend to fall within the following:

1. Cultural mediation among individuals, communities, and health and social service systems
2. Providing culturally appropriate health education and information
3. Care coordination, case management, and system navigation
4. Providing coaching and social support
5. Advocating for individuals and communities
6. Building individual and community capacity
7. Providing direct service and education
8. Implementing individual and community assessments
9. Conducting outreach and program enrollment
10. Participating in evaluation and research

One thing is well known—CHWs are a rapidly growing component of the healthcare workforce in this country. The U.S. Department of Labor anticipates a 17% increase in the CHW workforce between 2020-2030, which is much faster than the average for all occupations. (U.S. Department of Labor, Bureau of Labor Statistics)

WHAT IS DRIVING THE GROWTH OF THE CHW ROLE?

- Growing recognition that social determinants impact the health and well-being of individuals and communities
- Importance of reaching underserved, marginalized and cultural segments of communities to improve health status and reduce risk
- Enrollment of targeted populations into healthcare or social services programs
- Improving engagement of attributed populations
- Increasing the diversity of the healthcare team to best serve patients' physical, emotional and social needs

WHY IS CHW TRAINING IMPORTANT?

The educational background of CHWs is varied, ranging from high school to college level graduates. The CHW is often hired for their “soft skills” of relationship-building, cultural competence, and connection or experience with the target population. The complex knowledge and skills of healthcare engagement and navigation are new to most, as is the dynamic of operating within a team-based environment.

Most professions, particularly in healthcare, require training in order to achieve and/or maintain certification or licensure. As an emerging workforce, in many areas of the country there are limited or no requirements for CHWs. To ensure CHWs are skilled and effective in their work, payers, health systems and community-based organizations are increasingly seeking and investing in training CHWs. This training meets the national standard for Department of Labor Registered CHW Apprenticeship.



COACHING | OUTREACH | RELATIONSHIP | ENGAGEMENT
Skills Development for Community Health Workers

CHW PROFESSIONAL SKILLS TRAINING ONLINE

This skills-based course includes five courses covering the following topics:

Course 1: Introduction to Community Health Work: The Big Picture

- Module 1 The Role of Community Health Workers
- Module 2 The Evolution of the Community Health Worker
- Module 3 Introduction to Public Health
- Module 4 Healthcare and Health Policy
- Module 5 Healthcare for All: Promoting Health Equality

Course 2: Core Competencies for Providing Direct Services Overview

- Module 6 Cultural Humility, implicit bias
- Module 7 Guiding Principles
- Module 8 Conducting Initial Client Interviews

Course 3: Core Competencies, Part 2/Enhancing Client Interactions

- Module 9 Client-Centered Counseling for behavior change
- Module 10 Care Management
- Module 11 Home Visiting

Course 4: Enhancing Professional Skills

- Module 12 Stress Management and Self Care
- Module 13 Conflict Resolution
- Module 14 CHW Professional Skills

Course 5: Applying Core Competencies to Key Health Issues

- Module 15 Chronic Conditions Management
- Module 16 Promoting Healthy Eating/Active Living
- Module 17 Trauma and Recovery
- Module 18 Health Outreach and Navigating Community-based Resources
- Module 19 Managing COVID Response and Recovery
- Module 20 Evaluation and Research

CHW ASYNCHRONOUS PROFESSIONAL SKILLS TRAINING ONLINE

The CHW Professional Skills Training is delivered as five asynchronous courses (approximately 30 hours) that are available on-demand at the learner's convenience. In addition to the recorded training, learners will complete quizzes, assignments, and participate in four blended learning (live virtual) discussion sessions.

Enrollment to begin the 1st Quarter of 2023!



NEW!

Grant Funding will
make CHW training in
Iowa more accessible
than ever!

PRICING

CHW Professional Skills Training - \$988 per participant.

Special opportunities are available for Iowa residents and individuals employed in Iowa to receive scholarships and stipend support.

ACCREDITATION

Successful completion of the CHW Professional Skills Training results in the award of a non-credit certificate from the Des Moines Area Community College, or other Iowa community college of choice, and a competency certificate from the Iowa Chronic Care Consortium. Additionally, opportunities for CEUs and CMEs may be available to licensed healthcare professionals for this training.

INFORMATION

To learn more information about CHW Training online, please contact Deb Kazmerzak at deb.kazmerzak@iowacc.com or 515-554-3788 or visit us at: www.iowacc.com.