

Tentative Agenda
Drake Community Library Board of Trustees
August 25, 2021, 5:15 p.m.
In-person attendees meet in the Library's Caulkins Community Room
Remote attendees may connect electronically
made available via Zoom from the online City Agenda Center

allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020
due to potential for spread of COVID-19

Topic: Library Board of Trustees
Time: Aug 25, 2021 05:00 PM Central Time (US and Canada)
(meeting begins at 5:15 pm)

Join Zoom Meeting

<https://zoom.us/j/93890254846?pwd=M1ptRGdNSFIwY2g1M2I0cDAyeGxtQT09>

Meeting ID: 938 9025 4846

Passcode: 435115

One tap mobile

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Meeting ID: 938 9025 4846

Passcode: 435115

Find your local number: <https://zoom.us/u/ad6b4MQP6J>

A. **Members present:** ___ Elfenbein ___ Hardin ___ Hammond ___ McFee
___ Pagliai ___ Rudolph ___ Swick Other: ___ Kennett

B. **Approval of agenda**

C. **Approval of Minutes**

1. Approval of July 28, 2021 Regular Board Meeting

D. **Communications**

1. Greater Poweshiek Community Foundation – June 30, 2021 DCL endowment report

E. **Report of Director**

1. July 2021 statistical reports
2. Library response to local COVID-19 conditions

F. Committee reports

Building and grounds –

Finance, salary and personnel – Committee Report

Long range planning –

Policy –

H. Trustee report –

I. Financial report and approval of bills payable in September

J. **Old business** - Finalize Committee personnel for FY22

K. **New Business** - None

L. Trustee Continuing Education

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

July 28, 2021, 5:15 p.m.

Caulkins Community Room

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

ROLL CALL: _X_Elfenbein _X_Hardin _via Zoom_Hammond _X_McFee
 _X_Pagliai _Rudolph _Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:15 p.m. in the Caulkins Community Room.

APPROVAL OF AGENDA: By consent, the agenda was approved as presented.

APPROVAL OF MINUTES: Elfenbein moved and Hardin seconded approval of the June 23, 2021 Regular Board Meeting minutes and the June 23, 2021 Annual Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Rudolph _Swick

COMMUNICATIONS:

1. The Jasper, Marion, Poweshiek Early Childhood Iowa Area agency awarded the Library a \$730 grant for the purchase of sensory paths, which are a creative way for kids to build connections in the brain that are responsible for sight, touch, sound, enabling young children to complete complex, multi-stage tasks.
2. Friends of Drake Community Library have approved funding half of the cost, equaling \$3,368, of the recently installed landscaping adjacent to the parking lot south of the Library.

REPORT OF DIRECTOR:

1. June 2021 statistical report, FY21 stock report, and FY21 Borrower Type report were reviewed.
2. Library operations will continue to be monitored with respect to current COVID-19 local conditions and Center for Disease Control guidelines. Poweshiek County is currently rated “moderate risk”. Jasper County is currently rated as “substantial risk”. The CDC recommends mask-wearing for all individuals, regardless of vaccination status, in indoor settings where substantial or high risk exists.

COMMITTEE REPORTS:

Building & Grounds – none

Finance, Salary, & Personnel – Committee of Hardin, Rudolph, and Pagliai have formulated plans and timeline for Library Director position search. Committee will communicate with City administration prior to launching the search.

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: *none*

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. McFee moved and Elfenbein seconded the approval of bills payable in August. Bills included the annual fee for network security managed services. Hammond recommended seeking a third party audit to determine if firewall vulnerabilities exist.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Rudolph _Swick

OLD BUSINESS: None.

NEW BUSINESS:

1. Upon review of the Bulletin Board Policy and the Non-Resident Request for Research Policy, Hardin moved and McFee seconded acceptance of current policy language.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Rudolph _Swick

2. Upon review of the Personal Purchase of Materials Policy, McFee moved and Hammond seconded revocation of the policy.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Rudolph _Swick

TRUSTEE CONTINUING EDUCATION: *none*

Meeting adjourned at 6:00 p.m.

Next meeting: August 25, 2021 at 5:15 p.m.



Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund
June 01, 2021 through June 30, 2021

Fund Activity Summary

	<u>Jun 2021</u>	<u>Jul 2020</u>
Beginning Balance	160,843.96	123,359.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	220.00	10,902.48
Investment Revenue	1,137.35	29,785.53
Totals	1,357.35	40,688.01

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	158.60	1,995.45
Other Expenses	4.09	13.76
Totals	162.69	2,009.21

Net Change	\$1,194.66	\$38,678.80
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Ending Balance	\$162,038.62	\$162,038.62
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	32,084.93
Investments	129,953.69
Total	162,038.62

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Fund Activity Detail

Donations

<u>Date</u>	<u>Donor</u> <u>Description</u>	<u>Amount</u>
6/10/2021	Guenther, Emily	25.00
6/21/2021	Marzluff, Elaine Online Donation	180.00
6/25/2021	Elfenbein, Caleb and Tina	15.00
Total Donations		220.00

Grants Awarded

No grants awarded in the statement period

DCL Circulation Stats by Item Types

July 2021

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	2,087	1056	2,087	1056
	Special Book (7 day)	4	28	4	28
TOTAL ADULT BOOKS		2,091	1,084	2,091	1,084
TOTAL YA BOOKS	YA Book	237	102	237	102
		237	102	237	102
	Children's Book	2,864	1757	2,864	1757
TOTAL CHILDREN'S BOOKS		2,864	1757	2,864	1757
	Paperback	322	257	322	257
TOTAL PAPERBACKS		322	257	322	257
	Adult Audio	67	35	67	35
	Adult Video	63	39	63	39
TOTAL AUDIO/VIDEO		130	74	130	74
	YA Audio	2	4	2	4
TOTAL YA AUDIO/VIDEO		2	4	2	4
	Children's Audio	15	12	15	12
	Children's Video	28	15	28	15
TOTAL CHILDREN'S AUDIO/VIDEO		43	27	43	27
	Periodicals	49	5	49	5
	Equipment	15	1	15	1
	ILL from other libraries	25	31	25	31
	Misc. Other	0	10	0	10
TOTAL MISCELLANEOUS		89	47	89	47
Total Physical Item Circ		5,778	3,352	5,778	3,352
	Bridges eBooks	746	1003	746	1003
	Bridges eAudiobooks	618	494	618	494
	Freegal MP3 Downloads	165	202	165	202
	Bridges eMagazines	34	64	34	64
	Kanopy Streaming Video	125	140	125	140
Total eResource Downloads		1,688	1,903	1,688	1,903
TOTAL CIRCULATION		7,466	5255	7466	5255

DCL Circulation Stats by Borrower Types

July 2021

Btype Group	Current Month Total	Same month Previous Year	Current YTD	Previous YTD
Area Resident	3,532	1769	3,532	1769
Open Access Borrower	206	107	206	107
Grinnell College Student	69	33	69	33
Youth	738	180	738	180
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
RESIDENTS	4,545	2,089	4,545	2,089
Bk Del (Homebound)	120	46	120	46
Bk Del (Books in Baskets)	611	86	611	86
BOOK DELIVERY	731	132	731	132
Staff use for Programs	122	906	122	906
Home School Provider	149	120	149	120
Preschool Teachers	66	0	66	0
Teacher G-N Schools	9	1	9	1
Teacher Not G-N Schools	7	0	7	0
EDUCATION SUPPORT	353	1,027	353	1,027
ILL sent to other libraries	37	23	37	23
LP sent to other libraries	112	81	112	81
SPECIAL LOAN	149	104	149	104
TOTAL	5,778	3,352	5,778	3,352

Online Learning and Reference Databases

Gale Reference (Discontinued by State Library July 1)	na	111	na	111
Credo Reference (Discontinued by State Library July 1)	na	0	na	0
Chilton Online Auto Repair	0	5	0	5
Reference Solutions Directory Searches	5	15	5	15
Mango Language Program Sessions	46	251	46	251
Transparent Language (Discontinued by State Library July 1)	na	0	na	0
Brainfuse	0	9	0	9
Ancestry.com Searches	374	880	374	880
Heritage Quest Searches	7	15	7	15
Niche Tutorial Views	59	94	59	94
Weiss Financial (started Sept '20)	3	na	3	na

**DCL Other Services
July 2021**

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	369	147	369	147
Children's Computers	32	0	32	0
Little Kids Computers	13	0	13	0
TOTAL COMPUTER SESSIONS	414	147	414	147
Distinct Users This Month	136	43	136	43
Guest Logins	56	13	56	13
MEETING ROOM USE				
Business Groups	12	0	12	0
Community Groups	23	0	23	0
Public Forums	1	0	1	0
Drop-In & Other Use	21	0	21	0
Total Groups	57	0	57	0
Business People	25	0	25	0
Community People	278	0	278	0
Public Forum People	8	0	8	0
Drop-In & Other Use	29	0	29	0
Total People Count	340	0	340	0
LIBRARY PROGRAMS				
Adult programs	2	0	2	0
Young Adult programs	0	0	0	0
Children programs	24	0	8	0
Total In Person Programs Offered	26	0	10	0
Adult attendance	17	0	17	0
Young Adult attendance	0	0	0	0
Child attendance	957	0	20	0
Total In Person Program Attendance	974	0	37	0
VIRTUAL PROGRAMS				
Adult programs	0	0	0	0
Young Adult programs	0	0	0	0
Children programs	8	26	24	26
Total Virtual Programs Offered	8	26	24	26
Adult attendance	0	0	0	0
Young Adult attendance	0	0	0	0
Child attendance	20	967	957	967
Total Virtual Program Attendance	20	967	957	967
ARCHIVE USE	50	3	50	3
DOOR COUNT	3379	0	3379	0
WIRELESS USERS (WhoFi*)	1577	734	1577	734
VOLUNTEERS				
Number of	5	0	5	0
Total hours	27	0	27	0

The board of trustees of the Drake Community Library in Grinnell, Iowa is seeking a library director capable of engaging patrons, empowering library staff, implementing technology, working with local government leaders, and building strategic partnerships within the community.

The Drake Community Library is a department of the City of Grinnell—a city rich in history and community pride. Home to Grinnell College, the community has a population of just over 9,000. Close to both Des Moines and Iowa City on Interstate 80, Grinnell offers easy access to all of the arts, culture, and athletics of the area.

The library was founded in 1901 and is well-supported by Grinnell. Our service population is about 14,000 people, servicing the rural Poweshiek County, as well as Grinnell. The collection consists of over 70,000 physical items and a strong digital collection, housed in a beautiful 26,000 square foot LEED-certified building built in 2009.

Essential Duties:

Supervises staff by providing work assignments and review, training, employment, administration, and disciplinary processes, and evaluating performance. Provides direction to and mentors staff, including selecting the type and number of training sessions needed and tracking staff progress on training outcomes.

Plans and implements department goals, strategies, policies, and procedures, and determines improvements to service delivery processes and methods. Ensures that all ongoing operations comply with applicable regulations, policies, and procedures.

Performs collection development, including evaluating book reviews, reviewing existing collections, and assessing community needs. Provides reference services. Plans and develops library programs for patrons.

Coordinates with the public, internal staff, and external agencies; facilitates meetings to respond to inquiries, resolve citizen complaints, and address operational and staffing issues. Serves as a key spokesperson to represent the library.

Plans and directs all aspects of the library budget, including determining the annual budget request, assigning account numbers to invoices, preparing purchase orders, and researching and analyzing financial and operational information to forecast collection development, training, and other department needs.

Coordinates the preparation of, prepares, edits, and/or maintains annual and monthly reports and agendas; researches and analyzes information; and makes recommendations based on analysis to the library board and other internal staff and external agencies.

Inspects library facilities to determine maintenance needs. Contacts applicable in-house or contractual staff to resolve maintenance issues.

Performs other duties of a similar nature and level as assigned.

Qualifications:

A master's degree in library science, State Library of Iowa Public Librarian Level IV certification, and five years of experience in professional-level library management, including supervisory experience. Alternatively, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- A pre-employment physical examination is required.
- A pre-employment drug test is required.
- Residency no greater than fifteen (15) miles from the public safety building to the employee's property line within one year from the date of hire.
- The City of Grinnell has a no-tobacco use policy.
- The City of Grinnell is an equal-opportunity employer.

A [full job description](#) is available.

Compensation:

Salary range of \$77,000—\$82,000 commensurate with experience, and an excellent benefits package.

To apply:

Submit resume, cover letter, and 3 professional references to drakecommunitylibrary@gmail.com by September 10th.

DRAKE COMMUNITY LIBRARY

RECEIPTS

as of 07/31/2021

	Previous balance	MTD	YTD
County tax	0.00	0.00	0.00
Donations (incl. research donation)	0.00	150.00	150.00
Fees (Malcom)	0.00	1,054.30	1,054.30
Lost materials	0.00	45.14	45.14
Photocopy	0.00	276.00	276.00
Miscellaneous (replacement cards)	0.00	8.00	8.00
Total	0.00	1,533.44	1,533.44

Carryover from June 30, 2021	75.00
Plus total from July, 2021	1,533.44
Less undeposited receipts	75.00

Total recorded at City Office **1,533.44**

GIFT ACCOUNT (167 detail)

Balance as of June 30, 2021 \$ 107,757.29

RECEIPTS

JMP Early Childhood Iowa grant distribution \$730.00

Total Gift Revenue **\$730.00**

EXPENDITURES

Ryan Dowd Homelessness Training Institute subscription \$429.00

Total Gift Expenditure **\$429.00**

Balance on July 31, 2021 **\$108,058.29**



**Library Monthly Budget Report
General Fund
August 25, 2021**

		2020-2021 YTD ACTUAL	2021-2022 BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 9/7/2021	PROJ. BUDGET BALANCE 9/7/2021
		\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Balances						
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 7,781	\$ 9,460	\$ 2,049	\$ -	\$ -
003-3.410.2.4440	State Grants	1,081	-	-	-	-
003-3.410.2.4461	Grinnell College	-	-	-	-	-
003-3.410.2.4470	County Contributions	24,284	24,284	-	-	-
003-3.410.2.4715	Refunds	-	-	-	-	-
003-3.410.2.4720	Ins Collections	3,715	-	-	-	-
003-3.410.4.4790	Property Taxes	461,720	584,520	-	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	\$ 498,581	\$ 618,264	\$ 2,049	\$ -	\$ -
Expenditures:						
003-4.410-1.6010	Salaries	\$ 179,371	\$ 249,558	\$ 19,578	\$ -	\$ 229,980
003-4.410.1.6020	Part Time Salaries	143,155	177,541	21,353	-	156,188
003-4.410.1.6040	Overtime Salaries	-	-	-	-	0
003-4.410.1.6051	FEMA Disaster Salaries	2,847	-	-	-	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	4,000	-	-	4,000
003-4.410.1.6181	Allowances	-	-	-	-	0
003-4.410.1.6185	Health Program	-	150	-	-	150
003-4.410.1.6186	Pre-Emp Testing & Other	-	480	359	-	121
003-4.410.1.6210	Dues/Memberships	1,003	1,150	-	-	1,150
003-4.410.1.6220	Meeting Registration	977	700	-	-	700
003-4.410.1.6230	Mileage & Meeting Expense	-	700	-	-	700
003-4.410.2.6310	Repair/Maintain Building	25,759	10,000	400	584	9,016
003-4.410.2.6332	Repair/Maintain Equipment	9,861	7,500	1,810	-	5,690
003-4.410.2.6371	Utilities	29,634	41,000	5,316	-	35,684
003-4.410.2.6373	Telephone	4,207	4,200	706	8	3,486
003-4.410.2.6409	General Insurance	7,700	8,085	-	-	8,085
003-4.410.2.6414	Printing and	753	800	95	-	705
003-4.410.2.6421	Consulting/Professional Fees	12,613	-	-	-	0
003-4.410.2.6426	Safety Program	-	-	-	-	0
003-4.410.2.6428	Misc Contractual Work	76,528	76,400	10,432	3,639	62,329
003-4.410.2.6506	Office Supplies	6,027	6,300	324	418	5,558
003-4.410.2.6507	Program Operating Supplies	173	500	41	75	384
003-4.410.2.6508	Postage & Shipping	1,287	3,500	-	-	3,500
003-4.410.2.6513	Misc Supplies	3,473	3,600	-	348	3,252
003-4.410.2.6521	Prog Children	1,330	2,000	365	104	1,531
003-4.410.2.6522	Prog Child-	2,501	2,000	328	15	1,657
003-4.410.2.6523	Program Young Ad	1,187	1,000	-	-	1,000
003-4.410.3.6721	Furniture & Fixtures	-	-	-	-	0
003-4.410.3.6750	Bldg Improvements	-	-	-	-	0
003-4.410.3.6762	Computer	-	-	-	-	0
003-4.410.3.6763	Ebooks/Adult	-	1,500	56	-	1,444
003-4.410.3.6765	Books/Children	5,463	6,000	930	1,008	4,062
003-4.410.3.6766	Books/Young A	1,680	2,000	147	(11)	1,864
003-4.410.3.6767	Books	-	-	-	-	0
003-4.410.3.6768	Periodicals	4,202	5,000	199	-	4,801
003-4.410.3.6769	Audio Visual	1,286	500	74	-	426
003-4.410.3.6770	AV/Youth	736	500	-	-	500
003-4.410.3.6771	Ebooks/Youth	489	1,600	-	-	1,600
	Total Expenditures	\$ 528,242	\$ 618,264	\$ 62,514	\$ 6,188	\$ 549,562
ENDING BALANCE		\$ (29,661)	\$ -	\$ (60,465)		



**Library Monthly Budget Report
Library Fund State - General
August 25, 2021**

	2020-2021 YTD ACTUAL	2021-2022 BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 9/7/2021	PROJ. BUDGET BALANCE 9/7/2021
Beginning Balances	\$ 2	\$ -	\$ -		\$ -
Revenues:					
103-3.410.2.4432 Population Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
103-3.410.2.4440 State Grants	-	-	-	-	-
103-3.410.2.4442 Library State Revenues	6,819	6,900	-	-	-
103-3.410.4.4300 Interest Earned	-	-	-	-	-
Total Revenues	<u>\$ 6,819</u>	<u>\$ 6,900</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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	5,320	5,500	-	-	5,500
103-4.410.3.6768 Periodicals	-	-	-	-	-
103-4.410.3.6769 Audio Visual	1,501	1,000	-	-	1,000
Total Expenditures	<u>\$ 6,821</u>	<u>\$ 6,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,500</u>
ENDING BALANCE	\$ -	\$ 400	\$ -		



**Library Monthly Budget Report
Library Gifts - Spec Rev Fund
August 25, 2021**

	2020-2021 YTD ACTUAL	2021-2022 BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 9/7/2021	PROJ. BUDGET BALANCE 9/7/2021
Beginning Balances	\$ 76,733	\$ 97,991	\$ 97,991		\$ 97,991
Revenues:					
167-3.410.2.4400 Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -
167-3.410.2.4440 State Grant	-	-	-	-	-
167-3.410.2.4461 Grants - Non Government	-	-	730	-	-
167-3.410.2.4700 Contributions	23,832	15,000	1,050	-	-
167-3-410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	549	500	58	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 24,381	\$ 15,500	\$ 1,838	\$ -	\$ -
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	-	-	-	-	-
167-7.740.3.6721 Furniture & Fixtures	-	-	-	-	-
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	3,123	20,000	3,666	640	15,694
Total Expenditures	\$ 3,123	\$ 20,000	\$ 3,666	\$ 640	\$ 15,694
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 3,123	\$ 20,000	\$ 3,666	\$ 640	\$ 15,694
ENDING BALANCE	\$ 97,991	\$ 93,491	\$ 96,163		



Library Monthly Budget Report
Capital Loan Note
August 25, 2021

	2021-2022 CURRENT BUDGET	2021-2022 YTD ACTUAL	BILLS LIST 9/7/2021	PROJ. BUDGET BALANCE 9/7/2021
Beginning Balances	\$ -	\$ -		\$ -
Expenditures:				
301-4.750.3.6727 Capital Outlay - Library	\$ 30,000	\$ 4,269	\$ 1,770	\$ 23,961
Total Expenditures	\$ 30,000	\$ 4,269	\$ 1,770	\$ 23,961
 ENDING BALANCE	 \$ -	 \$ -		

=====PAYMENT DATES=====

=====ITEM DATES=====

=====POSTING DATES=====

UNPAID ITEMS DATES :

9/07/2021 THRU 9/07/2021

0/00/0000 THRU 99/99/9999

VENDOR NAME	DESCRIPTION	GROSS AMOUNT	
ACCESS SYSTEMS LEASING	COPIER LEASE	689.22	
ACCO BRANDS USA LLC	LAMINATE	135.36	
AMAZON	BKS	202.39	
AWARDS UNLIMITED	NAME TAG	8.00	
BAKER & TAYLOR -ENT #5103	REFUND-BKS	640.81	
BAKER & TAYLOR L530345	REFUND-BKS	171.85	
CAPITAL SANITARY SUPPLY	SUPPLIES	311.52	
DEMCO	LAMINATE	159.21	
DOORS, INC.	REP	315.00	
EELM USA, INC.	DISC CLEANING	25.00	
GALE	BKS	31.19	
GIBSON, DEREK	CLEANING SVC (AUG)	1,790.00	
HAWKEYE LOCK & SECURITY	REP	119.00	
IOWA COMMUNICATIONS NETWOR	DATA LINE	8.33	
JUNIOR LIBRARY GUILD	J BKS	215.25	
KENNETT, MARILYN	REIMB-DOOR LABELS	36.12	
KIMLE, PATRICIA	BKS	25.98	
MANGO	DATABASE FEE	200.00	
MAYFLOWER HOMES, INC.	AUTHOR EVENT	75.00	
MICRO MARKETING LLC	BKS	861.47	
NEAL, KAREN	REIMB-BKS/ZOOM	151.98	
OFFICE EXPRESS	TONER	61.19	
OVERDRIVE, INC.	BKS	639.88	
PENWORTHY COMPANY	BKS	385.24	
QUILL CORPORATION	SUPPLIES	28.79	
SCHENDEL PEST CONTROL CO	PEST CONTROL	60.00	
SHUTTS, BRAD	MOWING	150.00	
WOODMAN CONTROLS COMPANY	TECH SUPPORT	1,100.00	
** TOTAL **	-City of Grinnell	8,597.78	0.0

Alliant Energy \$2664.44 Pd 8/20/21

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
P U B L I C A T I O N

=====PAYMENT DATES===== =====ITEM DATES===== =====POSTING DATES=====

UNPAID ITEMS DATES : 9/07/2021 THRU 9/07/2021 0/00/0000 THRU 99/99/9999

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	8,597.78	0.00	8,597.78
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	8,597.78	0.00	8,597.78

U N P A I D R E C A P

UNPAID INVOICE TOTALS	8,618.01
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	20.23CR
** UNPAID TOTALS **	8,597.78

08-24-2021 09:46 AM
VENDOR SET: 01 City of Grinnell, IA
REPORTING: UNPAID

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
P U B L I C A T I O N

=====PAYMENT DATES===== =====ITEM DATES===== =====POSTING DATES=====

UNPAID ITEMS DATES : 9/07/2021 THRU 9/07/2021 0/00/0000 THRU 99/99/9999

FUND TOTALS

003	LIBRARY - GENERAL FUND	6,188.36
167	LIBRARY GIFTS - SPEC REV	639.88
301	CLNS FY 21-22	1,769.54
GRAND TOTAL		8,597.78

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Page

Effective Date: September 7, 2021

Hourly Wage: \$7.35 per hour

Employee: Haven Marlette

Haven is a new hire into a vacant position.

Approved August 25, 2021

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Page

Effective Date: September 7, 2021

Hourly Wage: \$7.35 per hour

Employee: Jocelyn Rupe

Jocelyn is a new hire into a vacant position.

Approved August 25, 2021

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director