

Tentative Agenda
Drake Community Library Board of Trustees
March 27, 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 February 28, 2023, Board Meeting minutes and March 15, 2024 Special Board Meeting minutes.

D. Communications

1. February DCL Endowment Fund report.

E. Report of Director

1. February 2024 Statistical Report
2. Community Navigator position
3. Update on status of Peery Bequest

F. Committee reports

Building and grounds -
Finance and salary
Personnel-
Long range planning -
Policy -

H. Trustee report -

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

J. Old business-

1. Building maintenance update.

K. New Business-

1. Discuss and approve Mackenzie Zylstra for vacant page position
2. Discuss and approve wages for Mackenzie Zylstra
3. Discuss and approve Unattended Child Policy
4. Discuss and approve Special Event Policy

L. Trustee Continuing Education-

1. Boardroom Series: Basically Incredible Boards
Thursday, Apr. 18, 6:00 p.m. - 7:30 p.m.

Next regular board meeting- April 24, 2024, at 5:15pm

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

February 28, 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:** *_X_Elfenbein _X_Hardin X_Hammond_X_Lindley _X_McFee (attended a short time)*
X_Pagliai _Swick Others: X_Neal X_Snow X_Wingenter

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

B. APPROVAL OF AGENDA:

Hammond moved and Pagliai seconded approval of the agenda.

C. APPROVAL OF MINUTES:

Hammond moved and Pagliai seconded approval of the January 24, 2024, Board Meeting minutes.

Roll call vote:

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

COMMUNICATIONS:

D. REPORT OF DIRECTOR:

1. January 2024 Statistical Report discussed.
2. State accreditation has been submitted.
3. George Drake Memorial Reception: March 10, 2-3:30pm.
4. Current legislative update.
5. ILA Legislative Day is March 5.
6. Board encouraged to attend the Chamber awards on March 7.

E. COMMITTEE REPORTS:

Building and Grounds: reported on options being considered for repair using capital funds.

Finance and Salary:

Personnel:

Long Range Planning:

Policy:

F. TRUSTEE REPORT:

G. FINANCIAL REPORT AND APPROVAL OF BILLS:

1. Financials were reviewed. Pagliai moved and Lindley seconded the approval of bills payable in March.

Roll call vote:

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

H. OLDBUSINESS:

1. More discussion about building maintenance projects that fit into the capital funding timeline. Hammond moved and Lindley seconded approval for moving forward with the base bid to fix the items listed.

Roll call vote:

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

I. NEW BUSINESS:

1. Nicole Behrens from the Greater Poweshiek Community Foundation discussed how the endowment works and what disbursements would look like.
2. Pagliai moved and Hammond seconded approval of the revisions to the Material Selection Policy.

Roll call vote:

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

3. Lindley moved and Hammond seconded approval of paying SirsiDynix our yearly subscription fee.

Roll call vote:

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

4. Lindley moved and Pagliai seconded approval of sending letters to our contracting cities with a 5-year plan to increase their per capita contributions.

Roll call vote:

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

5. Lindley moved and Hammond seconded approval to pursue hosting a Community Health Worker through an AmeriCorps grant with the Department of Public Health.

Roll call vote:

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

J. TRUSTEE CONTINUING EDUCATION:

Meeting adjourned at 6:30 p.m.

Next regular meeting: March 27, 2024, at 5:15 p.m.

Adrienne Hardin
Library Board
President

Karen Neal
Library Director
Recording Secretary

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

March 15, 2024, 10:00am

Drake Community Library Board Room

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

A. **ROLL CALL:** *_X_Elfenbein_ X_Hardin _Hammond_X_ Lindley _X_McFee
_Pagliai X_Swick Others: X_Neal*

President Hardin called the meeting to order at 10:00am.

B. **APPROVAL OF AGENDA:**

McFee moved and swick seconded approval of the agenda.

C. **NEW BUSINESS:**

1. Swick motioned and Elfenbein seconded approval to hire Deacon Grayson as a Library Clerk

Roll call vote:

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

2. Elfenbein motioned and McFee seconded approval of the wage for Deacon Grayson.

Roll call vote:

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

Meeting adjourned at 10:06a.m.

Next regular meeting: March 27, 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
February 01, 2024 through February 29, 2024

Fund Activity Summary

	<u>Feb 2024</u>	<u>Jul 2023</u>
Beginning Balance	198,329.27	181,480.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	55.38	7,894.43
Investment Revenue	5,473.82	15,981.93
Totals	5,529.20	23,876.36

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	190.15	1,670.65
Interest Expense	0	-0.03
Other Expenses	0.54	18.78
Totals	190.69	1,689.40

Net Change	\$5,338.51	\$22,186.96
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Ending Balance	\$203,667.78	\$203,667.78
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	203,667.78
Total	203,667.78

Outstanding Fund Liabilities

No outstanding liabilities for the fund

DCL Circulation Stats by Borrower Types

February 2024

Btype Group	Current	Same month	Current	Previous
	Month	Previous	Current	Previous
	Total	Year	YTD	YTD
Area Resident	3,182	3497	27,303	25134
Open Access Borrower	171	264	1,688	1835
Grinnell College Student	155	167	1,173	887
Youth	329	415	3,019	3667
Open Access Youth	17	6	150	10
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	3,854	4,349	33,333	31,533
Bk Del (Homebound)	65	72	525	527
Bk Del (Books in Baskets)	102	86	778	789
BOOK DELIVERY	167	158	1,303	1,316
Educator	268	393	2,340	485
Library Program Materials	16	37	381	617
Home School Provider (phasing out)	na	0	na	1093
Preschool Teachers (phasing out)	na	0	na	629
Teacher G-N Schools (phasing out)	na	0	na	904
Teacher Not G-N Schools (phasing out)	na	0	na	118
EDUCATION SUPPORT	284	430	2,721	3,846
ILL sent to other libraries	38	50	393	389
LP sent to other libraries	23	29	486	244
SPECIAL LOAN	61	79	879	633
TOTAL	4,366	5,016	38,236	37,328

Online Learning and Reference Databases

Reference Solutions Directory Searches	0	5	29	184
Mango Language Program Sessions	9	28	327	62
Brainfuse	0	0	2	29
Ancestry.com Searches	126	311	334	1372
Heritage Quest Searches	0	11	2	137
Niche Tutorial Views	11	29	160	281
Craft & Hobby (starting Sept 1)	4	na	30	na

**DCL Other Services
February 2024**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	354	352	3085	3222
Children's Computers	196	133	1437	878
TOTAL COMPUTER SESSIONS	550	485	4522	4100
Distinct Users This Month	143	125		
Guest Logins	64	45		
MEETING ROOM USE				
Business Groups	14	7	91	41
Community Groups	51	73	364	378
Public Forums	0	0	6	5
Drop-In & Other Use	41	34	272	208
Total Groups	106	114	733	632
Business People	73	45	604	188
Community People	976	1046	5731	5937
Public Forum People	0	30	345	230
Drop-In & Other Use	119	47	510	361
Total People Count	1168	1168	7190	6716
LIBRARY PROGRAMS				
Adult programs (includes Book Delivery)	15	7	54	55
Young Adult programs	2	1	16	20
Children programs	21	15	191	161
Total In Person Programs Offered	38	23	261	236
Adult attendance	444	143	949	893
Young Adult attendance	13	5	99	124
Child attendance	476	337	4867	3135
Total In Person Program Attendance	933	485	5915	4152
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	315	na	2180	na
ARCHIVE USE	35	49	206	266
VOLUNTEERS				
Number of	5	6	36	52
Total hours	28	28	177.5	213

DCL Circulation Stats by Item Types

February 2024

Item type Group		Current Month Total	Same month Previous Year	Current FY YTD	Previous YTD
	Book	1,780	1,960	14,928	14,771
	Special Book (7 day)	14	12	80	102
TOTAL ADULT BOOKS		1,794	1,972	15,008	14,873
TOTAL YA BOOKS		232	215	1,828	1,803
	YA Book	232	215	1,828	1,803
TOTAL CHILDREN'S BOOKS		1,859	2,336	17,068	16,870
	Children's Book	1,859	2,336	17,068	16,870
TOTAL PAPERBACKS		132	170	1,464	1,330
	Paperback	132	170	1,464	1,330
TOTAL AUDIO/VIDEO		149	161	1,371	1,339
	Adult Audio	37	36	339	391
	Adult Video	112	125	1,032	948
TOTAL YA AUDIO/VIDEO		4	7	38	23
	YA Audio	4	7	38	23
TOTAL CHILDREN'S AUDIO/VIDEO		101	90	168	513
	Children's Audio	14	24	81	105
	Children's Video	87	66	87	408
TOTAL MISCELLANEOUS		97	65	698	623
	Periodicals	33	20	286	218
	Equipment	13	8	92	78
	ILL from other libraries	51	35	306	307
	Misc. Other	0	2	14	20
Total Physical Item Circ		4,368	5,016	37,643	37,374
Total eBooks		864	778	6,973	6,749
	Bridges eBooks	864	778	6,973	6,749
Total eAudiobooks		855	767	6,834	5,887
	Bridges eAudiobooks	855	767	6,834	5,887
Total Freegal Downloads & Streams		333	340	3,768	3,141
	Freegal Downloads & Streams	333	340	3,768	3,141
Total eMagazines		170	47	998	482
	Bridges eMagazines	170	47	998	482
Total Kanopy Streaming Video		193	107	1,083	1,145
	Kanopy Streaming Video	193	107	1,083	1,145
Total eResource Downloads		2,415	2,039	19,656	17,404
TOTAL CIRCULATION		6,783	7,055	57,299	54,778

ONSITE USE

Door Count	5,011	4,434	37,579	40,136
Wireless Users	1,453	1,077	11,910	9,485

ONLINE OUTREACH

MAIN WEBSITE		Users	1,990	1,565	15,507	13,023
		Pageviews	6,888	3,772	54,387	32,238
		Clicks	496	492	3,948	3,912
LOCAL HISTORY WEBSITE		Users	398	385	3,087	2,930
		Pageviews	1,157	878	7,373	6,898
		Clicks	1,171	1,604	11,887	26,988
SOCIAL MEDIA REACH		DCL Facebook	6,976	6,923	47,796	46,235
		PHPP Facebook	18,388	13,137	328,882	85,298
		Grinnellstories on Instagram	721	956	7,015	8,241

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

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

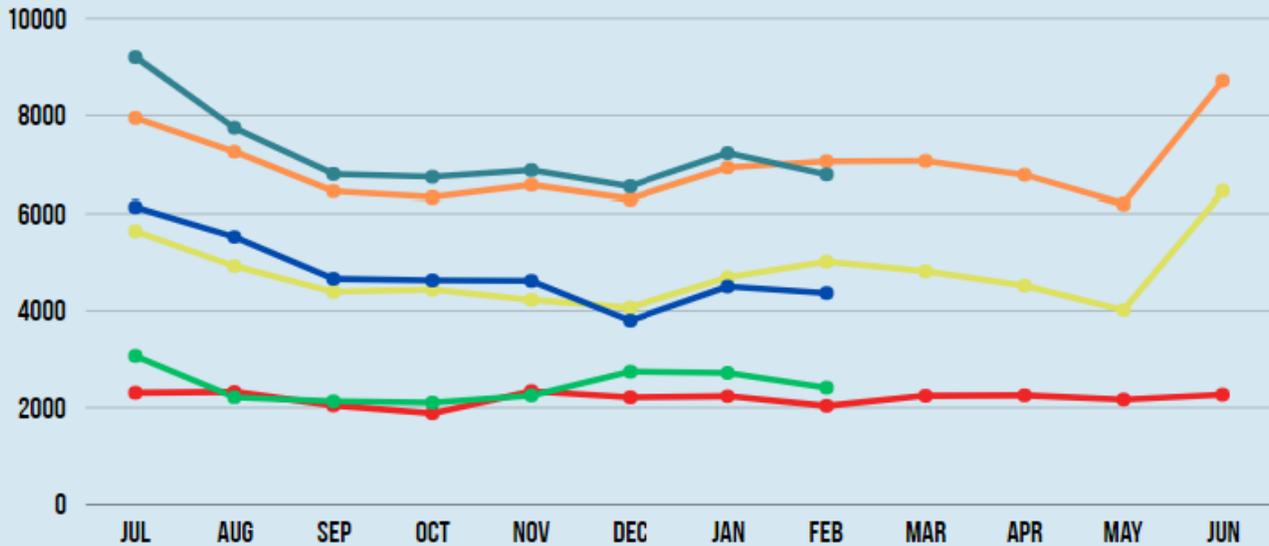
Clicks: How often someone clicked a link from Google to your site.

DRAKE COMMUNITY LIBRARY

FEBRUARY 2024

DCL CIRCULATION OVERVIEW

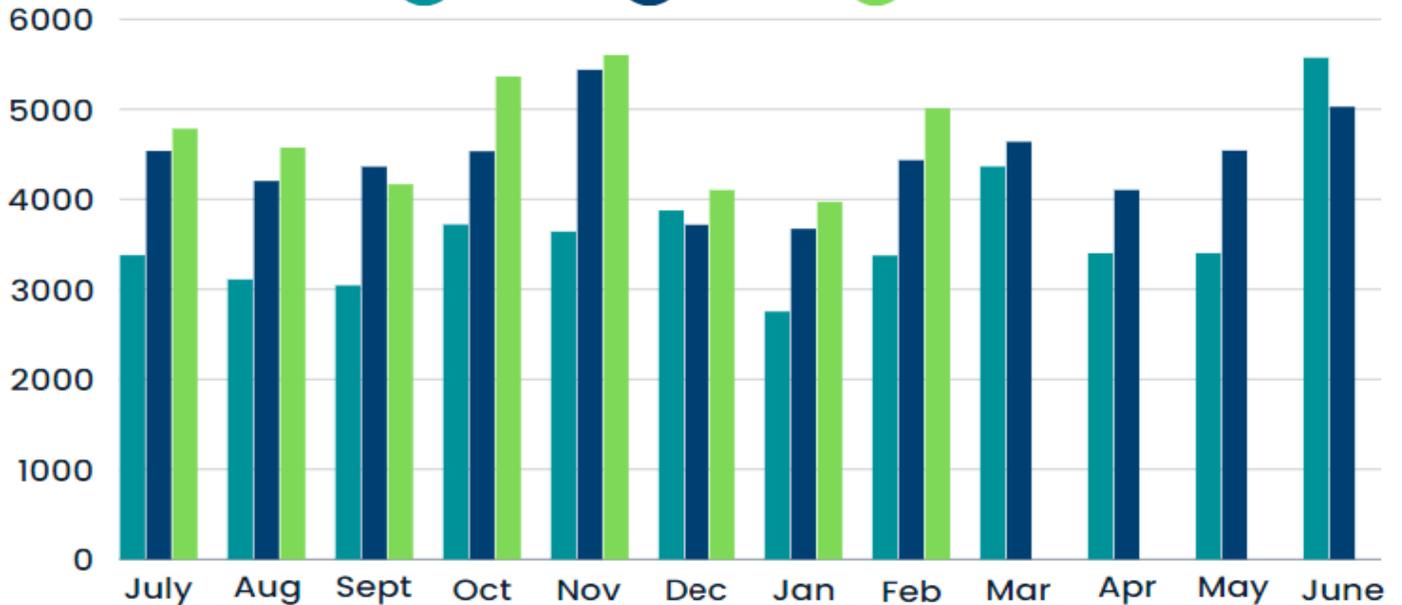
■ FY22-23 PHYSICAL ITEMS
 ■ FY22-23 DIGITAL ITEMS
 ■ FY22-23 TOTAL CIRC
■ FY23-24 PHYSICAL ITEMS
 ■ FY23-24 DIGITAL ITEMS
 ■ FY23-24 TOTAL CIRC



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

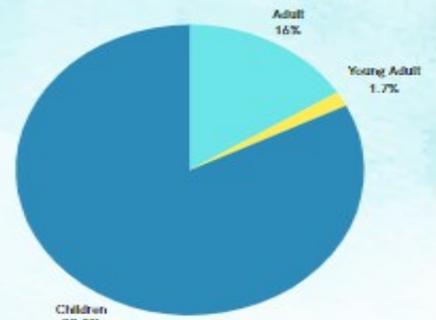


DRAKE COMMUNITY LIBRARY

FEBUARY 2024

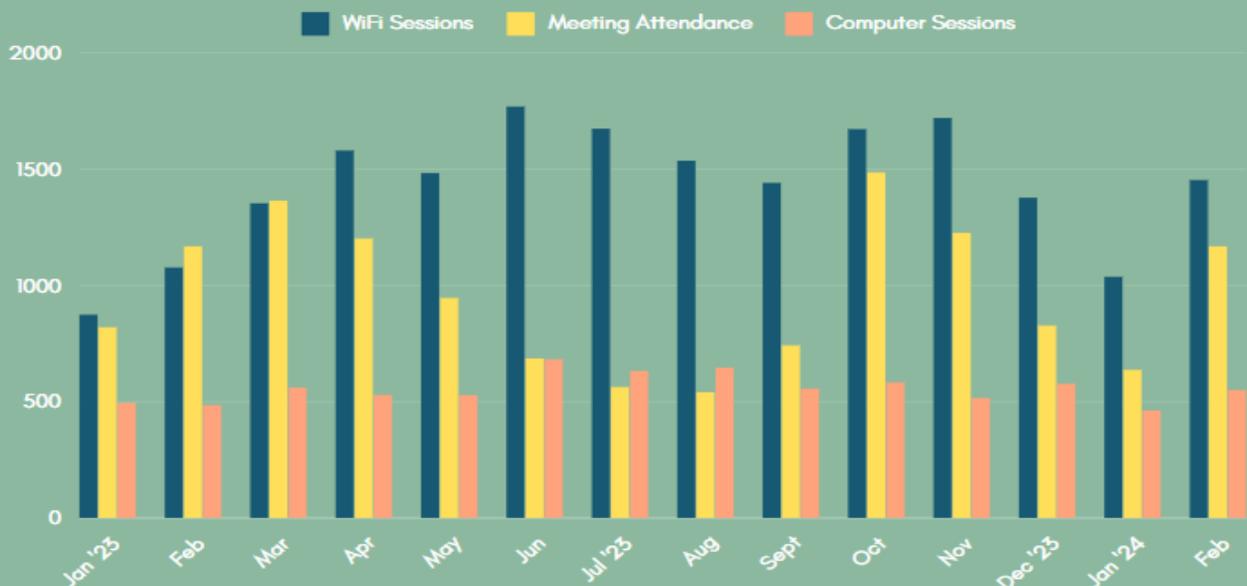
Library Program Attendance

Percentage by age group this fiscal YTD



OTHER KEY SERVICES

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





**Library Monthly Budget Report
General Fund
April 1, 2024**

		2022-2023	2023-2024	2023-2024	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
Beginning Balances		\$ -	\$ -	\$ -	4/1/2024	BALANCE
						4/1/2024
		\$	\$	\$	\$	\$
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 6,950	\$ 9,000	\$ 8,093	\$ -	\$ -
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	21,377	-	-
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	580,390	192,473	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	\$ 562,391	\$ 964,493	\$ 568,525	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 233,013	\$ 287,986	\$ 194,635	\$ -	\$ 93,351
003-4.410.1.6020	Part Time Salaries	160,743	195,495	134,460	-	61,035
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	7,000	-	0
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	1,147	14	182
003-4.410.1.6220	Meeting Registration	845	1,250	1,239	11	0
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	65	2,281
003-4.410.2.6371	Utilities	33,032	40,000	31,693	2,905	5,402
003-4.410.2.6373	Telephone	5,430	4,552	3,212	414	926
003-4.410.2.6409	General Insurance	19,858	26,565	7,086	-	19,479
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	351,308	48,105	28,036	275,166
003-4.410.2.6506	Office Supplies	5,999	5,500	3,846	1,266	389
003-4.410.2.6507	Program Operating Supplies	408	500	426	35	39
003-4.410.2.6508	Postage & Shipping	375	2,400	51	-	2,349
003-4.410.2.6513	Misc Supplies	2,520	2,500	1,327	-	1,173
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	1,469	118	414
003-4.410.2.6523	Program Young Ad	1,049	1,000	565	-	435
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	1,427	-	73
003-4.410.3.6765	Books/Children	10,997	5,613	4,450	267	895
003-4.410.3.6766	Books/Young A	1,997	2,000	1,614	11	375
003-4.410.3.6767	Books	3,201	5	5	-	0
003-4.410.3.6768	Periodicals	1,256	3,000	2,357	193	450
003-4.410.3.6769	Audio Visual	376	500	420	67	13
003-4.410.3.6770	AV/Youth	508	500	372	-	128
003-4.410.3.6771	Ebooks/Youth	1,581	1,600	1,301	117	182
	Total Expenditures	\$ 590,036	\$ 964,449	\$ 464,011	\$ 33,519	\$ 466,919
ENDING BALANCE		\$ (27,645)	\$ 44	\$ 104,514		



**Library Monthly Budget Report
Library Fund State - General
April 1, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 4/1/2024	PROJ. BUDGET BALANCE 4/1/2024
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	4,468	-	1,532
103-3.410.4.4300 Interest Earned	-	-	-	-	-
103-3.410.4.4790 Trans In - Internal	-	-	-	-	-
Total Revenues	\$ 7,158	\$ 6,000	\$ 4,468	\$ -	\$ 1,532
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	1,346	4,500	278	668	3,554
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	\$ 1,774	\$ 668	\$ 3,559
ENDING BALANCE	\$ 4,155	\$ 4,155	\$ 6,849		



Library Monthly Budget Report
Library Gifts - Spec Rev Fund
April 1, 2024

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 4/1/2024	PROJ. BUDGET BALANCE 4/1/2024
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	5,500	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	617	400	331	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	-	4,150	2,517	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 9,326	\$ 29,550	\$ 8,348	\$ -	\$ -
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	1,580	1,577	-	3
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	4,746	24,920	8,228	295	16,397
Total Expenditures	\$ 10,951	\$ 26,500	\$ 9,805	\$ 295	\$ 16,400
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 10,951	\$ 26,500	\$ 9,805	\$ 295	\$ 16,400
ENDING BALANCE	\$ 104,764	\$ 107,814	\$ 103,307		



**Library Monthly Budget Report
Capital Loan Note
April 1, 2024**

	2023-2024 CURRENT BUDGET	2023-2024 YTD ACTUAL
Beginning Balances	\$ -	\$ -
Expenditures:		
314-4.750.3.6727 Capital Outlay - Library	\$ 31,500	\$ 20,531
Total Expenditures	\$ 31,500	\$ 20,531
 ENDING BALANCE	 \$ -	 \$ -

BILLS LIST 4/1/2024	PROJ. BUDGET BALANCE 7/3/2023
<u>\$ -</u>	<u>\$ -</u>
\$ 1,358	\$ 9,611
<u>\$ 1,358</u>	<u>\$ 9,611</u>



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		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	8,092.66	9,000.00
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	21,377.25	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	580,389.98
	Revenue Total:	618,340.00	619,288.92	670,950.95	665,341.49	672,147.71	568,524.67	964,492.98
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	248,239.00	227,085.13	269,399.52	269,234.58	281,305.32	194,634.93	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	134,459.66	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	7,000.00	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	1,146.92	1,343.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	700.00	187.50	845.00	845.00	900.00	1,239.04	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	31,692.59	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	3,212.48	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	7,085.69	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	48,105.49	351,307.68

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 03/31/2024

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	3,845.50	5,500.00
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	385.01	500.00	443.02	500.00	425.87	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	1,327.26	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	1,468.61	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	565.09	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	1,426.77	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	4,450.21	5,613.00
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADU...	2,000.00	2,323.57	2,000.00	2,029.45	2,000.00	1,614.22	2,000.00
003-4.410.3.6767	LIBRARY - BOOKS	0.00	1,954.46	2,740.00	4,161.60	0.00	5.00	5.00
003-4.410.3.6768	LIBRARY - PERIODICALS	5,000.00	4,862.73	5,000.00	2,387.87	3,000.00	2,356.77	3,000.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	898.36	500.00	375.70	500.00	419.92	500.00
003-4.410.3.6770	LIBRARY - AV/YOUTH	500.00	530.58	500.00	508.01	500.00	371.55	500.00
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	1,600.00	0.00	1,600.00	1,588.43	1,600.00	1,301.15	1,600.00
	Expense Total:	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	464,010.71	964,448.68
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	104,513.96	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	4,467.68	6,000.00
	Revenue Total:	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	4,467.68	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	278.40	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	1,773.70	6,000.18
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	2,693.98	-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: 03/31/2024

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	5,499.91	25,000.00
167-3.410.4.4300	INTEREST EARNED	500.00	679.09	690.00	740.11	1,950.00	330.88	400.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	0.00	0.00	0.00	2,517.26	4,150.00
	Revenue Total:	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	8,348.05	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	1,576.57	1,580.00
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	20,000.00	20,000.00	5,457.72	25,000.00	8,228.04	24,920.00
	Expense Total:	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	9,804.61	26,500.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-1,456.56	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	20,530.95	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: 03/31/2024

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	14,460.00	14,460.00
Expense Total:	0.00	0.00	0.00	0.00	183,540.00	125,570.60	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	57,969.40	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	117,671.87	-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	568,524.67	964,492.98
Expense	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	464,010.71	964,448.68
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	104,513.96	44.30
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	6,900.00	4,993.68	7,159.00	7,158.47	5,800.00	4,467.68	6,000.00
Expense	6,500.00	4,993.68	7,159.00	7,158.29	5,800.00	1,773.70	6,000.18
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	2,693.98	-0.18
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	8,348.05	29,550.00
Expense	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	9,804.61	26,500.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-1,456.56	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	125,570.60	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	57,969.40	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	117,671.87	-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	104,513.96	44.30
103 - LIBRARY FUND STATE - GEN	400.00	0.00	0.00	0.18	0.00	2,693.98	-0.18
167 - LIBRARY GIFTS - SPEC REV	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-1,456.56	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	57,969.40	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	117,671.87	-87,443.17



Grinnell, IA

My Open Payable Report

As Of 04/01/2024

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 36183595	ACCESS SYSTEMS LEASING COPIER LEASE	04/01/2024	838.57	0.00	0.00	0.00	838.57	
							Payable Count: (1)	838.57
Vendor: 018200 3.11.24 DRAKE	ALLIANT ENERGY UTILITIES	04/01/2024	2,904.93	0.00	0.00	0.00	2,904.93	
							Payable Count: (1)	2,904.93
Vendor: 002581 13CF-CHKW-6PM7 13LR-KLHW-WCD7 16LF-HC1T-W4HV 17DR-VKNN-VNMV 19XL-R7JT-WMP9 1DFQ-D96X-VMTJ 1J1T-QT44-XF6T 1JP4-KQW9-WTKQ 1LMN-FRYL-WLLC 1LOF-TN3D-XPC1 1N4G-YJQF-V64N 1NFJ-MPVR-YX7Q 1PNH-D3GH-WXL1	AMAZON CAPITAL SERVICES SUPPLIES BOOKS/SUPPLIES SUPPLIES BOOKS SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES BOOK SUPPLIES BOOK	04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024 04/01/2024	-29.99 217.12 40.49 302.08 62.71 136.04 34.84 103.59 59.06 18.61 19.19 19.98 14.24	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	-29.99 217.12 40.49 302.08 62.71 136.04 34.84 103.59 59.06 18.61 19.19 19.98 14.24	
							Payable Count: (13)	997.96
Vendor: 001700 2038119091 2038137118 2038159656 2038168270	BAKER & TAYLOR -ENT #5103 BOOKS BOOKS BOOKS BOOKS	04/01/2024 04/01/2024 04/01/2024 04/01/2024	181.07 505.60 112.63 509.83	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	181.07 505.60 112.63 509.83	
							Payable Count: (4)	1,309.13
Vendor: 000562 2038134785 2038146892	BAKER & TAYLOR L530345 BOOKS BOOKS	04/01/2024 04/01/2024	47.21 8.54	0.00 0.00	0.00 0.00	0.00 0.00	47.21 8.54	
							Payable Count: (2)	55.75
Vendor: 008700 7444257	DEMCO SUPPLIES	04/01/2024	512.30	0.00	0.00	0.00	512.30	
							Payable Count: (1)	512.30
Vendor: 009720 1727377 2404555	EBSCO INFORMATION SERVICES MAG SUB MAG SUB	04/01/2024 04/01/2024	137.00 56.10	0.00 0.00	0.00 0.00	0.00 0.00	137.00 56.10	
							Payable Count: (2)	193.10
Vendor: 002042 65481	ELM USA, INC. MONTHLY MIN	04/01/2024	25.00	0.00	0.00	0.00	25.00	
							Payable Count: (1)	25.00
Vendor: 002628 872378	GIBSON, DEREK CLEANING SVC (MAR)	04/01/2024	1,790.00	0.00	0.00	0.00	1,790.00	
							Payable Count: (1)	1,790.00
Vendor: 099530 1577 1580	GRACE ELECTRIC RPR LIGHTS LIGHTING PROJECT	04/01/2024 04/01/2024	1,574.88 2,933.70	0.00 0.00	0.00 0.00	0.00 0.00	1,574.88 2,933.70	
							Payable Count: (2)	4,508.58
Vendor: 097045 9060413490	GRAINGER TP DISPENSER	04/01/2024	65.15	0.00	0.00	0.00	65.15	
							Payable Count: (1)	65.15
Vendor: 012700 10140	GRINNELL CHAMBER OF COMMERCE REG	04/01/2024	25.00	0.00	0.00	0.00	25.00	
							Payable Count: (1)	25.00
Vendor: 099579 4.1.24	IDA GROVE PUBLIC LIBRARY EASELS	04/01/2024	60.00	0.00	0.00	0.00	60.00	
							Payable Count: (1)	60.00

My Open Payable Report

As Of 04/01/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 095001 80743527	INGRAM LIBRARY SERVICES BOOKS	04/01/2024	192.59	0.00	0.00	0.00	192.59
						Payable Count: (1)	192.59
Vendor: 098028 691253	IOWA COMMUNICATIONS NETWORK NETWORK SVC	04/01/2024	8.33	0.00	0.00	0.00	8.33
						Payable Count: (1)	8.33
Vendor: 002707 3.15.24 DRAKE	MAHASKA COMMUNICATIONS GROUP, LLC TELEPHONE	04/01/2024	405.35	0.00	0.00	0.00	405.35
						Payable Count: (1)	405.35
Vendor: 089067 43689	MARTIN'S FLAG COMPANY, LLC FLAGS	04/01/2024	162.23	0.00	0.00	0.00	162.23
						Payable Count: (1)	162.23
Vendor: 095203 947588	MICRO MARKETING LLC LP BOOK	04/01/2024	22.39	0.00	0.00	0.00	22.39
948316	LP BOOKS	04/01/2024	99.49	0.00	0.00	0.00	99.49
948583	LP BOOKS	04/01/2024	69.58	0.00	0.00	0.00	69.58
948892	LP BOOKS	04/01/2024	74.40	0.00	0.00	0.00	74.40
						Payable Count: (4)	265.86
Vendor: 000848 4.1.24	NEAL, KAREN REIMB - MAILCHIMP	04/01/2024	45.00	0.00	0.00	0.00	45.00
						Payable Count: (1)	45.00
Vendor: 002016 06497CO24052414	OVERDRIVE, INC. AUDIO & EBOOKS	04/01/2024	117.00	0.00	0.00	0.00	117.00
06497CO24081486	AUDIO & EBOOK	04/01/2024	119.99	0.00	0.00	0.00	119.99
06497CP24066018	AUDIO/EBOOKS	04/01/2024	162.88	0.00	0.00	0.00	162.88
						Payable Count: (3)	399.87
Vendor: 030690 37174722	QUILL CORPORATION SUPPLIES	04/01/2024	118.00	0.00	0.00	0.00	118.00
37381155	SUPPLIES	04/01/2024	58.38	0.00	0.00	0.00	58.38
						Payable Count: (2)	176.38
Vendor: 032300 263059	SCHENDEL PEST CONTROL CO PEST CONTROL	04/01/2024	50.52	0.00	0.00	0.00	50.52
						Payable Count: (1)	50.52
Vendor: 021033 INV15535	SIRSI CORPORATION ANNUAL SUB	04/01/2024	25,357.33	0.00	0.00	0.00	25,357.33
						Payable Count: (1)	25,357.33
Payable Account 999-2020						Payable Count: (47)	Total: 40,348.93

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	47	40,348.93
Report Total:	47	40,348.93

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	47	40,348.93
Report Total:	47	40,348.93

DRAKE COMMUNITY LIBRARY RECEIPTS

February 29, 2024

	Previous balance		MTD		YTD
County tax	\$ 14,251.50		\$0.00	\$	14,251.50
Donations (incl. mtg room donations)	\$ 1,494.96	\$	223.11	\$	1,718.07
Fees (Contracting Cities, State Money)	\$7,566.52		\$0.00		\$7,566.52
Lost materials	\$ 344.61	\$	141.95	\$	486.56
Photocopy	\$ 1,796.75	\$	152.00	\$	1,948.75
Miscellaneous (replacement cards)	\$ 48.00	\$	6.00	\$	54.00
Rental		\$	-		
Total		\$	523.06	\$	26,025.40

Carryover from January 31, 2024	\$	75.00
Plus total from February 29, 2024	\$	523.06
Less undeposited receipts	\$	75.00
Total recorded at City Office	\$	523.06

GIFT ACCOUNT (167 detail)

Balance as of February 29, 2024	\$	101,412.00
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RECEIPTS

Barry Brewer	\$100.00
League of Women Voters	\$200.00
Tom & Emily Moore	\$200.00

Total Gift Revenue	\$	101,927.95
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EXPENDITURES

Mobile Beacon	\$	129.00
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Mobile Beacon		\$66.00
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Beasley Construction	\$	200.00
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Total Gift Expenditure		\$395.00
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Balance on February 29, 2024	\$	101,532.95
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DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Page

Effective Date: April 2, 2024

Hourly Wage: \$8.00 per hour

Employee: Mackenzie Zylstra

Mackenzie is filling a vacant Page position.

Approved March 27, 2024

Adrienne Hardin
President, Library Board of Trustees

Karen Neal
Library Director

DRAKE COMMUNITY LIBRARY POLICY ON UNATTENDED CHILDREN

In order to provide for the general welfare of all persons using Drake Community Library, and especially for the general safety of children, and, in order to prevent undue disruption of regular library activities, the following regulations have been adopted by the Board of Trustees, Drake Community Library.

Children **nine (9)** years of age or younger must have a responsible caregiver within visual contact and in their immediate vicinity while on library premises.

Exceptions may be made by library staff for children **age five (5)** and older who are attending select library programs. When an exception is made, the responsible caregiver is expected to remain in the library building and available during the program and to immediately join the child at the end of the program.

When library staff is made aware of an unattended child, library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, library staff will notify the police.

Although young persons **age ten (10)** and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. The Library's Behavior policy defines behaviors that will result in a request for the person to leave the library. A young person who is not able to leave the library without an adult should not be left alone at the library.

The Drake Community Library assumes no responsibility for children left unattended on library premises.

Reviewed 9/10

Revised 01/14

Reviewed 01/17

Reviewed 01/20

Revised 03/24

DRAKE COMMUNITY LIBRARY SPECIAL EVENTS POLICY

Purpose

The primary purpose of Drake Community Library facilities is to provide a public place where people have open access to informational and cultural resources. After these primary uses have been met, the Library may allow private entities use of the facility, on a rental basis, outside of the regular hours of library operation.

Definition

A special event is defined as an after-hours activity, and as such, is subject to requirements and allowances that may differ from the Drake Community Library Meeting Room Policy. Special events may include private celebrations such as weddings, as well as corporate and non-profit functions. The Board of Trustees of the Drake Community Library, or its designee, approves all special event usage of the Library.

General Rental Regulations

1. The Library facility may be reserved up to one year in advance of the special event.
2. The Library's south terrace, grounds, and interior spaces with the exception of staff areas will be available for use. Specific areas to be accessible will be determined at time of request and specified in the Rental Agreement (Appendix B).
3. The Library reserves the right to determine the potential for harm to facilities and may reject a special event request.
4. Due to the Library's extensive hours of operation, available dates are **limited to Sundays during the summer and holidays. Scheduling of events will also be** determined by the availability of staff and/or security personnel.
5. Use of the facility may be terminated at any time if the conduct of the group is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Groups renting space will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event.
6. Groups renting facility may not charge admission to their event.
7. Groups renting facility must provide their own setup and takedown and basic clean-up or employ outside catering and/or other services for these purposes.
8. Serving of beer and wine is allowed under provisions in the rental agreement. Spirits are not allowed on the premises of Drake Community Library.
9. In accordance with the Iowa Smoke Free Air Act, no smoking is allowed within the Library facility or on Library grounds.
10. No animals are allowed in the facility with the exception of service animals.

Fees and Agreements

1. A Preliminary Event Request (Appendix A) must be submitted to secure an event date.
2. A per day rental rate plus hourly charges for staffing and cleaning will be charged as detailed in the Rental Agreement.
3. The event host must provide the Library with a copy of an insurance policy outlining the individual, group, or organization's social host liability insurance coverage at least fourteen (14) days prior to the event. The social host liability insurance coverage must provide a minimum of \$1,000,000 (one million dollars) in liability coverage.
4. The Library must have the appropriate signed Rental Agreement and payment prior to the event date. Due date will be noted on the Rental Agreement. Potential for refund of fees will be specified in the Rental Agreement.

The Drake Community Library's Special Events Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies and the Special Events Rental Agreement.

06/17 Adopted

08/18 Revised / addition of Appendix C on a trial basis

06/20 Reviewed