

Tentative Agenda
Drake Community Library Board of Trustees
September 25, 2019, 5:15 p.m.

The meeting will be held in the Drake Community Library Board Room.

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

B. Approval of agenda

C. Approval of Minutes

1. Approval of August 28, 2019 Regular Board Meeting minutes

D. Communications –

1. DCL Endowment Fund monthly report – July & August 2019
2. Received letter of resignation from Sharon Johnson, Library Assistant.

E. Report of Director

1. Statistical report
2. Present estimated cost of commercial grade flag pole and installation.
3. Exterior masonry & caulking of building completed by TNT Tuckpointing
4. Lack of full support bracing above basement exterior door identified by TNT Tuckpointing
5. Open Book event planned for November 2nd

F. Committee reports

Building and grounds -
Finance, salary and personnel –
Long range planning –
Policy –

H. Trustee reports

- 1.

I. Financial report and approval of bills

J. Old business

None.

K. New Business

1. Consideration of public suggestion for installation of flag pole on library grounds.
2. Renewal of annual contract with SirsiDynix for Horizon Integrated Library System (online catalog and related modules) budgeted for FY20 under contractual services.

L. Trustee Continuing Education

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
August 28, 2019
5:15 p.m., Caulkins Community Room

ROLL CALL: _X_Elfenbein _X_Hardin _X_Hammond _X_McFee
 _X_Pagliai _X_Rudolph __Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:20 p.m.

APPROVAL OF AGENDA: Elfenbein moved and Hardin seconded approval of the agenda. Motion passed unanimously.

APPROVAL OF MINUTES: Hammond moved and Elfenbein seconded approval of the July 24, 2019 Regular Board Meeting minutes. Motion passed unanimously with Rudolph abstaining.

COMMUNICATIONS:

1. Public comment was received from Stuart Porter, Grinnell citizen. Porter expressed his concern regarding the absence of an American flag on the library grounds as the Library is a public building. An American flag is on display and accessible for use within the Library but is not present on library grounds. Kennett will research the feasibility of installing an American flag on public property.
2. The DCL Endowment Fund Year End June 2019 report was received from the Greater Poweshiek Community Foundation. Ending fund balance is \$110,176.64.
3. City Council Resolution No. 2019-72 adopting the amended City of Grinnell Personnel Policy Manual was received. Actioned on August 5, 2019, "Drake Community Library employees are city employees and shall be governed by the City Personnel Policy Manual" ... "shall become effective July 1, 2019 as amended."

REPORT OF DIRECTOR:

1. Statistical report was reviewed. An increase in circulation of Juvenile materials and ebooks generated an overall increase of 298 circulations in comparison to June 2018.
2. The contract with TNT Tuckpointing has been confirmed. Work will begin after Labor Day. Funding will come from the remaining FY19 capital loan note funds and from library gift funds.
3. The Grinnell Education Partnership will be showcasing their successful work with the Campaign for 3rd Grade Reading Level at the Anchor Institutions Task Force conference in New York City on October 24th. Karen Neal, Youth Services Director, will be part of the presentation panel.
4. Kennett is investigating a solution to reduce the noise levels of the hand dryers in the restrooms.

COMMITTEES:

Building & Grounds –

Finance, Salary, & Personnel –

Long Range Planning –

Policy –

TRUSTEE REPORTS: None.

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Rudolph moved and McFee seconded the approval of bills payable in September. Motion passed unanimously.

OLD BUSINESS:

1. Committee assignments were made as follows:
 - Building & Grounds – Elfenbein, Hammond
 - Finance, Salary, & Personnel – Rudolph, Hardin
 - Long Range Planning – Committee of the whole
 - Policy – McFee, Swick

NEW BUSINESS:

1. Rudolph moved and Hammond seconded the termination of the Library Personnel Policy and recognition of library personnel now under the governance of the City of Grinnell Personnel Manual. Motion passed unanimously.

TRUSTEE CONTINUING EDUCATION:

Pagliai led a discussion regarding a TED talk, “A librarian’s case against overdue book fines”. Trustees will research options and ideas for mitigating any barriers associated with library overdue fines.

Hardin, McFee, and Kennett will attend the State Library’s Learning Circuit in Coralville on October 16th focusing on library advocacy.

Meeting adjourned at 6:45 p.m.

Next meeting: September 25, 2019 at 5:15 p.m.

Theresa Pagliai
Library Board President
Date Signed:

Marilyn Kennett, Library Director
Recording Secretary

Fund Balance as of July 31st , 2019
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	5,015.00	5,015.00
Investment Income (Loss)	153.41	153.41
	-----	-----
Total Revenues	5,168.41	5,168.41
Administrative Cost Share	238.02	238.02
	-----	-----
Total Expenses	238.02	238.02
	-----	-----
Net Income (Loss)	4,930.39	4,930.39
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		4,930.39
Ending Fund Balance		115,107.03

Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
** Total Gifts			5,015.00

Fund Balance as of August 31st, 2019
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	140.00	5,155.00
Investment Income (Loss)	(1,247.57)	(1,094.16)
	-----	-----
Total Revenues	(1,107.57)	4,060.84
Administrative Cost Share	140.52	378.54
	-----	-----
Total Expenses	140.52	378.54
	-----	-----
Net Income (Loss)	(1,248.09)	3,682.30
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		3,682.30
Ending Fund Balance		113,858.94

Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
Gift	Clem and Leona Bodensteiner	08/27/2019	100.00
Gift	Emily Guenther	08/29/2019	25.00
Gift	Caleb and Tina Elfenbein	08/29/2019	15.00
** Total Gifts			5,155.00

August 30, 2019

Dear Marilyn,

Please accept this letter for my intent to retire from my position as a library assistant. My last day with Drake Community Library will be Friday, November 29, 2019.

To ease the transition, I am happy to assist you with any training tasks during my final weeks on the job. I intend to make my files easy to search for the new assistant, and I'll leave thorough instructions for the procedures I've been taking care of.

I want to thank you for the knowledge and experience I have gained by working here. I have always loved libraries and am sure I will continue to be a faithful patron at DCL. I am very grateful for the time I have spent on our team and the professional and personal relationships I've built. It's been a pleasure working for you, and I can't wait to see what the future holds for DCL.

Sincerely,

A handwritten signature in cursive script that reads "Sharon".

Sharon Johnson

DCL Circulation Stats by Item Types

August 2019

Item type Group	Current Month	Same month Previous Year	Current YTD	Previous YTD
	Total	Year	YTD	YTD
Book	2,632	2,646	5,263	5,706
Special Book (7 day)	32	24	51	47
TOTAL ADULT BOOKS	2,664	2,670	5,314	5,753
TOTAL YA BOOKS	294	301	640	790
	294	301	640	790
Children's Book	3,209	2,682	8,205	7,397
TOTAL CHILDREN'S BOOKS	3,209	2,682	8,205	7,397
Paperback	424	469	1,258	1,243
TOTAL PAPERBACKS	424	469	1,258	1,243
Adult Audio	174	215	324	399
Adult Video	271	154	545	380
TOTAL AUDIO/VIDEO	445	369	869	779
YA Audio	16	13	36	28
TOTAL YA AUDIO/VIDEO	16	13	36	28
Children's Audio	41	35	88	79
Children's Video	292	165	633	336
TOTAL CHILDREN'S AUDIO/VIDEO	333	200	721	415
Periodicals	83	67	139	200
Equipment	0	0	0	2
ILL from other libraries	51	43	104	98
ILL Mobius Delivery	0	0	0	0
Misc. Other	3	20	12	39
TOTAL MISCELLANEOUS	137	130	255	339
Total Physical Item Circ	7,522	6,834	17,298	16,744
Bridges eBooks	580	519	1,240	1,064
Bridges eAudiobooks	392	306	830	567
RB Digital eAudiobooks	39	25	68	46
Freegal MP3 Downloads	159	184	334	415
Bridges eMagazines	10	na	17	na
Kanopy Streaming Video*	301	na	482	na
Total eResource Downloads	1,481	1,034	2,971	2,092
*Kanopy service began June 2019				
TOTAL CIRCULATION	9,003	7,868	20,269	18,836

DCL Circulation Stats by Borrower Types

August 2019

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	82	48	202	150
Iowa Resident: DCL patron	4,585	4120	9,544	9715
Open Access patron	524	573	1,187	1250
Library Board	21	24	49	51
Library Page	18	6	140	22
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	354	376	1,326	973
TOTAL ADULT PATRONS	5,584	5,147	12,448	12,161
Bk Del (Homebound)	142	192	312	418
Bk Del (Books in Baskets)	321	171	1,247	897
			0	0
TOTAL DELIVERIES	463	363	1,559	1,315
CLIK-Preschooler	105	162	312	313
Kindergartner	39	141	276	278
1st Grader	147	65	301	135
2nd Grader	73	125	302	368
3rd Grader	119	89	327	338
4th Grader	66	110	238	246
5th Grader	195	35	349	163
6th Grader	131	85	212	164
TOTAL CHILDREN	875	812	2,317	2,005
Home School Child (discontinued)		41		109
Home School Provider	382	302	718	652
Preschool Teachers	31	48	31	48
Teacher G-N Schools	21	36	39	92
Teacher Not G-N Schools	54		54	16
TOTAL EDUC. PROGRAMS	488	427	842	917
ILL sent to other libraries	24	17	47	46
LP sent to other libraries	110	69	110	301
TOTAL SPECIAL LOAN	134	86	157	347
Total	7,544	6,835	17,323	16,745

DCL Other Services

August 2019

	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	1024	941	2074	2016
Children's Computers	156	114	334	295
Little Kids Computers	136	155	329	309
TOTAL COMPUTER SESSIONS	1316	1210	2737	2620
Distinct Users This Month	313	354		
Guest Logins	146	127		
MEETING ROOM USE				
Business Groups	2	3	10	11
Community Groups	44	45	88	109
Public Forums	8	9	10	12
Drop-In & Other Use	33	48	70	90
Total Groups	87	105	178	222
Business People	17	44	101	109
Community People	1004	907	2075	2155
Public Forum People	139	679	172	747
Drop-In & Other Use	58	124	138	202
Total People Count	1218	1754	2486	3213
LIBRARY PROGRAMS				
Adult programs	1	1	6	5
Young Adult programs	0	0	10	7
Children programs	16	1	84	51
Total Library Programs Offered	17	2	100	63
Adult attendance	8	15	177	84
Young Adult attendance	0	0	99	44
Child attendance	466	18	2101	1207
Total Library Program Attendance	474	33	2377	1335
ARCHIVE USE	20	11	30	45
DOOR COUNT	6073	6399	13288	13790
WIRELESS USERS	931	1107	1883	2283
VOLUNTEERS				
Number of	36	27	51	44
Total hours	177	155	325	276

Online Learning and Reference Databases

Reference Databases				
Gale Reference Searches	148	18	184	418
Credo Reference Searches	0	0	0	3
Chilton Online Auto Repair	0	11	5	11
Reference USA Phone Directory Searches	8	5	21	11
Mango Language Program Sessions	10	30	30	67
Transparent Language Program Sessions	1	10	6	11
Brainfuse (replaced Learning Express)	5	1	10	1
Ancestry.com Searches	199	0	267	134
Heritage Quest Searches	125	20	126	165
Niche Tutorial Views	112	69	190	167

<https://www.libertyflagpoles.com/collections/external-halyard-commercial-flagpoles/products/20-external-halyard-aluminum-flagpole>

20 Foot flag pole – Liberty Flags – Golden, CO \$1250 + shipping + Cleat cover box \$150? + fly two flags?

20' TAPERED ALUMINUM FLAGPOLE - EXTERNAL HALYARD

This commercial grade 20' one-piece tapered flag pole is made of high grade spun aluminum and features a revolving truck.

The pole includes all you need to make your flagpole complete, even a 3' x 5' flag!.

Don't forget all of our commercial poles and flags are 100% made in the U.S.A.!

INCLUDED

- 3' x 5' US Nylon Flag
- Base Collar
- Revolving Aluminum Truck System
- Gold Anodized Ball
- 2 Bronze Swivel Snaps
- 9" Aluminum Cleat
- Ground Mounting Sleeve
- Nylon Rope

SPECIFICATIONS

Butt Dia.	Top Dia.	Wall Thickness	Weight
5"	3"	.125	119

Wind Rating: Unflagged - 255 mph | Flagged - 120 mph

Warranty: 1 Year Limited

Model: LIB-ECX20

<https://martinsflag.com/flagpoles-and-accessories-commercial-flagpoles-continental-series-external-halyard-20-39-continental-flagpole-external-halyard-heavy-duty-p-1173.html>

20 Foot flag pole – Martin Flag – Fort Dodge, IA \$935 + shipping + Flag(s) + accessories for 2 flags??

20' Heavy Duty Continental Flagpole External Halyard

- Made in the USA
- Includes everything you need: the pole, gold aluminum ball, rope, revolving truck, cleat, ground sleeve and snaps. Does not include the flag
- Difference between base model and heavy duty model is that the base model comes with a 4" base vs. the heavy duty model that comes with a 5" base which gives it a much higher wind rating. See specs below for wind ratings.
- Recommend flying a 3'x5' or 4'x6' Nylon or Polyester flag
- Difference between the Estate and the Continental model is the Continental comes with galvanized steel ground sleeve, revolving single sheave truck and an aluminum flash collar. Estate comes with PVC ground sleeve, stationary single sheave truck and no flash collar.
- Option to add two additional snaps so you can fly two flags from your flagpole
- Rigid construction insures that this pole will last you for years to come
- Available in a variety of colors in both anodized and powder coat finishes.
- See Specs for the flagpole below

Specs:

- 5" Base Diameter
- .125" Wall Thickness
- 1 Piece Pole
- Wind Rating of 229 MPH Unflagged
- Wind Rating of 136 MPH With 4'x6' Nylon Flag. This is the max sized flag and material recommended. Wind ratings will be higher with a smaller flag.



Renewal Quote: 30600720190904BMC
Drake Community Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From	To	EOL Date	Price
M-1860	ASP SUBSC MODULE CAT	NoSN-331118	1	1/Jan/20	- 31/Dec/20		
M-1865	ASP SUBSC MODULE CIRC	NoSN-331119	1	1/Jan/20	- 31/Dec/20		
M-1871	ASP SUBSC MODULE INVENTORY	NoSN-331121	1	1/Jan/20	- 31/Dec/20		
M-1873	ASP SUBSC MODULE IPAC	NoSN-331120	1	1/Jan/20	- 31/Dec/20		
10815	Horizon SaaS Offline Circulation - Basic Mode	NoSN-331122	1	1/Jan/20	- 31/Dec/20		
11676	Horizon SaaS User Seat License (ea)		1	1/Jan/20	- 31/Dec/20		
M-1891	ASP SUBSC SEAT BASIC 08 to 14		8	1/Jan/20	- 31/Dec/20		
M-0592	HORZN WEBREPT 1.1 INT SVR ASP		1	1/Jan/20	- 31/Dec/20		
M-0599	HORZN WEBREPT 1.1 NAR SVR ASP		1	1/Jan/20	- 31/Dec/20		
M-0609	HORZN WEBREPT 1.1 REPT SVC ASP		1	1/Jan/20	- 31/Dec/20		
M-0579	HORZN WEBREPT 1.1 CL WEBP ASP		1	1/Jan/20	- 31/Dec/20		
10827	Web Reporter SaaS Hosting Fee		1	1/Jan/20	- 31/Dec/20		
12855	SirsiDynix Enterprise, SaaS Annual Subscription		1	1/Jan/20	- 31/Dec/20		
12320	Web Services, Basic for SirsiDynix Enterprise		1	1/Jan/20	- 31/Dec/20		
13057	SirsiDynix eResource Central Gateway Services - Annual Subscription Promot		1	1/Jan/20	- 31/Dec/20		
13042	SirsiDynix Additional eRC Connector - Annual Subscription, per certified partne		2	1/Jan/20	- 31/Dec/20		
13133	SirsiDynix eRC Connector for Recorded Books OneClickDigital - Annual Subsc		1	1/Jan/20	- 31/Dec/20		
13137	SirsiDynix eRC Connector for OverDrive - Annual Subscription		1	1/Jan/20	- 31/Dec/20		
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)		1	1/Jan/20	- 31/Dec/20		

All prices are in U.S. Dollars and are exclusive of taxes unless otherwise noted.

Total 24,752.86

Applicable taxes will be added to all invoices. If you are tax exempt please submit a current exemption form along with the signed quote.

Signature authorizes SirsiDynix to raise an invoice in accordance with this quote.

9/17/19

Signature

Date

Marilyn Kennett, Library Director

Please Print Name and Title

Any questions regarding this quote can be directed to:

#N/A
#N/A