

Tentative Agenda
Drake Community Library Board of Trustees
May 22, 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 April 24, 2024, Board Meeting minutes and May 2, 2024, Special Board Meeting minutes.

D. Communications

1. April DCL Endowment Fund report.

E. Report of Director

1. April 2024 Statistical Report
2. Report on Peery Bequest
3. Accreditation approved through February 2027
4. Staff update

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 June.

J. Old business-

K. New Business-

1. Discuss and approve use of gift funds for library grounds upkeep.
2. Revise the Display Space Policy.

L. Trustee Continuing Education-

Next regular board meeting- June 26, 2024, at 5:15pm

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

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

Drake Community Library Board Room

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

- A. **ROLL CALL:** *_ Elfenbein X_Hardin _Hammond X_Lindley X_McFee
X_Pagliai _Swick Others: X_Neal X_Snow X_Wingerter*

President Hardin called the meeting to order at 5:17 p.m.

B. APPROVAL OF AGENDA:

McFee moved and Lindley seconded approval of the agenda.

C. APPROVAL OF MINUTES:

Lindley moved and Pagliai seconded approval of the March 27, 2024, Board Meeting minutes.

Roll call vote:

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

D. COMMUNICATIONS:

1. Letter from the city of Malcom ending their contract for library services at the end of FY24 was discussed.
2. The March DCL Endowment Fund report from Greater Poweshiek Community Foundation was discussed.
3. Letter explaining the Greater Poweshiek Community Foundation endowment policy was discussed.

E. REPORT OF DIRECTOR:

1. Melissa Strovers was recognized for her leadership and guidance through the Strategic Planning process last year.
2. The library has 2 circulation clerk positions and 1 library assistant position open.
3. The memorial tree ceremony was discussed, board members encouraged to attend.
4. March 2024 Statistical Report was discussed.

F. COMMITTEE REPORTS:

Building and Grounds: Reported on the April 16, 2024 committee meeting discussed repairs needed.

Finance and Salary:

Personnel:

Long Range Planning:

Policy:

G. TRUSTEE REPORT:

H. FINANCIAL REPORT AND APPROVAL OF BILLS:

1. Financials were reviewed. Lindley moved and McFee seconded the approval of bills payable in May.

Roll call vote:

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

I. OLD BUSINESS:

1. Continued discussion about building maintenance projects that fit into the capital funding timeline. Pagliai moved and Lindley approved the plan for building improvements with capital funds.

Roll call vote:

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

J. NEW BUSINESS:

1. Lindley moved and Pagliai seconded approval of a Display Space Policy with the addition of added exhibit time per the library director's discretion and availability.

Roll call vote:

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

2. McFee moved and Lindley seconded amending the Meeting Room Policy.

Roll call vote:

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

3. Pagliai moved and Lindley seconded approval of yearly maintenance by Arbon for the lift.

Roll call vote:

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

4. McFee moved and Lindley seconded the wording for the 2-memorial tree plaques.

Roll call vote:

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

K. TRUSTEE CONTINUING EDUCATION:

Meeting adjourned at 6:01 p.m.

Next regular meeting: May 22, 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

May 2, 2024, 10:00am

Drake Community Library Board Room

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

A. **ROLL CALL:** *_ Elfenbein _X_Hardin _Hammond_X_ Lindley _X_McFee
_X_Pagliai X_Swick Others: X_Neal*

President Hardin called the meeting to order at 5:00pm.

B. **APPROVAL OF AGENDA:**

Lindley moved and McFee seconded approval of the agenda.

C. **NEW BUSINESS:**

1. Pagliai motioned and Lindley seconded approval to hire Amy Wilhelm for the Library Assistant position.

Roll call vote:

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

2. McFee motioned Lindley and seconded approval of Emily Lof for the Circulation Clerk position.

Roll call vote:

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

3. Lindley motioned and Swick seconded approval of Robin Ralls for the Circulation Clerk position.

Roll call vote:

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

4. Lindley motioned and McFee seconded approval of the wage for Amy Wilhelm.

Roll call vote:

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

5. McFee motioned and Pagliai seconded approval of the wage for Emily Lof.

Roll call vote:

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

6. Lindley motioned and Pagliai seconded approval of the wage for Robin Ralls.

Roll call vote:

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

Meeting adjourned at 5:04a.m.

Next regular meeting: May 22, 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
April 01, 2024 through April 30, 2024

Fund Activity Summary

	<u>Apr 2024</u>	<u>Jul 2023</u>
Beginning Balance	209,566.70	181,480.82
Additions to Fund		
	<u>Period Total</u>	<u>YTD Total</u>
Donations	160.38	8,341.47
Investment Revenue	-6,397.41	15,397.62
Totals	-6,237.03	23,739.09
Disbursements		
	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	192.25	2,057.68
Other Expenses	0	24.81
Totals	192.25	2,082.49
 Net Change	 (\$6,429.28)	 \$21,656.60
 Ending Balance	 \$203,137.42	 \$203,137.42

Fund Financial Information

Current Fund Assets

<u>Asset</u>		<u>Balance</u>
Investments		203,122.04
Total		203,122.04

Outstanding Fund Liabilities

<u>Outstanding Liability</u>		<u>Balance</u>
Current Liabilities		-15.38
Total		-15.38

DRAKE COMMUNITY LIBRARY RECEIPTS

April 30, 2024

	Previous balance		MTD		YTD
County tax	\$ 21,377.25		\$0.00	\$	21,377.25
Donations (incl. mtg room donations)	\$ 1,928.07	\$	36.00	\$	1,964.07
Fees (Contracting Cities, State Money)	\$7,566.52		\$0.00		\$7,566.52
Lost materials	\$ 558.56	\$	20.00	\$	578.56
Photocopy	\$ 2,275.21	\$	164.00	\$	2,439.21
Miscellaneous (replacement cards)	\$ 58.00	\$	4.00	\$	62.00
Rental		\$	-		
Total		\$	224.00	\$	33,987.61

Carryover from March 31, 2024	\$ 75.00
Plus total from April 30, 2024	\$ 224.00
Less undeposited receipts	\$ 75.00

Total recorded at City Office \$ 224.00

GIFT ACCOUNT (167 detail)

Balance as of April 30, 2024 \$ 101,412.00

RECEIPTS

Entre Nous \$100.00

Iowa Art Quilters \$27.00

Total Gift Revenue \$ 101,927.95

EXPENDITURES

Overdrive	\$	189.49	
B&T		\$30.34	
Amazon	\$	53.25	Lost Materials Replaced
Science Center of Iowa	\$	250.00	Adventure Pass
Blank Park Zoo	\$	250.00	Adventure Pass
Toner Cartridge Depot	\$	680.00	Toner for Microfilm machining. Company no longer
Ingram	\$	350.98	J & YA Materials
Total Gift Expenditure		\$1,804.06	
Balance on April 30, 2024		\$ 100,123.89	



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		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	8,779.17	9,000.00
003-3.410.2.4461	LIBRARY - NON GOV/COLLEGE/...	0.00	9,115.00	13,845.00	15,200.34	3,000.00	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	342,600.00	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	296,360.83	192,472.77	590,813.68
	Revenue Total:	618,340.00	619,288.92	670,950.95	665,341.49	677,463.83	569,211.18	974,916.68
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	248,239.00	227,085.13	269,399.52	269,234.58	287,986.00	242,507.01	287,986.00
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALAR...	177,541.00	169,872.02	185,640.00	183,519.35	195,495.00	166,567.52	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	7,000.00	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	1,481.00	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	1,826.55	1,860.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	700.00	187.50	845.00	845.00	900.00	1,325.00	1,250.00
003-4.410.1.6230	LIBRARY -MILEAGE & MTG EXP	700.00	339.95	600.00	456.07	600.00	578.51	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	4,380.50	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	37,282.47	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	4,039.84	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	36,515.00	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	532.00	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	77,318.68	82,257.49	351,307.68

My Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	5,325.77	5,500.00
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	385.01	500.00	443.02	500.00	473.05	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	841.05	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	2,100.58	2,500.00
003-4.410.2.6521	LIBRARY - PROG CHILDREN	2,000.00	3,150.57	2,000.00	2,355.77	5,000.00	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	611.23	1,000.00
003-4.410.3.6721	LIBRARY - FURNITURE & FIXTU...	0.00	0.00	5,316.00	5,217.90	1,660.00	1,659.83	1,660.00
003-4.410.3.6762	LIBRARY - COMPUTER	0.00	3,811.57	0.00	0.00	1,340.00	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	1,500.00	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	5,075.62	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	1,965.99	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	2,638.87	3,000.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	898.36	500.00	375.70	500.00	500.00	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	677,463.83	622,914.26	974,916.68
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	-53,703.08	0.00
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	6,000.00	4,467.68	6,000.00
	Revenue Total:	6,900.00	4,993.68	7,159.00	7,158.47	6,000.00	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	1,443.42	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	2,938.72	6,000.18
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	200.00	1,528.96	-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: 05/31/2024

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	25,000.00	6,356.91	25,000.00
167-3.410.4.4300	INTEREST EARNED	500.00	679.09	690.00	740.11	400.00	352.31	400.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	0.00	0.00	4,150.00	3,475.65	4,150.00
	Revenue Total:	22,060.00	25,612.09	18,690.00	11,310.70	29,550.00	10,184.87	29,550.00
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	1,106.36	1,106.36	6,500.00	6,205.35	1,500.00	2,713.82	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	9,067.63	24,920.00
	Expense Total:	21,106.36	21,106.36	26,500.00	11,663.07	26,500.00	11,781.45	27,920.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	3,050.00	-1,596.58	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	959.92	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	47,008.83	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	-47,008.83	-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	56,190.36	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	29,025.52	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	26,310.76	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: 05/31/2024

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	141,173.41	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	42,366.59	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-87,287.29	-58,412.94	-88,907.47

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	677,463.83	569,211.18	974,916.68
Expense	619,326.03	619,288.92	670,950.95	665,385.79	677,463.83	622,914.26	974,916.68
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	-986.03	0.00	0.00	-44.30	0.00	-53,703.08	0.00
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	6,900.00	4,993.68	7,159.00	7,158.47	6,000.00	4,467.68	6,000.00
Expense	6,500.00	4,993.68	7,159.00	7,158.29	5,800.00	2,938.72	6,000.18
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	400.00	0.00	0.00	0.18	200.00	1,528.96	-0.18
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	22,060.00	25,612.09	18,690.00	11,310.70	29,550.00	10,184.87	29,550.00
Expense	21,106.36	21,106.36	26,500.00	11,663.07	26,500.00	11,781.45	27,920.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	953.64	4,505.73	-7,810.00	-352.37	3,050.00	-1,596.58	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	47,008.83	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	-47,008.83	-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	141,173.41	183,540.00
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	42,366.59	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-87,287.29	-58,412.94	-88,907.47

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	-53,703.08	0.00
103 - LIBRARY FUND STATE - GEN	400.00	0.00	0.00	0.18	200.00	1,528.96	-0.18
167 - LIBRARY GIFTS - SPEC REV	953.64	4,505.73	-7,810.00	-352.37	3,050.00	-1,596.58	1,630.00
301 - CLNS FY 21-22	0.00	117,383.33	-72,894.95	-26,846.04	-90,537.29	-47,008.83	-90,537.29
314 - CLN FY 23-24	0.00	0.00	0.00	0.00	0.00	42,366.59	0.00
Report Surplus (Deficit):	367.61	121,889.06	-80,704.95	-27,242.53	-87,287.29	-58,412.94	-88,907.47



Grinnell, IA

My Open Payable Report

As Of 06/03/2024

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)
05.09.24 DRAKE	UTILITIES	06/03/2024	1,999.83	0.00	0.00	0.00	1,999.83
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (8)
11V4-XT4Y-4JQF	PROGRAM SUPPLIES	06/03/2024	102.28	0.00	0.00	0.00	102.28
14PH-9KFW-36KH	SUPPLIES	06/03/2024	20.67	0.00	0.00	0.00	20.67
1DKR-G7JG-MK3X	BOOKS	06/03/2024	46.96	0.00	0.00	0.00	46.96
1N7R-QTWC-MMCO	BOOKS	06/03/2024	14.89	0.00	0.00	0.00	14.89
1PTR-FGNY-MDWG	SUPPLIES	06/03/2024	168.40	0.00	0.00	0.00	168.40
1RHC-MXP4-M917	BOOKS	06/03/2024	88.41	0.00	0.00	0.00	88.41
1VVR-FLG1-36VV	EQUIP	06/03/2024	59.97	0.00	0.00	0.00	59.97
1W3R-M7X6-1QL4	BOOKS	06/03/2024	21.95	0.00	0.00	0.00	21.95
Vendor: 088376	AWARDS UNLIMITED INC						Payable Count: (2)
20935	NAME TAGS	06/03/2024	24.00	0.00	0.00	0.00	24.00
20979	NAME TAGS	06/03/2024	32.00	0.00	0.00	0.00	32.00
Vendor: 001700	BAKER & TAYLOR -ENT #5103						Payable Count: (5)
2038232796	BOOKS	06/03/2024	48.25	0.00	0.00	0.00	48.25
2038233382	BOOKS	06/03/2024	663.43	0.00	0.00	0.00	663.43
2038245120	BOOKS	06/03/2024	170.37	0.00	0.00	0.00	170.37
2038267834	BOOKS	06/03/2024	191.26	0.00	0.00	0.00	191.26
2038282878	BOOKS	06/03/2024	235.00	0.00	0.00	0.00	235.00
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (3)
2038230710	BOOKS	06/03/2024	39.34	0.00	0.00	0.00	39.34
2038263601	BOOKS	06/03/2024	4.19	0.00	0.00	0.00	4.19
2038275029	BOOKS	06/03/2024	140.26	0.00	0.00	0.00	140.26
Vendor: 001701	BAKER & TAYLOR, INC						Payable Count: (1)
2038242667	BOOKS	06/03/2024	137.46	0.00	0.00	0.00	137.46
Vendor: 099124	BLANK PARK ZOO						Payable Count: (1)
24034	MBRSHIP	06/03/2024	250.00	0.00	0.00	0.00	250.00
Vendor: 005030	CAPITAL SANITARY SUPPLY						Payable Count: (1)
C386695	SUPPLIES	06/03/2024	271.48	0.00	0.00	0.00	271.48
Vendor: 009720	EBSCO INFORMATION SERVICES						Payable Count: (1)
1728566	MAG RENEWALS	06/03/2024	2,563.40	0.00	0.00	0.00	2,563.40
Vendor: 002042	ELM USA, INC.						Payable Count: (1)
66996	MONLTHY MIN	06/03/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 002660	FIRST BOOK						Payable Count: (1)
7001309603	BOOKS	06/03/2024	455.45	0.00	0.00	0.00	455.45
Vendor: 000482	ILLINOIS LIBRARY ASSOCIATION						Payable Count: (1)
281246	BOOKS	06/03/2024	384.38	0.00	0.00	0.00	384.38
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (1)
81641059	BOOKS	06/03/2024	419.29	0.00	0.00	0.00	419.29
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1)
695085	NETWORK SVC	06/03/2024	8.33	0.00	0.00	0.00	8.33
Vendor: 095203	MICRO MARKETING LLC						Payable Count: (4)
							803.78

My Open Payable Report

As Of 06/03/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
952275	LP BOOKS	06/03/2024	236.30	0.00	0.00	0.00	236.30
952858	LP BOOKS	06/03/2024	133.60	0.00	0.00	0.00	133.60
953644	LP BOOKS	06/03/2024	112.00	0.00	0.00	0.00	112.00
954442	LP BOOKS	06/03/2024	321.88	0.00	0.00	0.00	321.88
Vendor: 002016	OVERDRIVE, INC.						
06497CP24132049	AUDIO & EBOOKS	06/03/2024	234.01	0.00	0.00	0.00	234.01
					Payable Count: (1)		234.01
Vendor: 028800	PETTY CASH - DRAKE LIBRARY						
04929	SUPPLIES	06/03/2024	18.03	0.00	0.00	0.00	18.03
6.3.24	POSTAGE	06/03/2024	3.92	0.00	0.00	0.00	3.92
977	KEY	06/03/2024	6.50	0.00	0.00	0.00	6.50
					Payable Count: (3)		28.45
Vendor: 001201	S & S PLUMBING, HEATING & AIR CONDITIONING, LLC						
2021-4710	DEHUMIDIFIER REPAIR	06/03/2024	1,668.09	0.00	0.00	0.00	1,668.09
					Payable Count: (1)		1,668.09
Vendor: 002100	SCIENCE CENTER OF IOWA						
11379444	PASS	06/03/2024	250.00	0.00	0.00	0.00	250.00
					Payable Count: (1)		250.00
Vendor: 099248	SNOW, MALLORY						
6.3.24	MILEAGE REIMB	06/03/2024	90.18	0.00	0.00	0.00	90.18
6-3-24	MILEAGE REIMB	06/03/2024	89.38	0.00	0.00	0.00	89.38
					Payable Count: (2)		179.56
Vendor: 000271	TOTAL CHOICE SHIPPING & PRINTING						
246328	PRINTING	06/03/2024	195.49	0.00	0.00	0.00	195.49
					Payable Count: (1)		195.49
Vendor: 002669	UNIQUE MANAGEMENT SERVICES						
6125343	PLACEMENTS	06/03/2024	62.00	0.00	0.00	0.00	62.00
					Payable Count: (1)		62.00
Vendor: 099610	USA TODAY						
6.3.24	SUB	06/03/2024	49.59	0.00	0.00	0.00	49.59
					Payable Count: (1)		49.59
Vendor: 036590	WALMART - CAPITAL ONE						
07956	PROGRAM SUPPLIES	06/03/2024	82.58	0.00	0.00	0.00	82.58
					Payable Count: (1)		82.58
Vendor: 001452	WOODMAN CONTROLS COMPANY						
3222	TECH SUPPORT	06/03/2024	1,111.00	0.00	0.00	0.00	1,111.00
					Payable Count: (1)		1,111.00
			Payable Account 999-2020		Payable Count: (45)	Total:	13,250.80

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	45	13,250.80
Report Total:	45	13,250.80

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	45	13,250.80
Report Total:	45	13,250.80



**Library Monthly Budget Report
General Fund
June 3, 2024**

		2022-2023	2023-2024	2023-2024	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
Beginning Balances		\$ -	\$ -	\$ -	6/3/2024	BALANCE
						6/3/2024
		\$	\$	\$	\$	\$
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 6,950	\$ 9,000	\$ 8,779	\$ -	\$ -
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	590,814	192,473	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	\$ 562,391	\$ 974,917	\$ 569,211	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 233,013	\$ 287,986	\$ 242,507	\$ -	\$ 45,479
003-4.410.1.6020	Part Time Salaries	160,743	195,495	166,568	-	28,927
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	1,481	-	(381)
003-4.410.1.6210	Dues/Memberships	1,343	1,860	1,827	-	33
003-4.410.1.6220	Meeting Registration	845	1,250	1,325	-	(75)
003-4.410.1.6230	Mileage & Meeting Expense	456	600	579	-	21
003-4.410.2.6310	Repair/Maintain Building	7,289	4,280	4,381	25	(125)
003-4.410.2.6332	Repair/Maintain Equipment	6,060	5,220	5,657	1,668	(2,105)
003-4.410.2.6371	Utilities	33,032	40,000	37,282	2,000	718
003-4.410.2.6373	Telephone	5,430	4,552	4,040	8	504
003-4.410.2.6409	General Insurance	19,858	36,516	36,515	-	1
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	82,257	1,173	267,877
003-4.410.2.6506	Office Supplies	5,999	5,500	5,326	81	93
003-4.410.2.6507	Program Operating Supplies	408	500	473	-	27
003-4.410.2.6508	Postage & Shipping	375	2,400	841	4	1,555
003-4.410.2.6513	Misc Supplies	2,520	2,500	2,101	292	107
003-4.410.2.6521	Prog Children	1,988	5,000	3,822	1,035	143
003-4.410.2.6522	Prog Child-	5,786	2,000	1,586	291	123
003-4.410.2.6523	Program Young Ad	1,049	1,000	611	83	306
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	1,500	234	(234)
003-4.410.3.6765	Books/Children	10,997	5,613	5,076	98	439
003-4.410.3.6766	Books/Young A	1,997	2,000	1,966	9	25
003-4.410.3.6767	Books	3,201	5	5	-	0
003-4.410.3.6768	Periodicals	1,256	3,000	2,639	2,613	(2,252)
003-4.410.3.6769	Audio Visual	376	500	500	-	0
003-4.410.3.6770	AV/Youth	508	500	372	28	101
003-4.410.3.6771	Ebooks/Youth	1,581	1,600	1,418	-	182
	Total Expenditures	\$ 590,036	\$ 974,917	\$ 622,914	\$ 9,641	\$ 342,361
ENDING BALANCE		\$ (27,645)	\$ -	\$ (53,703)		



Library Monthly Budget Report
Library Fund State - General
June 3, 2024

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 6/3/2024	PROJ. BUDGET BALANCE 6/3/2024
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	<u>\$ 7,158</u>	<u>\$ 6,000</u>	<u>\$ 4,468</u>	<u>\$ -</u>	<u>\$ 1,532</u>
Expenditures:					
103-4.410-1.6010 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
103-4.410.1.6020 Part Time Salaries	-	-	-	-	-
103-4.410.1.6040 Overtime Salaries	-	-	-	-	-
103-4.410.1.6110 FICA	-	-	-	-	-
103-4.410.1.6130 IPERS	-	-	-	-	-
103-4.410.1.6180 Employee Utility Reimburse	-	-	-	-	-
103-4.410.2.6310 Repair/Maintain Building	-	-	-	-	-
103-4.410.2.6332 Repair/Maintain Equipment	-	-	-	-	-
103-4.410.2.6421 Fundraising Consultant	-	-	-	-	-
103-4.410.2.6508 Postage & Shipping	-	-	-	-	-
103-4.410.2.6513 Misc Supplies	-	-	-	-	-
103-4.410.3.6721 Furniture & F-xtures	-	-	-	-	-
103-4.410.3.6750 Bldg Improvements	-	-	-	-	-
103-4.410.3.6762 Computer Equipment	-	-	-	-	-
103-4.410.3.6767 Books	1,346	4,500	1,443	2,263	794
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,659	1,500	1,495	-	5
Total Expenditures	<u>\$ 3,005</u>	<u>\$ 6,000</u>	<u>\$ 2,939</u>	<u>\$ 2,263</u>	<u>\$ 798</u>
ENDING BALANCE	\$ 4,155	\$ 4,155	\$ 5,684		



Library Monthly Budget Report
Library Gifts - Spec Rev Fund
June 3, 2024

	2022-2023 YTD ACTUAL	2023-2024 BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 6/3/2024	PROJ. BUDGET BALANCE 6/3/2024
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	6,357	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	617	400	352	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	-	4,150	3,476	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 9,326	\$ 29,550	\$ 10,185	\$ -	\$ -
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	2,714	-	286
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	4,746	24,920	9,068	1,216	14,636
Total Expenditures	\$ 10,951	\$ 27,920	\$ 11,781	\$ 1,216	\$ 14,922
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 10,951	\$ 27,920	\$ 11,781	\$ 1,216	\$ 14,922
ENDING BALANCE	\$ 104,764	\$ 106,394	\$ 103,167		



**Library Monthly Budget Report
Capital Loan Note
June 3, 2024**

	2023-2024 CURRENT BUDGET	2023-2024 YTD ACTUAL	BILLS LIST 6/3/2024	PROJ. BUDGET BALANCE 7/3/2023
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
314-4.750.3.6727 Capital Outlay - Library	\$ 31,500	\$ 26,311	\$ 130	\$ 5,059
Total Expenditures	\$ 31,500	\$ 26,311	\$ 130	\$ 5,059
 ENDING BALANCE	 \$ -	 \$ -		

Additional Payables-May 2024

Paid Date	Vendor	Description	Amount	Acct #
			\$	
5/6/2024	Arbon Equipment Corp	Lift Maintenance	1,190.00	003-4.410.2.6428
			\$	
5/6/2024	B3 Technologies	Camera Repair/Install	2,703.55	314-4.750.3.6727
			\$	
5/6/2024	Access Systems	Monthly Payment	766.66	003-4.410.2.6428
			\$	
5/6/2024	MCG	Telephone/Internet	405.35	003-4.410.2.6373
			\$	
5/6/2024	Quill	Cutter	10.86	003-4.410.2.6506
			\$	
5/6/2024	Quill	Tape	20.52	003-4.410.2.6506
			\$	
5/6/2024	Veronica Ruse	Medwest Archives Conf Fee	75.00	003-4.410.1.6220
			\$	
5/6/2024	Schendel Pest Control	Pest Control	50.52	003-4.410.2.6428
			\$	
5/6/2024	Schendel Pest Control	Wasp Control	41.20	003-4.410.2.6428
			\$	
5/6/2024	Security Equipment	Alarm Monitoring	187.20	003-4.410.2.6428
			\$	
5/6/2024	Brad's Mowing	Mowing	50.00	003-4.410.2.6428

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. Exhibit space may be made available for up to **60 days twice a year per exhibitor/organization, with the addition of added exhibit time per the library director's discretion and availability.** The library will use its best efforts to meet scheduling commitments. **Nevertheless, the library reserves the right to postpone, reschedule, or cancel** an exhibit.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 and on our website.

10. 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.

11. 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.

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

13. 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
Revised: 5/24