

Tentative Agenda
Drake Community Library Board of Trustees
August 21, 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:** __Guenther __Hammond __Lindley __McFee __Pagliai
__Saunders __Swick Others present: __Neal __Snow __Wingerter

B. Approval of Agenda

C. Approval of Minutes

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

D. Communications

1. June DCL Endowment Fund report.

E. Report of Director

1. Statistical Reports
2. New agenda and minutes software
3. Windows scheduled to be replaced Aug. 21-23
4. Roof update
5. HBS 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 September.

J. Old business-

K. New Business-

1. Discuss and approve Separation Agreement for Monique Shore
2. Discuss and approve donor wall addition.
3. Discuss and approve Woodman quarterly bill for Geothermal maintenance.
4. Discuss and approve Wheat Paste Mural on library building.

L. Trustee Continuing Education-

Pagliai will report on [The Little Known Library Cost of Ebooks and Audiobooks](#) from IPR.

Next regular board meeting September 25, 2024, at 5:15pm

Minutes of the Drake Community Library Board of Trustees
July 24, 2024
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call: _X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders
_Swick Others present: _X_Neal _X_Snow _X_Devig _X_Rivera(Visitor)

President Pagliai called the meeting to order at 5:17pm.

Approval of Agenda:

Lindley moved and Guenther seconded approval of the agenda.

Approval of Minutes:

Lindley moved Saunders and seconded approval of the June 26, 2024, Board Meeting minutes.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

Lindley moved and Saunders seconded approval of the June 26th, 2024, Annual Board Meeting minutes.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

Communications:

Report of the Director:

1. June 2024 statistics and the Annual FY24 statistics were reviewed and discussed.
2. New roof progress discussed.
3. All building repairs using capital funds are complete.
4. Received a check from Oakland Acres to contract for library services.

Committee Reports:

Building & Grounds-none

Finance & Salary-none

Personnel-

Hammond moved and Lindley seconded a motion to accept the director's yearly evaluation.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

Long Range Planning-none

Policy-none

Trustee Report: None

Financial Report and Approval of Bills:

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

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

Old Business: None

New Business:

1. Lindley moved and Hammond seconded approval to have a Naloxone Vending Machine placed at the library using funds the county received from the Opioid settlement.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

2. Lindley moved and Hammond seconded approval of paying Midwest Alarm for repairing the sprinkler system.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

3. Lindley moved and Hammond seconded approval of paying the Center Point Large Print Subscription Service.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Swick

4. Discussion regarding adding Marilyn Peery to the donor wall.

Trustee Continuing Education:

AmeriCorps Service Member, Susan Rivera, DCL Community Navigator shared her work with the board.

Meeting adjourned at 6:19 p.m.
5:15p.m.

Next regular meeting is August 28, 2024, at

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

DRAKE COMMUNITY LIBRARY RECEIPTS

July 31, 2024

	Previous balance	MTD	YTD
County tax	\$0.00	\$0.00	\$ -
Donations (incl. mtg room donations)	\$0.00 \$	165.00	\$ 165.00
Fees (Contracting Cities, State Money)	\$0.00	\$2,395.50	\$2,395.50
Lost materials	\$0.00 \$	147.88	\$ 147.88
Photocopy	\$0.00 \$	52.92	\$ 52.92
Miscellaneous (replacement cards)	\$0.00 \$	8.00	\$ -

Total \$ **2,769.30** \$ -

Carryover from June 30, 2024	\$ 75.00
Plus total from July 31, 2024	\$ 2,769.30
Less undeposited receipts	\$ 75.00

Total recorded at City Office \$ **2,769.30**

GIFT ACCOUNT (167 detail)

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

RECEIPTS

Barry Brewer \$200.00

Total Gift Revenue \$ **101,412.00**

EXPENDITURES

Do Art \$250.00 Teen Performer/Program

JP Gardening	\$807.21	
Midwest Alarm	\$4,744.80	Repair sprinkler system
Total Gift Expenditure		\$5,802.01
Balance on July 31, 2024		\$ 95,609.99



Grinnell, IA

My Open Payable Report

As Of 09/03/2024

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) 2,959.86
8.9.24 DRAKE	UTILITIES	09/03/2024	2,959.86	0.00	0.00	0.00	2,959.86
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (4) 303.30
13Y7-L743-RG4C	BOOKS	09/03/2024	16.95	0.00	0.00	0.00	16.95
1CT3-C3XQ-R1YJ	BOOKS	09/03/2024	113.84	0.00	0.00	0.00	113.84
1CT3-C3XQ-RFTJ	BOOKS	09/03/2024	62.56	0.00	0.00	0.00	62.56
1V7T-WW6Q-QVCN	WAGON	09/03/2024	109.95	0.00	0.00	0.00	109.95
Vendor: 001763	B3 TECHNOLOGY						Payable Count: (1) 397.20
12080	SVC	09/03/2024	397.20	0.00	0.00	0.00	397.20
Vendor: 001700	BAKER & TAYLOR - ENT #5103						Payable Count: (2) 908.48
2038458903	BOOKS	09/03/2024	288.74	0.00	0.00	0.00	288.74
2038463326	BOOKS	09/03/2024	619.74	0.00	0.00	0.00	619.74
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (1) 186.43
2038459857	BOOKS	09/03/2024	186.43	0.00	0.00	0.00	186.43
Vendor: 008700	DEMCO						Payable Count: (1) 279.10
7513593	SUPPLIES	09/03/2024	279.10	0.00	0.00	0.00	279.10
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
69385	MONTHLY MIN	09/03/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 099652	GRINNELL STEPPING STONES CHRISTIAN BOOKSTORES						Payable Count: (1) 195.69
220000038409	BOOKS	09/03/2024	195.69	0.00	0.00	0.00	195.69
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (1) 503.73
83017681	BOOKS	09/03/2024	503.73	0.00	0.00	0.00	503.73
Vendor: 022800	MC NALLYS FOODS (LIBRARY ACCT)						Payable Count: (1) 13.09
002004431552	SUPPLIES	09/03/2024	13.09	0.00	0.00	0.00	13.09
Vendor: 095203	MICRO MARKETING LLC						Payable Count: (1) 119.57
959806	LP BOOKS	09/03/2024	119.57	0.00	0.00	0.00	119.57
Vendor: 000848	NEAL, KAREN						Payable Count: (1) 25.00
9.3.24	REIMB - REGISTRATION	09/03/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 002016	OVERDRIVE, INC.						Payable Count: (1) 20.68
06497CP24227723	EBOOKS	09/03/2024	20.68	0.00	0.00	0.00	20.68
Vendor: 002669	UNIQUE MANAGEMENT SERVICES						Payable Count: (1) 61.50
6128699	PLACEMENTS	09/03/2024	61.50	0.00	0.00	0.00	61.50
Vendor: 099610	USA TODAY						Payable Count: (1) 34.00
9.3.24	SUB	09/03/2024	34.00	0.00	0.00	0.00	34.00
Payable Account 999-2020							Payable Count: (19) Total: 6,032.63



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2024-2025 Period Ending: 08/31/2024

		Defined Budgets						
		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	2024-2025
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025 YE
Fund: 003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	7,000.00	7,858.84	9,000.00	9,049.41	7,000.00	3,428.29	7,000.00
003-3.410.2.4461	LIBRARY - NON GOV/COLLEGE/...	13,845.00	15,200.34	3,000.00	3,000.00	0.00	3,000.00	0.00
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUT...	21,638.00	16,578.50	28,503.00	28,503.00	30,213.00	0.00	30,213.00
003-3.410.2.4715	LIBRARY - REFUNDS	140.00	137.45	1,000.00	1,000.00	0.00	0.00	0.00
003-3.410.2.4720	LIBRARY - INS COLLECTIONS	17.00	16.72	342,600.00	342,581.99	0.00	0.00	0.00
003-3.410.4.4311	LIBRARY - RENT	125.00	5,884.50	0.00	0.00	0.00	0.00	0.00
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	628,185.95	619,665.14	590,813.68	318,894.40	689,598.92	42,413.90	984,586.92
	Revenue Total:	670,950.95	665,341.49	974,916.68	703,028.80	726,811.92	48,842.19	1,021,799.92
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	269,399.52	269,234.58	287,986.00	282,396.13	299,632.92	33,424.82	298,307.92
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALAR...	185,640.00	183,519.35	195,495.00	191,515.24	217,275.00	26,921.02	217,275.00
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING I...	4,000.00	4,000.00	7,000.00	7,000.00	7,000.00	0.00	7,000.00
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING &...	720.00	584.00	1,100.00	1,721.00	170.00	1,077.00	170.00
003-4.410.1.6210	LIBRARY - DUES/MEMBERSHIPS	1,343.00	1,342.91	1,860.00	2,543.95	1,400.00	99.52	1,400.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	845.00	845.00	1,250.00	1,325.00	900.00	10.00	900.00
003-4.410.1.6230	LIBRARY - MILEAGE & MTG EXP	600.00	456.07	600.00	601.62	600.00	33.77	600.00
003-4.410.2.6310	LIBRARY - REP/MTNCE BLDG	7,296.54	7,288.86	4,280.00	4,405.03	4,500.00	0.00	4,500.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	6,149.46	5,220.00	7,324.71	4,228.00	0.00	4,228.00
003-4.410.2.6371	LIBRARY - UTILITIES	40,000.00	35,403.02	40,000.00	39,282.30	39,000.00	5,479.55	39,000.00
003-4.410.2.6373	LIBRARY - TELEPHONE	5,980.96	5,872.63	4,552.00	4,526.96	5,212.00	919.53	5,212.00
003-4.410.2.6409	LIBRARY - GENERAL INSURANCE	19,858.43	19,858.43	36,516.00	36,515.00	39,165.00	0.00	39,165.00
003-4.410.2.6414	LIBRARY - PRINTING AND COPI...	700.00	749.33	600.00	262.40	500.00	811.13	500.00
003-4.410.2.6421	LIBRARY - CONS/PROF FEES	90.00	85.11	532.00	532.00	0.00	0.00	1,325.00
003-4.410.2.6428	LIBRARY - MISC CONTRACT WO...	76,572.00	77,535.14	351,307.68	86,230.75	84,448.00	297,672.41	372,147.00
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	6,000.00	6,641.92	5,500.00	5,457.75	5,500.00	127.92	5,500.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 08/31/2024

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	443.02	500.00	473.05	800.00	225.67	800.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,404.50	2,384.80	2,400.00	889.97	1,500.00	0.00	1,500.00
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	2,500.00	2,789.02	2,500.00	2,392.73	2,200.00	0.00	2,200.00
003-4.410.2.6521	LIBRARY - PROG CHILDREN	2,000.00	2,355.77	5,000.00	5,629.67	2,100.00	1,197.29	2,100.00
003-4.410.2.6522	LIBRARY - PROG CHILDREN'S	5,845.00	6,012.47	2,000.00	2,021.79	2,100.00	114.42	2,100.00
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG A...	1,100.00	1,048.52	1,000.00	973.86	1,050.00	108.46	1,050.00
003-4.410.3.6721	LIBRARY - FURNITURE & FIXTU...	5,316.00	5,217.90	1,660.00	1,659.83	0.00	0.00	0.00
003-4.410.3.6762	LIBRARY - COMPUTER	0.00	0.00	1,340.00	807.42	0.00	0.00	0.00
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	1,500.00	2,790.58	1,500.00	1,734.01	1,560.00	203.85	1,560.00
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	10,900.00	11,726.84	5,613.00	5,173.98	6,220.00	539.09	6,220.00
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADU...	2,000.00	2,029.45	2,000.00	1,974.99	2,100.00	185.68	2,100.00
003-4.410.3.6767	LIBRARY - BOOKS	2,740.00	4,161.60	5.00	5.00	0.00	0.00	0.00
003-4.410.3.6768	LIBRARY - PERIODICALS	5,000.00	2,387.87	3,000.00	5,251.86	2,500.00	61.11	2,500.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	375.70	500.00	500.00	520.00	80.91	520.00
003-4.410.3.6770	LIBRARY - AV/YOUTH	500.00	508.01	500.00	399.05	520.00	0.00	520.00
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	1,600.00	1,588.43	1,600.00	1,418.15	1,400.00	0.00	1,400.00
	Expense Total:	670,950.95	665,385.79	974,916.68	702,945.20	734,100.92	369,293.15	1,021,799.92
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	-7,289.00	-320,450.96	0.00
Fund: 011 - UTILITY FRANCHISE - GEN								
Revenue								
011-3.690.4.4065	OTHER GOVT - FRANCHISE FEES	895,000.00	930,209.06	935,000.00	827,453.91	975,000.00	187,883.58	975,000.00
011-3.910.4.4830	TRANSFER IN	9,372.00	9,372.00	1,332,925.84	1,497,229.88	1,953,862.27	204,808.00	1,959,764.82
	Revenue Total:	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,928,862.27	392,691.58	2,934,764.82
Expense								
011-4.690.2.6428	UTIL FRANCH - MISC CONT	0.00	0.00	41,000.00	0.00	23,834.00	15,565.54	30,766.00
011-4.690.3.6725	UTIL FRANCH - POLICE CAP PROJ	0.00	0.00	0.00	0.00	70,750.00	70,741.60	70,750.00
011-4.690.3.6726	UTIL FRANCH - FIRE/EMS CAP P...	0.00	0.00	0.00	0.00	70,000.00	46,511.52	70,000.00
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP P...	0.00	0.00	0.00	0.00	31,500.00	4,269.07	31,500.00
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	0.00	0.00	0.00	272,000.00	0.00	272,000.00
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	0.00	0.00	0.00	17,800.00	0.00	17,800.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 08/31/2024

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	1,287,524.11	1,287,524.11	1,248,591.00	1,248,591.00	1,982,527.00	1,292,527.00	2,173,714.13
	Expense Total:	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,468,411.00	1,429,614.73	2,666,530.13
	Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	-383,152.11	-347,943.05	978,334.84	1,076,092.79	460,451.27	-1,036,923.15	268,234.69
Fund: 103 - LIBRARY FUND STATE - GEN								
Revenue								
103-3.410.2.4442	LIBRARY STATE REVENUES	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	0.00	5,800.00
	Revenue Total:	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	0.00	5,800.00
Expense								
103-4.410.3.6767	BOOKS	5,500.00	3,990.53	4,500.18	2,972.56	4,300.00	0.00	4,300.00
103-4.410.3.6769	AUDIO VISUAL	1,659.00	3,167.76	1,500.00	1,495.30	1,500.00	0.00	1,500.00
	Expense Total:	7,159.00	7,158.29	6,000.18	4,467.86	5,800.00	0.00	5,800.00
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	0.00	0.18	-0.18	-0.18	0.00	0.00	0.00
Fund: 167 - LIBRARY GIFTS - SPEC REV								
Revenue								
167-3.410.2.4461	GRANTS - NON GOVERNMENT...	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
167-3.410.2.4700	CONTRIBUTIONS	15,000.00	7,570.59	25,000.00	8,037.91	25,000.00	455.00	25,000.00
167-3.410.4.4300	INTEREST EARNED	690.00	740.11	400.00	361.72	350.00	70.13	350.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	3,850.00	494.66	3,850.00
	Revenue Total:	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	1,019.79	29,200.00
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	6,500.00	6,205.35	3,000.00	4,416.63	0.00	4,744.67	4,744.67
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	5,457.72	24,920.00	15,014.94	20,000.00	1,983.30	15,255.33
	Expense Total:	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	6,727.97	20,000.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-5,708.18	9,200.00
	Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	462,362.27	-1,363,082.29	277,434.69

Group Summary

Account Typ...	2022-2023		2023-2024		2024-2025		Defined Budgets
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025 YE
Fund: 003 - LIBRARY - GENERAL FUND							
Revenue	670,950.95	665,341.49	974,916.68	703,028.80	726,811.92	48,842.19	1,021,799.92
Expense	670,950.95	665,385.79	974,916.68	702,945.20	734,100.92	369,293.15	1,021,799.92
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	-7,289.00	-320,450.96	0.00
Fund: 011 - UTILITY FRANCHISE - GEN							
Revenue	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,928,862.27	392,691.58	2,934,764.82
Expense	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,468,411.00	1,429,614.73	2,666,530.13
Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	-383,152.11	-347,943.05	978,334.84	1,076,092.79	460,451.27	-1,036,923.15	268,234.69
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	0.00	5,800.00
Expense	7,159.00	7,158.29	6,000.18	4,467.86	5,800.00	0.00	5,800.00
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	0.00	0.18	-0.18	-0.18	0.00	0.00	0.00
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	1,019.79	29,200.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	6,727.97	20,000.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-5,708.18	9,200.00
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	462,362.27	-1,363,082.29	277,434.69

Fund Summary

Fund	2022-2023		2023-2024		2024-2025		Defined Budgets	
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025	2024-2025
							YE	
003 - LIBRARY - GENERAL FUND	0.00	-44.30	0.00	83.60	-7,289.00	-320,450.96	0.00	
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	460,451.27	-1,036,923.15	268,234.69	
103 - LIBRARY FUND STATE - GEN	0.00	0.18	-0.18	-0.18	0.00	0.00	0.00	
167 - LIBRARY GIFTS - SPEC REV	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-5,708.18	9,200.00	
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	462,362.27	-1,363,082.29	277,434.69	



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

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
				ACTUAL	9/3/2024	BALANCE
		\$	\$	\$	\$	\$
Beginning Balances		-	-	-	-	-
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 9,000	\$ 7,000	\$ 3,428	\$ -	\$ -
003-3.410.2.4440	State Grants	-	-	-	-	-
003-3.410.2.4461	Grinnell College	3,000	-	3,000	-	-
003-3.410.2.4470	County Contributions	28,503	30,213	-	-	-
003-3.410.2.4715	Refunds	1,000	-	-	-	-
003-3.410.2.4720	Ins Collections	342,600	-	-	-	-
003-3.410.4.4311	Rent	-	-	-	-	-
003-3.410.4.4705	Non Gov/College/	-	-	-	-	-
003-3.410.4.4790	Property Taxes	590,814	984,587	42,414	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	\$ 974,917	\$ 1,021,800	\$ 48,842	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 287,986	\$ 298,308	\$ 33,425	\$ -	\$ 264,883
003-4.410.1.6020	Part Time Salaries	195,495	217,275	26,921	-	190,354
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	7,000	7,000	-	-	7,000
003-4.410.1.6181	Allowances	-	-	-	-	0
003-4.410.1.6185	Health Program	-	-	-	-	0
003-4.410.1.6186	Pre-Emp Testing & Other	1,100	170	1,077	-	(907)
003-4.410.1.6210	Dues/Memberships	1,860	1,400	100	-	1,300
003-4.410.1.6220	Meeting Registration	1,250	900	10	25	865
003-4.410.1.6230	Mileage & Meeting Expense	600	600	34	-	566
003-4.410.2.6310	Repair/Maintain Building	4,280	4,500	-	13	4,487
003-4.410.2.6332	Repair/Maintain Equipment	5,220	4,228	-	-	4,228
003-4.410.2.6371	Utilities	40,000	39,000	5,480	2,960	30,561
003-4.410.2.6373	Telephone	4,552	5,212	920	-	4,292
003-4.410.2.6409	General Insurance	36,516	39,165	-	-	39,165
003-4.410.2.6414	Printing and	600	500	811	-	(311)
003-4.410.2.6421	Consulting/Professional Fees	532	1,325	-	-	1,325
003-4.410.2.6426	Safety Program	-	-	-	-	0
003-4.410.2.6428	Misc Contractual Work	351,308	372,147	297,672	484	73,991
003-4.410.2.6506	Office Supplies	5,500	5,500	128	279	5,093
003-4.410.2.6507	Program Operating Supplies	500	800	226	0	574
003-4.410.2.6508	Postage & Shipping	2,400	1,500	-	-	1,500
003-4.410.2.6513	Misc Supplies	2,500	2,200	-	-	2,200
003-4.410.2.6521	Prog Children	5,000	2,100	1,197	-	903
003-4.410.2.6522	Prog Child-	2,000	2,100	114	-	1,986
003-4.410.2.6523	Program Young Ad	1,000	1,050	108	-	942
003-4.410.3.6721	Furniture & Fixtures	1,660	-	-	-	0
003-4.410.3.6750	Bldg Improvements	-	-	-	-	0
003-4.410.3.6762	Computer	1,340	-	-	-	0
003-4.410.3.6763	Ebooks/Adult	1,500	1,560	204	-	1,356
003-4.410.3.6765	Books/Children	5,613	6,220	539	504	5,177
003-4.410.3.6766	Books/Young A	2,000	2,100	186	-	1,914
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	3,000	2,500	61	34	2,405
003-4.410.3.6769	Audio Visual	500	520	81	-	439
003-4.410.3.6770	AV/Youth	500	520	-	-	520
003-4.410.3.6771	Ebooks/Youth	1,600	1,400	-	-	1,400
	Total Expenditures	\$ 974,917	\$ 1,021,800	\$ 369,293	\$ 4,299	\$ 648,208
ENDING BALANCE		\$ -	\$ -	\$ (320,451)		



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

	2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 9/3/2024	PROJ. BUDGET BALANCE 7/1/2024
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
011-4.690.3.6727 Util Franch - Library Cap Pr	\$ 31,500	\$ -	\$ 4,269	\$ 27,231
Total Expenditures	\$ 31,500	\$ -	\$ 4,269	\$ 27,231
 ENDING BALANCE	 \$ -	 \$ -		



**Library Monthly Budget Report
Library Fund State - General
September 3, 2024**

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 9/3/2024	PROJ. BUDGET BALANCE 9/3/2024
Beginning Balances	\$ -	\$ -	\$ -		\$ -
Revenues:					
103-3.410.2.4432 Population Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
103-3.410.2.4440 State Grants	-	-	-	-	-
103-3.410.2.4442 Library State Revenues	6,000	5,800	-	-	5,800
103-3.410.4.4300 Interest Earned	-	-	-	-	-
103-3.410.4.4790 Trans In - Internal	-	-	-	-	-
Total Revenues	\$ 6,000	\$ 5,800	\$ -	\$ -	\$ 5,800
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	45,000	4,300	-	-	4,300
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,500	1,500	-	-	1,500
Total Expenditures	\$ 46,500	\$ 5,800	\$ -	\$ -	\$ 5,800
ENDING BALANCE	\$ (40,500)	\$ -	\$ -		



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

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 9/3/2024	PROJ. BUDGET BALANCE 9/3/2024
Beginning Balances	\$ 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	-	-	-	-	-
167-3.410.2.4700 Contributions	25,000	25,000	455	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	400	350	70	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	4,150	3,850	495	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 29,550	\$ 29,200	\$ 1,020	\$ -	\$ -
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	-	-	-	-	-
167-4.410.3.6721 Furniture & Fixtures	3,000	4,745	4,745	-	-
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	24,920	15,255	1,983	-	13,272
Total Expenditures	\$ 27,920	\$ 20,000	\$ 6,728	\$ -	\$ 13,272
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 27,920	\$ 20,000	\$ 6,728	\$ -	\$ 13,272
ENDING BALANCE	\$ 106,394	\$ 9,200	\$ (5,708)		



Grinnell, IA

My Open Payable Report

As Of 09/03/2024

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) 2,959.86
8.9.24 DRAKE	UTILITIES	09/03/2024	2,959.86	0.00	0.00	0.00	2,959.86
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (4) 303.30
13Y7-L743-RG4C	BOOKS	09/03/2024	16.95	0.00	0.00	0.00	16.95
1CT3-C3XQ-R1YJ	BOOKS	09/03/2024	113.84	0.00	0.00	0.00	113.84
1CT3-C3XQ-RFTJ	BOOKS	09/03/2024	62.56	0.00	0.00	0.00	62.56
1V7T-WW6Q-QVCN	WAGON	09/03/2024	109.95	0.00	0.00	0.00	109.95
Vendor: 001763	B3 TECHNOLOGY						Payable Count: (1) 397.20
12080	SVC	09/03/2024	397.20	0.00	0.00	0.00	397.20
Vendor: 001700	BAKER & TAYLOR - ENT #5103						Payable Count: (2) 908.48
2038458903	BOOKS	09/03/2024	288.74	0.00	0.00	0.00	288.74
2038463326	BOOKS	09/03/2024	619.74	0.00	0.00	0.00	619.74
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (1) 186.43
2038459857	BOOKS	09/03/2024	186.43	0.00	0.00	0.00	186.43
Vendor: 008700	DEMCO						Payable Count: (1) 279.10
7513593	SUPPLIES	09/03/2024	279.10	0.00	0.00	0.00	279.10
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
69385	MONTHLY MIN	09/03/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 099652	GRINNELL STEPPING STONES CHRISTIAN BOOKSTORES						Payable Count: (1) 195.69
220000038409	BOOKS	09/03/2024	195.69	0.00	0.00	0.00	195.69
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (1) 503.73
83017681	BOOKS	09/03/2024	503.73	0.00	0.00	0.00	503.73
Vendor: 022800	MC NALLYS FOODS (LIBRARY ACCT)						Payable Count: (1) 13.09
002004431552	SUPPLIES	09/03/2024	13.09	0.00	0.00	0.00	13.09
Vendor: 095203	MICRO MARKETING LLC						Payable Count: (1) 119.57
959806	LP BOOKS	09/03/2024	119.57	0.00	0.00	0.00	119.57
Vendor: 000848	NEAL, KAREN						Payable Count: (1) 25.00
9.3.24	REIMB - REGISTRATION	09/03/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 002016	OVERDRIVE, INC.						Payable Count: (1) 20.68
06497CP24227723	EBOOKS	09/03/2024	20.68	0.00	0.00	0.00	20.68
Vendor: 002669	UNIQUE MANAGEMENT SERVICES						Payable Count: (1) 61.50
6128699	PLACEMENTS	09/03/2024	61.50	0.00	0.00	0.00	61.50
Vendor: 099610	USA TODAY						Payable Count: (1) 34.00
9.3.24	SUB	09/03/2024	34.00	0.00	0.00	0.00	34.00
Payable Account 999-2020							Payable Count: (19) Total: 6,032.63

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	19	6,032.63
Report Total:	19	6,032.63

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	19	6,032.63
Report Total:	19	6,032.63

SEPARATION AGREEMENT AND GENERAL RELEASE

This Separation Agreement and General Release (hereinafter “Agreement”) is made and entered into between Monique Shore (hereinafter “Shore”), the City of Grinnell and the Drake Community Library (collectively referred to hereinafter as “the City”) for the consideration and mutual promises hereinafter stated.

WHEREAS, Shore is currently employed with the City as a Library Assistant Technical Administrator; and

WHEREAS, Shore and the City have mutually agreed for Shore to separate from her Library Assistant Technical Administrator position with the City, effective September 30, 2024; and

WHEREAS, Shore and the City agree that all parties are voluntarily entering this Agreement with a reasonable belief that it will be in the best interests of the City and Shore and serves a public purpose; and

WHEREAS, Shore and the City desire to effectuate this separation from employment and settle all potential outstanding issues or claims between them in accordance with the terms and conditions stated in this Agreement.

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, it is understood and agreed by and between each of the parties as follows:

1. **Separation.** By entering this Agreement, Shore will be separated from all employment and assignments with the City effective September 30, 2024.

2. **City’s Obligations.** It is understood and agreed by and between each of the parties to this Agreement that as full, sufficient, and complete consideration for Shore’s promises regarding her separation from employment and the releases made herein, the City agrees as follows:

- a. Shore will continue as an employee of the City with pay and benefits, up through September 30, 2024, at which time her separation from employment with the City will be effective. This pay during this time shall continue to be subject to normal taxes, FICA, and IPERS withholding as applicable, as well as any other withholdings required by law. Shore will be on paid administrative leave from the effective date of this agreement up to and until her September 30, 2024 separation from employment with the City becomes effective.
- b. The City will pay Shore’s COBRA premiums for her existing “family” level of health, vision, and dental insurance coverage for the 12 months following the effective date of Shore’s separation from employment with the City (through September 30, 2025). (The City’s cost for Shore’s COBRA premiums will not exceed \$23,000.00 total for 12 months of family health coverage, \$2,058.00 for 12 months of family dental coverage, and \$282.37 for 12 months of family vision coverage.) Thereafter, continued insurance coverage shall be at Shore’s sole expense pursuant to COBRA.
- c. The City will provide Shore with a one-time severance payment of \$33,000.00, less required taxes and withholdings. Such payment will be made with her final paycheck.

- d. In accordance with City policy, the City will pay Shore at her regular rate of pay for her unused vacation balance and for 50% of her unused sick leave balance (not to exceed 720 hours) remaining at the time of her effective date of separation from employment with the City, less required taxes and withholdings. Such payment will be made with her final paycheck.
- e. The City will pay attorney fees totaling \$1,325.00 to Shore's attorney, Tom Lacina at Charnetski, Lacina & Follette, LLP. This payment will be made within fourteen (14) days of the effective date of this Agreement, and after receipt of counsel's properly completed W-9.

3. **No additional compensation.** It is understood and agreed Shore is not entitled to receive any compensation from the City other than as set forth in Paragraph 2 of this Agreement.

4. **No Application, No rehire.** Shore agrees that in consideration of the payments and representations described in this Agreement, she shall not seek employment, re-employment, or reinstatement with the City, in any capacity, whether full-time or part-time, nor shall she be entitled to re-employment by the City. If Shore reapplies and is rehired by any individual without specific knowledge of this Agreement, Shore agrees that this shall constitute just cause for immediate termination of her employment with the City, and Shore further agrees that she will not challenge such termination in any way.

5. **Joint Statement.** The Parties agree to develop a mutually acceptable statement related to Shore's separation from employment with the City.

6. **No Admission of Liability.** It is understood and agreed that this is a compromise of any and all potential claims by Shore against the City, and that neither this Agreement itself, the offering of it, nor the furnishing of the consideration for this Agreement shall be deemed or construed at any time for any purpose as an admission of anyone's liability or responsibility for any wrongdoing of any kind.

7. **Full and Comprehensive Release.** Shore, with full understanding of the contents and legal effect of this Release, freely and voluntarily promises to and does hereby completely release and forever discharge the City and its respective officers, directors, agents, and employees, from any and all claims, of any and every kind, nature, and character, including any and all claims for attorneys' fees and costs which Shore may now have, or has ever had, against the City and/or any affiliated officers, directors, agents, employees, successors and assigns, which arose in whole or in part from her employment with the City and any other dealings of any kind between Shore and the City and/or any officer, director, agent or employees of the City, which have transpired prior to the execution of this Release, including but not limited to, any and all claims, rights, demands, and causes of action of any and every kind, whether arising out of wrongful discharge, discrimination, alleged violations of any alleged contract, express or implied, breach of any covenant of good faith and fair dealing, whether express or implied, any personal injury, any tort, or any statute, including but not limited to, Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Americans With Disabilities Act, the Family and Medical Leave Act, the Employee Retirement Income Security Act of 1974, as amended, the Iowa Civil Rights Act, Iowa Wage Payment Collection, claims under any local rule, state or federal statute, and claims under common-law, claims for breach of contract, claims for any tort, claims for any wrongful discharge, or any other claims which could have been but have not been asserted which Shore may now have or has ever had. This release shall apply upon the effective date of this Agreement.

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5. **Joint Statement.** The Parties agree to develop a mutually acceptable statement related to Shore's separation from employment with the City.

6. **No Admission of Liability.** It is understood and agreed that this is a compromise of any and all potential claims by Shore against the City, and that neither this Agreement itself, the offering of it, nor the furnishing of the consideration for this Agreement shall be deemed or construed at any time for any purpose as an admission of anyone's liability or responsibility for any wrongdoing of any kind.

7. **Full and Comprehensive Release.** Shore, with full understanding of the contents and legal effect of this Release, freely and voluntarily promises to and does hereby completely release and forever discharge the City and its respective officers, directors, agents, and employees, from any and all claims, of any and every kind, nature, and character, including any and all claims for attorneys' fees and costs which Shore may now have, or has ever had, against the City and/or any affiliated officers, directors, agents, employees, successors and assigns, which arose in whole or in part from her employment with the City and any other dealings of any kind between Shore and the City and/or any officer, director, agent or employees of the City, which have transpired prior to the execution of this Release, including but not limited to, any and all claims, rights, demands, and causes of action of any and every kind, whether arising out of wrongful discharge, discrimination, alleged violations of any alleged contract, express or implied, breach of any covenant of good faith and fair dealing, whether express or implied, any personal injury, any tort, or any statute, including but not limited to, Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Americans With Disabilities Act, the Family and Medical Leave Act, the Employee Retirement Income Security Act of 1974, as amended, the Iowa Civil Rights Act, Iowa Wage Payment Collection, claims under any local rule, state or federal statute, and claims under common-law, claims for breach of contract, claims for any tort, claims for any wrongful discharge, or any other claims which could have been but have not been asserted which Shore may now have or has ever had. This release shall apply upon the effective date of this Agreement.

8. Special Provisions for Age Discrimination. In addition to the provisions contained herein, and by execution of this document, Shore expressly waives any and all rights to claims arising under the Age Discrimination in Employment Act of 1967 (“ADEA”), as amended by the Older Worker Benefit Protections Act, and:

- a. Shore acknowledges that her waiver of rights or claims arising under the ADEA is in writing, written in a manner calculated to be understood, and is understood by her.
- b. Shore expressly understands that this waiver refers to rights or claims arising under the ADEA, as amended.
- c. Shore expressly understands that by execution of this document, she does not waive any ADEA rights or claims that may arise after the date this Agreement is executed.
- d. Shore acknowledges that the waiver of her rights on claims arising under the ADEA, as amended, is in exchange for the consideration outlined above, which is above and beyond that to which she is otherwise entitled to receive from the City.
- e. Shore acknowledges that the City, by this Agreement, is hereby advising her in writing to consult with an attorney of her choosing prior to executing this document.
- f. Shore acknowledges that she has been advised by the City that she may, but does not have to take 21 days, which Shore acknowledges is a reasonable period of time, to consider this document.
- g. The parties agree that changes, whether material or immaterial, do not restart the running of the 21-day period.
- h. Shore has the right to revoke her Agreement by sending written notice to the City within 7 days. Unless Shore revokes this Agreement within 7 days, the Agreement shall become effective on the eighth day following Shore’s signing of the Agreement and after approval of the governing bodies as referenced in Paragraph 18.

9. Covenant Not to Sue. At no time subsequent to the execution of this Agreement will Shore file or maintain, or cause or knowingly permit the filing or maintenance, in any state, federal, or foreign court, or before any local, state, federal, or foreign administrative agency, or any other tribunal, any charge, claim, or action of any kind, nature, and character whatsoever, known or unknown, which she may now have, or has ever had against the City and/or any officer, director, employee, or agent of the City.

10. Exceptions. Notwithstanding anything in this Agreement to the contrary, Shore is not waiving any claim that may not be waived by law.

11. Mutual Non-Disparagement. The parties agree that neither party, Shore nor the City (and its directors, officers, and employees), will disparage (as defined below) the other party related to Shore’s employment with the City and separation thereof. “Disparage” as used in this paragraph shall mean to use degrading, belittling, deprecating, criticizing, and discrediting words, made by any means and in any manner. This paragraph shall not prohibit any person from testifying truthfully under oath as part of any legal proceeding; making statements to governmental bodies and managers of the City of Grinnell and its public library; or stating facts truthfully.

12. Complete Release. It is understood and agreed that Shore and the City are currently unaware of any claim, right, demand, debt, action, obligation, liability, or cause of action that either party may have against the other and/or any of their respective officers, directors, agents, or employees which has not been released in this Agreement. The City, Board and Shore acknowledge that they have not assigned, sold, conveyed or otherwise transferred any claim released by this Agreement.

13. Public Records Acknowledgement. It is understood and agreed that this Agreement shall be treated as a public record under the Iowa Public Records Act and that this is not a resignation in lieu of termination as that phrase is used in the Act. Any other personnel records of Shore shall be retained as confidential, subject to the provisions of Iowa Code section 22.7(11).

14. Counsel and Voluntary Agreement. Shore represents that she has had the right and opportunity to be represented by counsel of her own choosing in the negotiations for and preparation of this Release, that she is not relying on any representations that may have been made by the City or any of its employees or representatives that are not set out herein, that she has read this Agreement, that she is fully aware of its contents and of its legal effect, and that she freely and voluntarily enters into it.

15. Iowa Law. This Agreement shall be construed and governed by the laws of the State of Iowa. The parties hereto further agree that if, for any reason, any provision hereof is void or unenforceable, the remainder of this Agreement shall nonetheless remain binding and in effect.

16. Entire Agreement. This Agreement fully supersedes any and all prior agreements or understandings between the parties hereto and sets forth the entire agreement between the parties hereto pertaining to the subject matter hereof.

17. Consideration and Revocation Period. As set forth in Paragraph 8, Shore shall have up to 21 days to consider this Agreement and, once approved and signed by Shore, she shall have up to 7 days to revoke this Agreement in writing.

18. Council and Board Approval and Effective Date. This Agreement is subject to approval by the City Council and Library Board of Trustees and shall become effective only upon approval by both the Council and the Board. Should the Council and/or the Board reject or otherwise fail to accept this Agreement, this Agreement shall be deemed null and void in its entirety.



Monique Shore



Date

For the City of Grinnell

Date

For the Drake Community Library

Date

Estimate No. IOWA 102786

August 9, 2024

Page 1 of 2



Customer Drake Community Library
Location Primary Location
Reference Donor Wall Panel

Bill to
Drake Community Library
Karen Neal
930 Park Street
Grinnell, IA 50112
US
T: 641-236-2661
Email: KNeal@grinnelliowa.gov

Ship to
Drake Community Library
Karen Neal
930 Park Street
Grinnell, IA 50112
US
T: 641-236-2661
Email: KNeal@grinnelliowa.gov

Valid Until	09/08/2024	Revision Date	08/09/2024	Lead Time	6 - 7 Weeks	SR	Ben Latimer
F.O.B.	Job Site	Revision No		Ship Method	Installed	PM	Zach Story
Terms	1/2 Deposit balance Net 30						
Estimator	Ben Latimer						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Sign Type 9.3	Sign Type 9.3: Donor Wall Panel 3-1/2"(h) x 6"(w) Pacific Interior Series w/PoP Graphics Background Color: Standard Graphics Color: Standard Mounting: Add to existing Donor Wall	1	Each	77.00	77.00
2.	Sign Type 9.3	OPTION Sign Type 9.3: Donor Wall Panel 6"(h) x 6"(w) Pacific Interior Series w/PoP Graphics Background Color: Standard Graphics Color: Standard Mounting: Add to existing Donor Wall	0	Each	30.00	0.00
3.	Installation	Standard Installation	1	Each	130.00	130.00
Subtotal						207.00
* Tax Exempt # On File						0.00
Total						207.00

Quote Valid Until: September 8, 2024

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by

08/09/2024
Date

Approved by

Date

Print Name

continued on next page

Estimate No. IOWA 102786

August 9, 2024

Page 2 of 2



Customer Drake Community Library
Location Primary Location
Reference Donor Wall Panel

Conditions

MasterCard & Visa accepted for transactions under \$10,000.00. Credit card transactions will be charged a 1.5% processing fee.

Digital Wall Coverings wall prep

- Wall must be painted with a Satin or Semi Gloss Paint.
- Wall to be level 5 finish or imperfections will show through wall covering.

Lead times are defined as the period of time to complete fabrication and delivery of product. This time period follows final approval of all details required to make the product. Lead times do not include time for design services, approvals, price negotiations, message schedule development, location plan development, etc.

Latitude Signage +Design will charge customers \$75 for each paint color (swatch) request and \$100 for digital print Ink color matching requests. This includes all of our standard colors along with any Pantone or CMYK color requests.

Pricing is based on exact quantities shown. Changes in services, quantities or delivery timeline may alter the per unit price.

This quotation is valid for 30 days from the date of creation.

Latitude Signage + Design is not responsible for the condition of the wall surface after removal of existing signs.

Latitude Signage + Design is not responsible for damage to underground sprinkler systems, property lighting and/or private utilities, not clearly marked by the customer.

A minimum order charge may apply and will be added to the final invoice.



Invoice

11009 Aurora Ave
Urbandale, IA 50322
Phone: (515) 964-0904

Invoice Number
3632
Invoice Date
7/30/2024

Bill To: GRINNELL DRAKE COMM LIBRARY
930 Park St

Re: Grinnell Drake Library
930 Park St

GRINNELL, IA 50112-2016

Grinnell, IA 50112

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
P001142			Net 30 Days	8/29/2024
TECHNICAL SUPPORT PROGRAM BILLING				Price

TECH SUPPORT PROGRAM BILLING

1,111.00

003-4.410, 2.6428
OK kneal

Subtotal	\$	1,111.00
Sales Tax (if applicable)	\$	0.00
Total Due	\$	1,111.00

Thank you for your business!



Now Seeking Downtown Locations for Grinnell Area Arts Council’s Public Art Mural Project

ABOUT THE PROJECT

This fall, the Grinnell Area Arts Council (GAAC) will collaborate with Iowa artist Isaac Campbell to install wheat paste murals of historical images from the early 20th century on buildings around Grinnell. The murals will highlight figures both well-known in Grinnell history, such as aviator Billy Robinson and Grinnell College graduate Edith Renfrow Smith, and everyday Grinnellians such as the 1932 high school football team. Overall, the project aims to make accessible artwork that helps current residents of Grinnell connect with the town’s past and promote tourism as visitors travel to see the final products.

Isaac’s work is heavily collaborative and will engage volunteers from the Grinnell community to help install the murals. Isaac will also teach his process to local schoolchildren and lead them in mini-mural projects as well as present a Bucket Course at Drake Community Library. Other events, including walking tours, centered on the murals are in planning stages.

Wheat paste is a biodegradable adhesive that is used to attach paper artwork onto building surfaces. The longevity of the mural depends on the building’s surface, weather conditions, and location, but they typically last from 3-6 months to two years. As the murals start to deteriorate, they can be removed with a pressure washer.

HOW CAN YOU GET INVOLVED?

SPONSOR THE PROJECT:

Support this intersection of public art and history by becoming a sponsor of the project. Your gift to the Grinnell Area Arts Council will help us fund the artist and materials required for installing these murals across downtown Grinnell. Your name/business will be included in publicity for the project.

HOST AN ARTWORK:

Become a mural site host! Hosting a mural will attract attention to your building and/or business. Hosting is a great opportunity to connect with the community by becoming a temporary exhibition of public history and art and a gathering place for visitors.

TO HOST OR SUPPORT THE PROJECT OR FOR MORE INFORMATION, PLEASE CONTACT MONICA ST. ANGELO AT MONICA@GRINNELLARTS.ORG OR 236-3203.

PROJECT TIMELINE

August 2024	Test patch with Isaac Campbell
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September 2024	Mural installation
Post-September 2024+	Regular GAAC inspection of murals for deterioration, tampering and/or power washing needs

PLEASE VISIT WWW.ISAACAMPBELL.ART FOR MORE SAMPLES OF HIS WORK.

Below location: Ottumwa, IA



Below location: Coralville, IA



HOSTING SITE Q & A:

WHAT WILL IT COST ME?

\$0-GAAC will provide all the materials and equipment needed for mural installation and removal.

WILL CHANGES BE MADE TO MY BUILDING?

No, GAAC and the artist select sites with ideal surfaces for both installation and removal of the murals. The artist will do a small test patch to test the surface to the satisfaction of the building owner.

DO I GET TO CHOOSE THE PHOTO?

GAAC has a short list of images that fit well in the proposed sites and are appropriate to the historical them of the exhibit, developed in collaboration with Drake Community Library's PHPP. We will work with the site owners for full approval.