

Tentative Agenda
Drake Community Library Board of Trustees
April 24, 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

B. Approval of Agenda

C. Approval of Minutes

1. Approval of March 27, 2023, Board Meeting minutes.

D. Communications

1. City of Malcom-end contract agreement.
2. March DCL Endowment Fund report.
3. Letter from GPCF about the endowment.

E. Report of Director

1. Thank you to Melissa Strovers: Strategic Planning
2. Staff Update
3. Memorial Trees
4. March 2023 Statistical Report

F. Committee reports

Building and grounds – Report on April 16 meeting

Finance and salary

Personnel-

Long range planning –

Policy –

H. Trustee report –

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

J. Old business-

1. Approve final plan for building improvements with Capital funds.

K. New Business-

1. Accept resignation of Dora Pimental
2. Accept resignation of Rachel Romero
3. Discuss and approve Display Policy
4. Discuss and approve Meeting Room Policy.
5. Discuss and approve yearly Arbon maintenance for lift.
6. Discuss and approve wording for memorial tree plaques.

L. Trustee Continuing Education-

Next regular board meeting- May 22, 2024, at 5:15pm

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

March 27, 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 _Swick Others: X_Neal X_Snow(arrived late) X_Wingerter*

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

B. APPROVAL OF AGENDA:

Lindley moved and Hammond seconded approval of the agenda.

C. APPROVAL OF MINUTES:

Lindley moved and Hammond seconded approval of the February 28, 2024, Board Meeting minutes.

Roll call vote:

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

Lindley moved and McFee seconded approval of the March 15, 2024, Special Board Meeting minutes.

Roll call vote:

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

D. COMMUNICATIONS:

The February DCL Endowment Fund report from Greater Poweshiek Community Foundation was discussed.

E. REPORT OF DIRECTOR:

1. February 2024 Statistical Report discussed.
2. AmeriCorps Community Navigator position is being advertised
3. Status of the Peery Bequest was discussed.

F. COMMITTEE REPORTS:

Building and Grounds:

Finance and Salary:

Personnel:

Long Range Planning:

Policy:

G. TRUSTEE REPORT:

H. FINANCIAL REPORT AND APPROVAL OF BILLS:

1. Financials were reviewed. Hammond moved and Lindley seconded the approval of bills payable in April.

Roll call vote:

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

2. Lindley moved and Hammond seconded approval of accepting the estimate from Hawkeye lock to fix the north most door of the west facing entrance.

Roll call vote:

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

I. OLDBUSINESS:

1. Continued discussion about building maintenance projects that fit into the capital funding timeline.

J. NEW BUSINESS:

1. McFee moved and Lindley seconded approval of Mackenzie Zylstra for the vacant page position.

Roll call vote:

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

2. McFee moved and Lindley seconded approval of the wage for Mackenzie Zylstra

Roll call vote:

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

3. Lindley moved and McFee seconded approval of revisions to the Unattended Child Policy.

Roll call vote:

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

4. McFee moved and Hammond seconded amending the Meeting Room Policy in place of a Special Events Policy.

Roll call vote:

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

K. TRUSTEE CONTINUING EDUCATION:

Pagliai reported on attending the Iowa Library Association's Legislative Day on March 5, 2024.

Meeting adjourned at 5:55 p.m.

Next regular meeting: April 24, 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
March 01, 2024 through March 31, 2024

Fund Activity Summary

	<u>Mar 2024</u>	<u>Jul 2023</u>
Beginning Balance	203,667.78	181,480.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	286.66	8,181.09
Investment Revenue	5,813.07	21,795.03
Totals	6,099.73	29,976.12

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	194.78	1,865.43
Other Expenses	6.03	24.81
Totals	200.81	1,890.24

Net Change	\$5,898.92	\$28,085.88
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Ending Balance	\$209,566.70	\$209,566.70
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	209,566.70
Total	209,566.70

Outstanding Fund Liabilities

No outstanding liabilities for the fund

**DCL Other Services
March 2024**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	417	396	3502	3618
Children's Computers	241	164	1678	1042
TOTAL COMPUTER SESSIONS	658	560	5180	4660
Distinct Users This Month	133	148		
Guest Logins	47	59		
MEETING ROOM USE				
Business Groups	14	4	105	45
Community Groups	53	67	417	445
Public Forums	0	1	6	6
Drop-In & Other Use	43	26	315	234
Total Groups	110	98	843	730
Business People	68	54	672	242
Community People	1055	1226	6786	7163
Public Forum People	0	40	345	270
Drop-In & Other Use	73	44	583	405
Total People Count	1196	1364	8386	8080
LIBRARY PROGRAMS				
Adult programs (includes Book Delivery)	16	6	70	61
Young Adult programs	2	1	18	21
Children programs	24	18	215	179
Total In Person Programs Offered	42	25	303	261
Adult attendance	349	91	1298	984
Young Adult attendance	13	11	112	135
Child attendance	596	439	5463	3574
Total In Person Program Attendance	958	541	6873	4693
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	271	na	2451	na
ARCHIVE USE	35	34	241	300
VOLUNTEERS				
Number of	4	6	40	58
Total hours	13.5	20	191	233

DCL Circulation Stats by Item Types

March 2024

Item type Group		Current Month Total	Same month Previous Year	Current FY YTD	Previous YTD
	Book	1,963	2,057	16,891	16,828
	Special Book (7 day)	21	13	101	115
TOTAL ADULT BOOKS		1,984	2,070	16,992	16,943
TOTAL YA BOOKS	YA Book	256	234	2,084	2,037
		256	234	2,084	2,037
TOTAL CHILDREN'S BOOKS	Children's Book	2,154	2,021	19,222	18,891
		2,154	2,021	19,222	18,891
TOTAL PAPERBACKS	Paperback	150	112	1,614	1,442
		150	112	1,614	1,442
TOTAL AUDIO/VIDEO	Adult Audio	33	54	372	445
	Adult Video	103	124	1,135	1,072
		136	178	1,507	1,517
TOTAL YA AUDIO/VIDEO	YA Audio	6	3	44	26
		6	3	44	26
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	15	12	96	117
	Children's Video	52	107	139	515
		67	119	235	632
TOTAL MISCELLANEOUS	Periodicals	53	16	339	234
	Equipment	10	11	102	89
	ILL from other libraries	51	42	357	349
	Misc. Other	0	3	14	23
		114	72	812	695
Total Physical Item Circ		4,867	4,809	42,510	42,183
	Bridges eBooks	887	981	7,860	7,730
	Bridges eAudiobooks	912	809	7,746	6,696
	Freegal Downloads & Streams	299	327	4,067	3,468
	Bridges eMagazines	181	50	1,179	532
	Kanopy Streaming Video	240	80	1,323	1,225
Total eResource Downloads		2,519	2,247	22,175	19,651
TOTAL CIRCULATION		7,386	7,056	64,685	61,834

ONSITE USE

Door Count	5,605	4,639	43,184	44,775
Wireless Users	1,401	1,353	13,311	10,838

ONLINE OUTREACH

MAIN WEBSITE	Users	1,983	1,954	17,490	14,977
	Pageviews	4,791	4,473	59,178	36,711
	Clicks	534	453	4,482	4,365
LOCAL HISTORY WEBSITE	Users	440	426	3,527	3,356
	Pageviews	958	957	8,331	7,855
	Clicks	735	1,719	12,622	28,707
SOCIAL MEDIA REACH	DCL Facebook	8,930	6,892	56,726	53,127
	PHPP Facebook	24,916	9,609	353,798	94,907
	Grinnellstories on Instagram	526	1,063	7,541	9,304

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.

DCL Circulation Stats by Borrower Types

March 2024

Btype Group	Current	Same month	Current	Previous
	Month	Previous	Current	Previous
	Total	Year	YTD	YTD
Area Resident	3,312	3545	30,615	28679
Open Access Borrower	174	250	1,862	2085
Grinnell College Student	271	179	1,444	1066
Youth	435	289	3,454	3956
Open Access Youth	0	1	150	11
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	4,192	4,264	37,525	35,797
Bk Del (Homebound)	69	64	594	591
Bk Del (Books in Baskets)	121	86	899	875
BOOK DELIVERY	190	150	0	1,466
Educator	312	251	2,652	736
Library Program Materials	35	18	416	635
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	347	269	3,068	4,115
ILL sent to other libraries	69	59	462	448
LP sent to other libraries	69	72	555	316
SPECIAL LOAN	138	131	1,017	764
TOTAL	4,867	4,814	41,610	42,142

Online Learning and Reference Databases

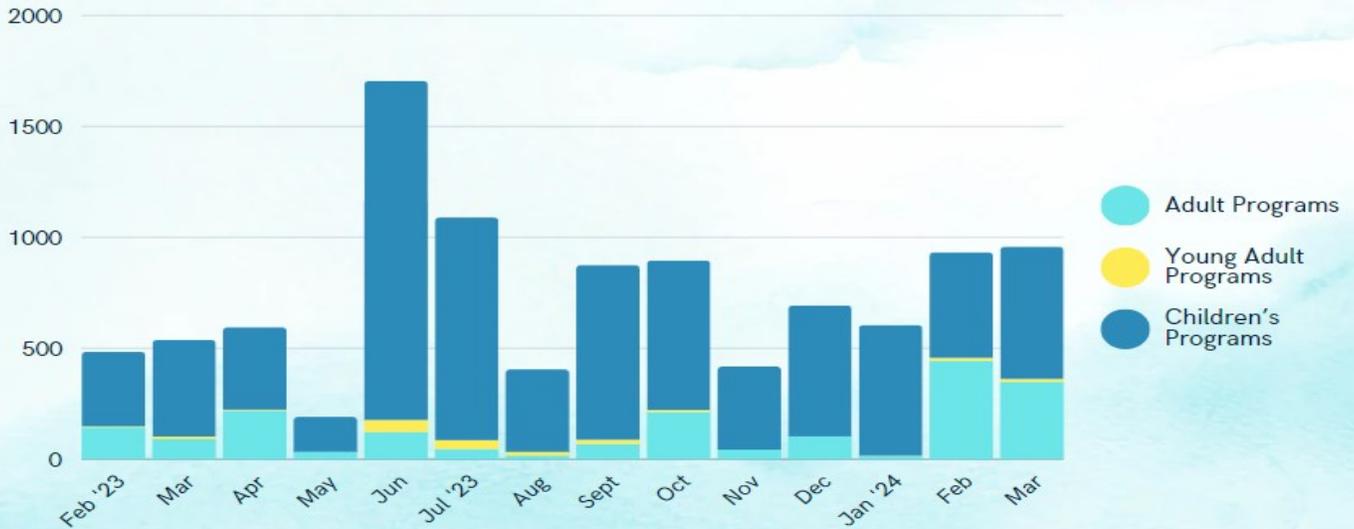
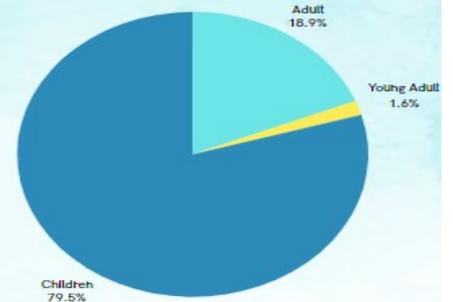
Reference Solutions Directory Searches	13	11	42	195
Mango Language Program Sessions	47	14	374	76
Brainfuse	0	0	2	29
Ancestry.com Searches	64	172	398	1544
Heritage Quest Searches	0	7	2	144
Niche Tutorial Views	23	43	183	324
Craft & Hobby (starting Sept 1)	1	na	31	na

DRAKE COMMUNITY LIBRARY

MARCH 2024

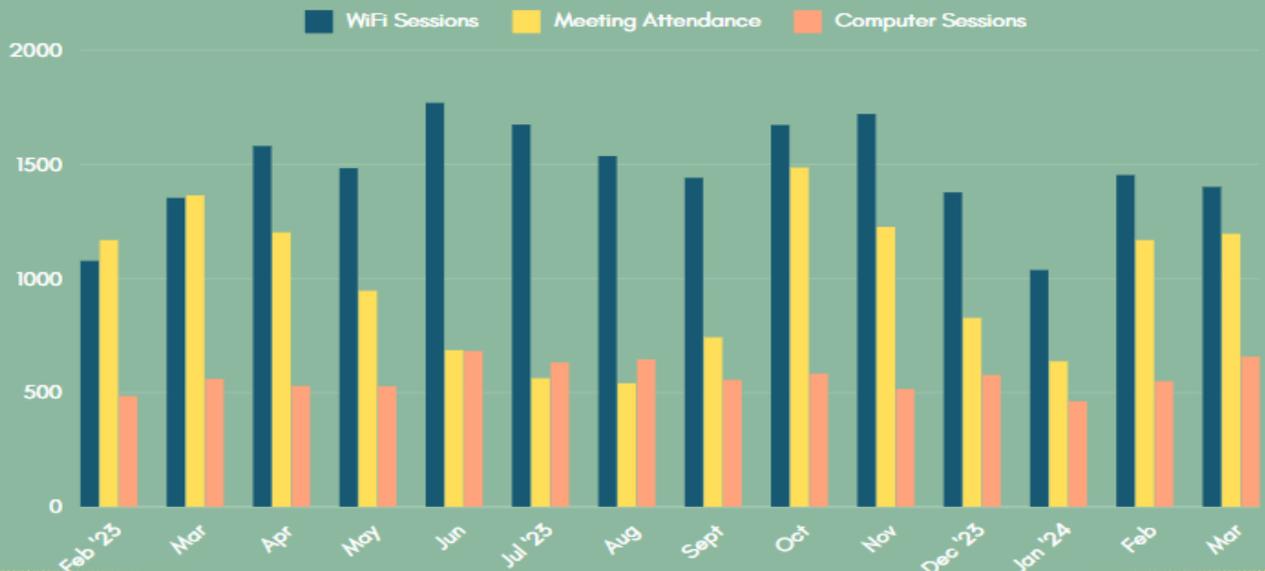
Library Program Attendance

Percentage by age group this fiscal YTD



OTHER KEY SERVICES

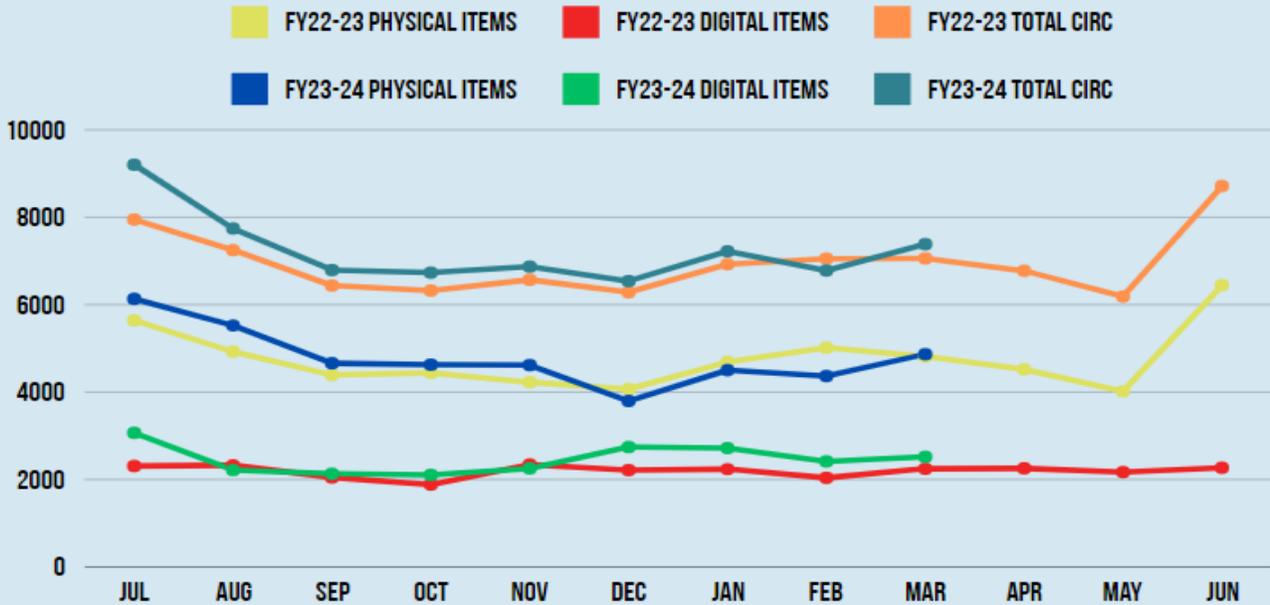
Computer Sessions
WiFi Sessions
Meeting Room Use (number of attendees)



DRAKE COMMUNITY LIBRARY

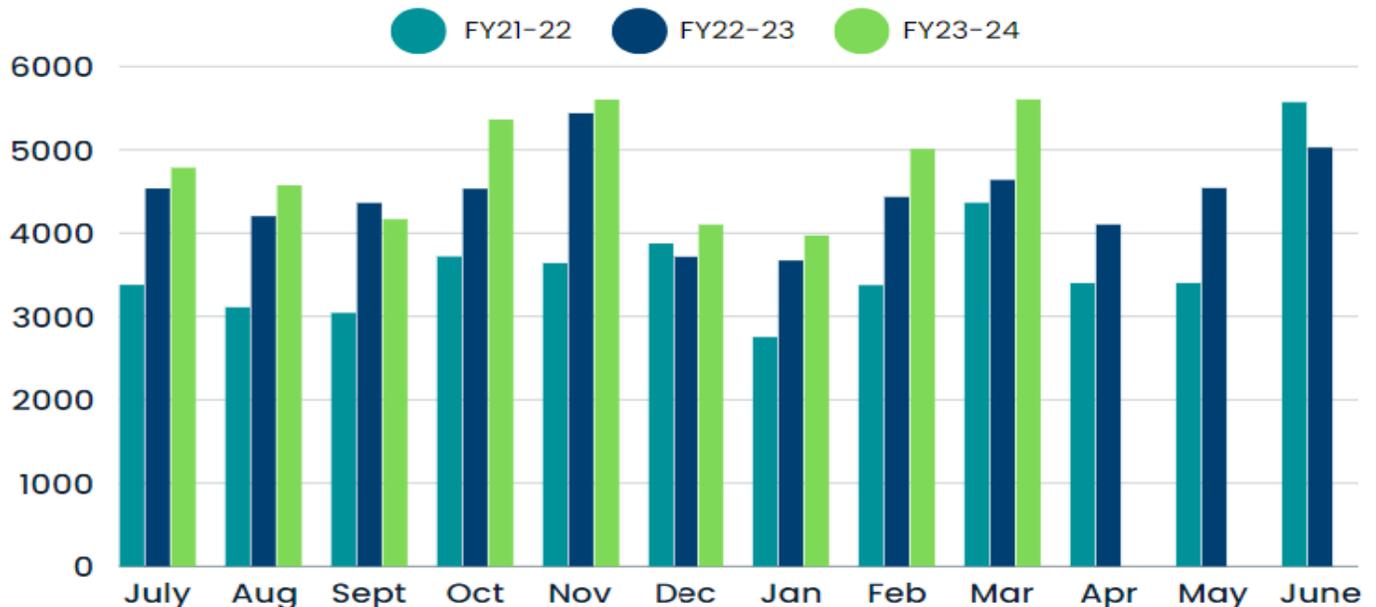
MARCH 2024

DCL CIRCULATION OVERVIEW



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.



Automatic Door Opener (West Door)

\$2,458 (invoiced and paid from general budget fund)

This work was completed on April 12.

Electrical / Lighting

\$13,990 (estimate, job scheduled)

The parts have been ordered and Aaron expects to complete the remaining work on all lights during April. This will complete replacement of all components in the emergency/egress lights throughout the building. Going forward, we will work with Aaron on a regular basis to monitor any issues and fix them as they happen.

ADDITIONAL RECOMMENDATION FOR CONSIDERATION OF THE COMMITTEE:

\$5,450 (not possible before July 1 but should be discussed)

240KA SPD (Surge Protection Device) installed in the library main panel.

- Protects essential components (breakers, geothermal equipment, booklift, lights, etc.)
- Added protection for network/computer components (have UPS devices)
- Reduces fire and equipment loss risk. Possible insurance rate advantage
- Preventive investment costs a fraction of what it would take to replace electrical equipment and related downtime.
- Parts have a significant lead time and will not arrive before July 1. Adding to list for discussion.

Window Replacement

\$437.51 window (paid) \$4623 installation (estimate, job scheduled)

One window was delivered to the Street Department (forklift access) and the other should arrive by next week. Jeff Sears will check the windows to ensure they are what was ordered. The Community Room is reserved for several days in early May to allow for installation.

Geothermal Controls Upgrades

\$64,728 (quote, work scheduled)

Woodman is moving ahead with parts ordering and getting the work scheduled. Work is scheduled for the last part of May with a request that we be invoiced by June 1st.

Exterior Repair Work

Remaining funds (estimated, work scheduled, will adjust job for funds available)

We do not have funds to do all of the exterior work, but I recommend the following for discussion:

- Delay painting, but continue to monitor north window lintel
- Repair soffit by straightening and reattaching existing panels (estimate \$9,000)
- Have as much caulking done as funds allow, focusing on the metal panels that need it most. (estimate could do 3653 of the 5200 LF of caulking for \$40,000)

NOTE: The cost of the lift and time it is on site is what drives up the cost, per Garling. So, if caulking is finished later, a cost adjustment may be needed to make up for another delivery of a lift. We should consider if it's possible to do all work requiring a lift at one time.

Spring 2024 Building Project Funds Allocation

TOTAL LEFT PER CITY as of April 10	\$134,671
PROJECTS IN PROCESS	
Electrical / Lighting	\$13,990
Window replacement	\$4,623
Geothermal controls upgrades	\$64,728
TOTAL PROJECTS IN PROCESS	\$83,341
FUNDS AVAILABLE FOR EXTERIOR REPAIR PROJECTS	\$51,330

DRAKE COMMUNITY LIBRARY RECEIPTS

February 29, 2024

	Previous balance		MTD		YTD
County tax	\$ 14,251.50		\$7,125.75	\$	21,377.25
Donations (incl. mtg room donations)	\$ 1,718.07	\$	210.00	\$	1,928.07
Fees (Contracting Cities, State Money)	\$7,566.52		\$0.00		\$7,566.52
Lost materials	\$ 486.56	\$	72.00	\$	558.56
Photocopy	\$ 1,948.75	\$	326.46	\$	2,275.21
Miscellaneous (replacement cards)	\$ 54.00	\$	4.00	\$	58.00
Rental		\$	-		

Total \$ **7,738.21** \$ **33,763.61**

Carryover from February 29, 2024	\$ 75.00
Plus total from March 31, 2024	\$ 7,738.21
Less undeposited receipts	\$ 75.00

Total recorded at City Office \$ **7,738.21**

GIFT ACCOUNT (167 detail)

Balance as of March 31, 2024 \$ **101,412.00**

RECEIPTS

Barry Brewer	\$300.00
Kamal Hammouda & Laura Fendt	\$500.00

Total Gift Revenue \$ 101,927.95

EXPENDITURES

Amazon	\$ 95.59	Book Nerd Prizes
Amazon	\$36.97	Circ STEM Kit Bags
Amazon	\$ 62.71	IASL bks, Circ STEM Kit Bags
Amazon	\$ 129.99	Adult Books
City of Grinnell Public Services	\$ 1,137.25	Installation of Story Walk
Overdrive	\$ 182.49	
Friends of the Grimes Library	\$ 225.00	Adventure Pass Tixkeeper
Ingram	\$ 136.83	IASL Books
Total Gift Expenditure	\$2,006.83	
Balance on March 31, 2024	\$ 99,921.12	



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		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	8,445.02	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	580,906.98
	Revenue Total:	618,340.00	619,288.92	670,950.95	665,341.49	672,147.71	568,877.03	965,009.98
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	248,239.00	227,085.13	269,399.52	269,234.58	281,305.32	219,175.60	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	150,604.41	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	1,107.00	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	1,180.96	1,860.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	700.00	187.50	845.00	845.00	900.00	1,250.00	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	4,280.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	11,677.20	7,500.00	6,149.46	7,500.00	5,656.62	5,220.00
003-4.410.2.6371	LIBRARY - UTILITIES	41,000.00	36,202.00	40,000.00	35,403.02	40,000.00	34,597.52	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	3,626.16	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	36,516.00
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	76,141.91	351,307.68

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 04/30/2024

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	5,141.43	5,500.00
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	385.01	500.00	443.02	500.00	460.71	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	1,586.38	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	587.27	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	4,717.64	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	1,625.21	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	2,549.87	3,000.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	898.36	500.00	375.70	500.00	487.10	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	1,418.15	1,600.00
	Expense Total:	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	538,740.24	974,916.68
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	30,136.79	-9,906.70
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	946.10	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	2,441.40	6,000.18
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	2,026.28	-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: 04/30/2024

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	5,759.91	25,000.00
167-3.410.4.4300	INTEREST EARNED	500.00	679.09	690.00	740.11	1,950.00	340.11	400.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	0.00	0.00	0.00	3,003.23	4,150.00
	Revenue Total:	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	9,103.25	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	3,000.00
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	20,000.00	20,000.00	5,457.72	25,000.00	8,523.31	24,920.00
	Expense Total:	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	10,099.88	27,920.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-996.63	1,630.00
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	24,083.52	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	22,108.86	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: 04/30/2024

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	128,012.51	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	55,527.49	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	40,645.02	-98,814.17

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	568,877.03	965,009.98
Expense	619,326.03	619,288.92	670,950.95	665,385.79	672,147.71	538,740.24	974,916.68
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	30,136.79	-9,906.70
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	2,441.40	6,000.18
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	0.00	2,026.28	-0.18
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	22,060.00	25,612.09	18,690.00	11,310.70	16,950.00	9,103.25	29,550.00
Expense	21,106.36	21,106.36	26,500.00	11,663.07	25,000.00	10,099.88	27,920.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-996.63	1,630.00
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	128,012.51	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	55,527.49	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	40,645.02	-98,814.17

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	30,136.79	-9,906.70
103 - LIBRARY FUND STATE - GEN	400.00	0.00	0.00	0.18	0.00	2,026.28	-0.18
167 - LIBRARY GIFTS - SPEC REV	953.64	4,505.73	-7,810.00	-352.37	-8,050.00	-996.63	1,630.00
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	55,527.49	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-98,587.29	40,645.02	-98,814.17



**Library Monthly Budget Report
General Fund
May 6, 2024**

		2022-2023	2023-2024	2023-2024	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
Beginning Balances		\$ -	\$ -	\$ -	\$ -	\$ -
				ACTUAL	5/6/2024	BALANCE
						5/6/2024
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 6,950	\$ 9,000	\$ 8,445	\$ -	\$ -
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	580,907	192,473	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	\$ 562,391	\$ 965,010	\$ 568,877	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 233,013	\$ 287,986	\$ 219,176	\$ -	\$ 68,810
003-4.410.1.6020	Part Time Salaries	160,743	195,495	150,604	-	44,891
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	1,107	-	(7)
003-4.410.1.6210	Dues/Memberships	1,343	1,860	1,181	129	550
003-4.410.1.6220	Meeting Registration	845	1,250	1,250	-	0
003-4.410.1.6230	Mileage & Meeting Expense	456	600	553	26	21
003-4.410.2.6310	Repair/Maintain Building	7,289	4,280	1,923	2,458	(101)
003-4.410.2.6332	Repair/Maintain Equipment	6,060	5,220	5,657	-	(437)
003-4.410.2.6371	Utilities	33,032	40,000	34,598	2,685	2,718
003-4.410.2.6373	Telephone	5,430	4,552	3,626	8	918
003-4.410.2.6409	General Insurance	19,858	36,516	7,086	-	29,430
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	76,142	1,790	273,376
003-4.410.2.6506	Office Supplies	5,999	5,500	5,141	153	206
003-4.410.2.6507	Program Operating Supplies	408	500	461	-	39
003-4.410.2.6508	Postage & Shipping	375	2,400	51	790	1,559
003-4.410.2.6513	Misc Supplies	2,520	2,500	1,327	773	399
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	1,586	-	414
003-4.410.2.6523	Program Young Ad	1,049	1,000	587	-	413
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	0
003-4.410.3.6765	Books/Children	10,997	5,613	4,718	358	537
003-4.410.3.6766	Books/Young A	1,997	2,000	1,625	341	34
003-4.410.3.6767	Books	3,201	5	5	-	0
003-4.410.3.6768	Periodicals	1,256	3,000	2,550	89	361
003-4.410.3.6769	Audio Visual	376	500	487	13	0
003-4.410.3.6770	AV/Youth	508	500	372	-	128
003-4.410.3.6771	Ebooks/Youth	1,581	1,600	1,418	-	182
	Total Expenditures	\$ 590,036	\$ 974,917	\$ 538,740	\$ 9,686	\$ 426,490
ENDING BALANCE		\$ (27,645)	\$ (9,907)	\$ 30,137		



**Library Monthly Budget Report
Library Fund State - General
May 6, 2024**

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 5/6/2024	PROJ. BUDGET BALANCE 5/6/2024
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 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	946	497	3,057
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	\$ 2,441	\$ 497	\$ 3,061
ENDING BALANCE	\$ 4,155	\$ 4,155	\$ 6,181		



Library Monthly Budget Report
Library Gifts - Spec Rev Fund
May 6, 2024

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 5/6/2024	PROJ. BUDGET BALANCE 5/6/2024
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	5,760	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	617	400	340	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	-	4,150	3,003	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 9,326	\$ 29,550	\$ 9,103	\$ -	\$ -
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	3,000	1,577	1,137	286
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	4,746	24,920	8,523	544	15,852
Total Expenditures	\$ 10,951	\$ 27,920	\$ 10,100	\$ 1,682	\$ 16,139
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 10,951	\$ 27,920	\$ 10,100	\$ 1,682	\$ 16,139
ENDING BALANCE	\$ 104,764	\$ 106,394	\$ 103,767		



**Library Monthly Budget Report
Capital Loan Note
May 6, 2024**

	2023-2024 CURRENT BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 5/6/2024	PROJ. BUDGET BALANCE 7/3/2023
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
314-4.750.3.6727 Capital Outlay - Library	\$ 31,500	\$ 22,109	\$ 1,498	\$ 7,893
Total Expenditures	\$ 31,500	\$ 22,109	\$ 1,498	\$ 7,893
 ENDING BALANCE	 \$ -	 \$ -		



Grinnell, IA

My Open Payable Report

As Of 05/06/2024

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: 018200	ALLIANT ENERGY						Payable Count: (1) 2,684.95
4.9.24 DRAKE	UTILITIES	05/06/2024	2,684.95	0.00	0.00	0.00	2,684.95
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (6) 866.15
16GQ-MRVK-GFK6	BOOK	05/06/2024	-14.00	0.00	0.00	0.00	-14.00
1DTR-Q69D-4G4F	TV	05/06/2024	399.99	0.00	0.00	0.00	399.99
1HR3-MFQ3-YKXN	BOOKS	05/06/2024	351.16	0.00	0.00	0.00	351.16
1KJ1-3KFH-XCQW	MEMBERSHIP FEE	05/06/2024	129.00	0.00	0.00	0.00	129.00
1MD9-WHNG-7PNJ	SUPPLIES	05/06/2024	-123.74	0.00	0.00	0.00	-123.74
1WV4-T9T3-1G4D	SUPPLIES	05/06/2024	123.74	0.00	0.00	0.00	123.74
Vendor: 001700	BAKER & TAYLOR -ENT #5103						Payable Count: (3) 1,026.48
2038193090	BOOKS	05/06/2024	106.58	0.00	0.00	0.00	106.58
2038198562	BOOKS	05/06/2024	819.62	0.00	0.00	0.00	819.62
2038209005	BOOKS	05/06/2024	100.28	0.00	0.00	0.00	100.28
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (4) 439.00
2038125275	YA BOOKS	05/06/2024	176.54	0.00	0.00	0.00	176.54
2038171992	YA BOOKS	05/06/2024	8.99	0.00	0.00	0.00	8.99
2038193783	BOOKS	05/06/2024	98.22	0.00	0.00	0.00	98.22
2038202445	BOOKS	05/06/2024	155.25	0.00	0.00	0.00	155.25
Vendor: 005030	CAPITAL SANITARY SUPPLY						Payable Count: (2) 773.32
C384456	SUPPLIES	05/06/2024	644.54	0.00	0.00	0.00	644.54
C384456A	SUPPLIES	05/06/2024	128.78	0.00	0.00	0.00	128.78
Vendor: 002661	CHANG, LUCY						Payable Count: (1) 25.54
5.6.24	MILEAGE REIMB	05/06/2024	25.54	0.00	0.00	0.00	25.54
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
66229	MONTHLY MIN	05/06/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 099590	FRIENDS OF THE GRIMES PUBLIC LIBRARY						Payable Count: (1) 225.00
5.6.24	TIXKEEPER SOFTWARE	05/06/2024	225.00	0.00	0.00	0.00	225.00
Vendor: 002628	GIBSON, DEREK						Payable Count: (1) 1,790.00
872385	CLEANING SVC (APR)	05/06/2024	1,790.00	0.00	0.00	0.00	1,790.00
Vendor: 001225	GRINNELL CITY OF						Payable Count: (1) 1,137.25
INV00621	LABOR & MATERIALS - STORY WALK	05/06/2024	1,137.25	0.00	0.00	0.00	1,137.25
Vendor: 001989	HAWKEYE LOCK & SECURITY						Payable Count: (1) 2,458.00
20172	DOOR REPAIR	05/06/2024	2,458.00	0.00	0.00	0.00	2,458.00
Vendor: 015100	HERALD REGISTER						Payable Count: (2) 89.00
05.06.24 DRAKE	ONE-YEAR SUB	05/06/2024	44.50	0.00	0.00	0.00	44.50
05-06-24 DRAKE	ONE-YEAR SUB	05/06/2024	44.50	0.00	0.00	0.00	44.50
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (2) 390.59
80936735	BOOKS	05/06/2024	136.83	0.00	0.00	0.00	136.83
81200768	BOOKS	05/06/2024	253.76	0.00	0.00	0.00	253.76
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1) 8.33
693169	NETWORK SVC	05/06/2024	8.33	0.00	0.00	0.00	8.33
Vendor: 017800	IOWA LIBRARY ASSOCIATION						Payable Count: (1) 6.00
4.16.24	AWARD LABELS	05/06/2024	6.00	0.00	0.00	0.00	6.00

My Open Payable Report

As Of 05/06/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount	
Vendor: 095203	MICRO MARKETING LLC							
949294	LP BOOK	05/06/2024	22.39	0.00	0.00	0.00	22.39	
949597	LP BOOK	05/06/2024	23.19	0.00	0.00	0.00	23.19	
949645	LP BOOK	05/06/2024	27.20	0.00	0.00	0.00	27.20	
Vendor: 000848	NEAL, KAREN							
5.6.24	REIMB - MAILCHIMP	05/06/2024	45.00	0.00	0.00	0.00	45.00	
Vendor: 002016	OVERDRIVE, INC.							
06497CO24108921	AUDIO & EBOOKS	05/06/2024	182.49	0.00	0.00	0.00	182.49	
06497CP24099008	AUDIO & EBOOKS	05/06/2024	245.39	0.00	0.00	0.00	245.39	
Vendor: 029201	POSTMASTER-LIB ACCT							
5.6.24	POSTAGE	05/06/2024	745.00	0.00	0.00	0.00	745.00	
Vendor: 030690	QUILL CORPORATION							
37733856	SUPPLIES	05/06/2024	83.97	0.00	0.00	0.00	83.97	
37890979	SUPPLIES	05/06/2024	43.99	0.00	0.00	0.00	43.99	
Payable Account 999-2020							Payable Count: (37)	Total:
								13,363.23

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	37	13,363.23
Report Total:	37	13,363.23

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	37	13,363.23
Report Total:	37	13,363.23

Drake Community Library Display Space Policy and Request Form

The Drake Community Library has display space available for use by the public when not otherwise required by the library. The display spaces may be made available upon the following terms and conditions:

1. The display spaces shall be made available first to the library for use in connection with its programs and activities.
2. When not otherwise required for library use, the display spaces may be made available, free of charge, for educational, recreational, cultural, or civic exhibits by patrons. Exhibit space will not be made available for promotional, commercial, fundraising, religious proselytizing, or partisan political purposes. Educational exhibits involving these subjects, however, are permissible. Exhibitors may not request donations.
3. Because the display spaces are in the entrance hall of the building and outside the children's area, and because of the large number of children visiting the library, the library reserves the right to reject any exhibit the library deems inappropriate for viewing by children.
4. Exhibit space may be made available for up to 45 days, including time required for assembly and removal of exhibits. The library will use its best efforts to meet scheduling commitments. **Nevertheless, the library reserves the right to postpone, reschedule, or cancel an exhibit.**
5. Two displays per exhibitor/organization is allowed in a twelve-month period.
6. The library may reject a proposed exhibit and is not obligated to accept every exhibit offered. The determination of whether to make space available for an exhibit, the amount of space that may be made available, and the amount of time allotted to an exhibit shall be made by designated library staff in his or her reasonable discretion. In exercising his or her reasonable discretion, library staff shall consider the following factors:
 - a. The relationship of the subject matter of the exhibit to a scheduled activity or program in the library's meeting rooms;
 - b. The relationship of the subject matter of the exhibit to matters of widespread interest to the citizens of Poweshiek County or related to Poweshiek County or the state of Iowa;
 - c. Past or scheduled exhibits relating to the same or similar subject;
 - d. Number of competing requests for exhibits during the period requested;
 - e. Number of prior exhibits by the requesting individual or organization;
 - f. Date the request was received.
7. The library does not endorse and is not liable for the content or viewpoint expressed in any exhibit. The library does not verify the accuracy of any exhibit. All exhibits must meet state and federal laws relating to obscenity and must not be defamatory or constitute an invasion of privacy. The library reserves the right to cancel and remove any exhibit the library determines in its sole judgment does not comport with the policies set forth herein.
8. Groups must have their display completed within the first 7 days of the exhibit period and taken down before the last date of the exhibit period. Library staff will notify the contact person for the

group prior to the group's scheduled reservation as a courtesy reminder and at the end of the exhibit period for take down.

9. The library assumes no responsibility for the preservation, protection, or possible loss, damage, or theft of any item displayed or exhibited. All items placed in the library are done so at the exhibitor's sole risk and are not insured by the library.

10. The area available for display consists of *five locking cases, pamphlet shelving, and the corridor down the center of the building.*

Submission of request does not guarantee acceptance of reservation. Formal confirmation of booking will be emailed to applicant.

11. Requests to use display space may be made up to six months prior to the beginning of the requested period. Requests must be made through the display case request form found below.

12. Exhibitors must supply their own tools and supplies for installation. No tape or other adhesives may be affixed on the walls or inside display cases. Exhibitors shall be responsible for all costs associated with the mounting and removal of displays and exhibits and shall reimburse the library for any damage to the building, display cases, or library property.

13. The library, however, will provide access to a stepladder. Requests for shelving must be made at the time of booking. Exhibitors are prohibited from removing and/or adjusting shelves once installed by library staff.

14. Once the exhibit is installed, any changes must be made by appointment with designated library staff.

15. Prior to installation of a display, the responsible individual will receive the Guidelines for Community Displays and sign the Waiver of Responsibility.

Display Space Exhibitor Agreement

Name of Exhibitor/Organization	Signature of Exhibitor	Date
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Exhibitor Phone #	Exhibitor Email Address
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Display Dates	Signature of Library Representative	Date
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By signing this form, I acknowledge that I understand the conditions associated with displaying items in the library. I am aware that the library will not be held responsible for the reimbursement or replacement of lost, damaged, or stolen items.

Adopted: 04/24

DRAKE COMMUNITY LIBRARY

MEETING ROOM POLICY

Note: Although there is no charge for the use of Library meeting rooms, any donation your organization may like to give will be gratefully received.

1. The Drake Community Library provides meeting space for civic, cultural, educational and public informational meetings by community and business groups. Private social events are not allowed. Meeting rooms are not available for businesses to sell or promote merchandise or services or placement of orders. Meeting rooms are not available for non-profit organizations to conduct fund-raising activities. Exception: Programs or sales conducted by the Friends of Drake Community Library, the City of Grinnell or the library itself.

2. All meetings held at the library must be free of charge. No admission, collection or donation may be taken. Exception: With approval of the library director, permission to charge a fee may be given to the Friends of Drake Community Library as well as organizations and area colleges using meeting rooms for seminars, programs, and courses of an educational or cultural nature. Private tutoring of an educational nature is allowed.

These regulations are in accordance with Article VI of the American Library Association's Library Bill of Rights which states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

3. Reservations for use of meeting rooms will be assigned according to the needs of the meeting. Meeting rooms available include:

Community Room	Capacity 110 seated with chairs only. OR Capacity 80 with tables in use by attendees. LCD projector and speaker system with hearing loop are available to users. A kitchenette is accessible to users. A divider wall is available to create two spaces (one-half capacity limits apply when divider wall is in place)
Large Group Study Room	Capacity 10 seated around table.
(2) Small Group Study Rooms	Capacity 3.
Board Room	Capacity 12 seated at table.
Story Room	Prioritized for Library events, outside groups may use with approval.

4. The meeting rooms are scheduled on a first come, first served basis. Meeting rooms may be reserved up to one year in advance for non-recurring meetings, and up to 90 days in advance for recurring meetings. Library sponsored events may be reserved outside of these limitations. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. Meetings may be scheduled by telephone, online, or in person. Responsible persons must be over the age of 18. The calendar of scheduled events may be viewed from the library's website.
5. Meetings must begin prior to library closing time. Meetings held in the Community Room may extend past closing time. All other meetings must begin and end during hours of library staff availability. Meetings may start as early as 9:00 a.m.
6. All equipment must be scheduled in advance. Wireless Internet access is available in the meeting spaces. Organizations must supply their own laptop computer. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other library property. Candles and open flames are not allowed. Only Post-It® materials are permitted on wall surfaces and only dry erase markers may be used on white board surfaces. Exits shall not be obstructed and all materials brought in shall be completely removed. The Library will bill organizations for damaged library property.
7. Set up and clean up is the responsibility of the user. Meeting room furniture may be arranged to fit the needs of the user but must be returned to the standard arrangement prior to departure. The Library is a smoke-free building.
8. Food and non-alcoholic beverages are permitted in the Community Room. Covered non-alcoholic beverages are permitted in other meeting areas.
9. Use of meeting rooms does not imply library endorsement of ideas expressed in the meeting or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objective and activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.
10. All advertising and public notices of events to be held in the meeting rooms must carry a clear statement of organizational sponsorship. No organization or group shall use the Library as its official address.

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

This policy supersedes the Special Events Policy.

Adopted 04/10

Revised 10/13

Revised 06/14

Revised 06/17

Revised 06/18

Reviewed 06/20

Reviewed 06/22

Revised 04/24



Remit To:
 Arbon Equipment Corporation
 Customer # 4070665
 25464 Network Place
 Chicago, IL 60673-1254
 8009690678

Invoice No. 3046012
Invoice Date: 04/15/24
Payment Terms: NET 15
Invoice Type: DE N

BILL TO: 4070665 DRAKE COMMUNITY LIBRARY 5TH AVENUE PARK STREET GRINNELL IA 50112	SHIP TO: 2234967 DRAKE LIBRARY 930 PARK STREET GRINNELL IA 50112
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Customer PO	Date Worked	WO No.
SIGNED QUOTE	04/12/24	33014193

WORK PERFORMED / EQUIPMENT SERVICED

<u>Arbon Equipment</u>	<u>Equipment</u>	<u>Equipment Location</u>
1 AS2234967	SVC DRAKE LIBRARY	SVC DRAKE LIBRARY
> LIFTS HYDRAULIC PM LFT		
* PERFORMED PLANNED MAINTENANCE ON LIFTS. INSPECTED, LUBRICATED, ADJUSTED, AND TESTED FOR PROPER OPERATION PER THE PM CHECK SHEET.		
* Bk 4/12 arrived on location inspected pflfo lift everything works as it should and in very good shape		

<u>Part #</u>	<u>Part Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total</u>
	LABOR			1,190.00
			SUBTOTAL	1,190.00
			Sales Tax	0.00

PAY THIS AMOUNT	1,190.00	USD
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