

Tentative Agenda
Drake Community Library Board of Trustees
September 25, 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 August 21, 2024, Board Meeting minutes.

D. Communications

1. June, July, and August DCL Endowment Fund reports.

E. Report of Director

1. Statistical Reports
2. Changes to Iowa Code Chapter 21
3. HBS update
4. Update-Narcan Vending Machine
5. New board member

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 October.

K. Business-

1. Discuss and approve contract for Open Sense Solutions LLC
2. Discuss Building and Grounds update
3. Discuss and approve payment to Jeff Sears for window installation.
4. Discuss and approve Bluecloud Analytics.
5. Discuss and approve Penelope Fennel for library page.
6. Discuss and approve pay rate for Penelope Fennel.
7. Discuss and approve opportunity for ALA LibLearnX

L. Trustee Continuing Education-

Assistant Director Mallory Snow – Summer Program Outreach

Next regular board meeting October 23, 2024, at 5:15pm

Minutes of the Drake Community Library Board of Trustees
August 21, 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 _X_McFee _X_Pagliai _X_Saunders
_Swick Others present: _X_Neal _X_Snow _X_Wingerter

President Pagliai called the meeting to order at 5:15pm.

Approval of Agenda:

Lindley moved and McFee seconded approval of the agenda.

Approval of Minutes:

Lindley moved and Guenther seconded approval of the July 24, 2024, Board Meeting minutes.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _X_McFee _X_Pagliai _X_Saunders _Swick

Communications:

Report of the Director:

1. Statistical reports are being updated.
2. Look for new formatting on future agendas and minutes.
3. Windows repairs were rescheduled to the week of September 3.
4. Roof is mostly complete, need to fix ceiling tiles from leaks and lighting rods.
5. HBS has been onsite switching out equipment and prepping for the changeover.

Committee Reports:

Building & Grounds-none
Finance & Salary-none
Personnel-none
Long Range Planning-none
Policy-none

Trustee Report: None

Financial Report and Approval of Bills:

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

Roll call vote:

2. _Guenther _Hammond _Lindley _McFee _Pagliai _Saunders
 _Swick

Old Business: None

New Business:

1. Lindley motioned and Hammond seconded approval of the Separation Agreement for Monique Shore.

Roll call vote:

_Guenther _Hammond _Lindley _McFee _Pagliai _Saunders _Swick

2. Lindley moved and McFee seconded approval of spending up to \$500.00 on the donor wall plaque for Marilyn Peery.

Roll call vote:

_Guenther _Hammond _Lindley _McFee _Pagliai _Saunders _Swick

3. Hammond moved and Saunders seconded approval of the quarterly Woodman bill for Geothermal support and maintenance.

Roll call vote:

_Guenther _Hammond _Lindley _McFee _Pagliai _Saunders _Swick

4. Board members discussed and considered Wheat Paste Mural on library building. No vote was taken

Trustee Continuing Education:

Pagliai presented the details from "Talk of Iowa", an IPR program that discussed the cost of ebooks and audiobooks.

Meeting adjourned at 6:29 p.m.

Next regular meeting is September 25, 2024, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund
June 01, 2024 through June 30, 2024

Fund Activity Summary

	<u>Jun 2024</u>	<u>Jul 2023</u>
Beginning Balance	1,491,569.47	181,480.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	235.38	1,289,852.89
Investment Revenue	12,015.85	34,760.71
Totals	12,251.23	1,324,613.60

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	193.75	2,441.58
Other Expenses	4.80	30.69
Totals	198.55	2,472.27

Net Change	\$12,052.68	\$1,322,141.33
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Ending Balance	\$1,503,622.15	\$1,503,622.15
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,503,622.15
Total	1,503,622.15

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund Board Endowed
June 01, 2024 through June 30, 2024

Fund Activity Summary

	<u>Jun 2024</u>	<u>Jul 2023</u>
Beginning Balance	1,281,960.85	0.00

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	0	1,280,720.66
Investment Revenue	10,326.84	11,567.03
Totals	10,326.84	1,292,287.69

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
n/a	n/a	n/a
Totals	0.00	0.00

Net Change	\$10,326.84	\$1,292,287.69
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Ending Balance	\$1,292,287.69	\$1,292,287.69
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Fund Financial Information

Current Fund Assets

<u>Asset</u>		<u>Balance</u>
Investments		1,292,287.69
Total	<hr/>	1,292,287.69

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund
July 01, 2024 through July 31, 2024

Fund Activity Summary

	<u>Jul 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,503,622.15	1,503,622.15
Additions to Fund		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	160.38	160.38
Investment Revenue	29,182.62	29,182.62
Totals	29,343.00	29,343.00
Disbursements		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,300.26	1,300.26
Other Expenses	0.54	0.54
Totals	1,300.80	1,300.80
 Net Change	 \$28,042.20	 \$28,042.20
 Ending Balance	 \$1,531,664.35	 \$1,531,664.35

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,531,664.35
Total	1,531,664.35

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund Board Endowed
July 01, 2024 through July 31, 2024

Fund Activity Summary

	<u>Jul 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,292,287.69	1,292,287.69

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Investment Revenue	25,079.12	25,079.12
Totals	25,079.12	25,079.12

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,076.91	1,076.91
Totals	1,076.91	1,076.91

Net Change	\$24,002.21	\$24,002.21
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Ending Balance	\$1,316,289.90	\$1,316,289.90
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,316,289.90
Total	1,316,289.90

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund
August 01, 2024 through August 31, 2024

Fund Activity Summary

	<u>Aug 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,531,664.35	1,503,622.15

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	1,055.38	1,215.76
Investment Revenue	35,274.91	64,457.53
Totals	36,330.29	65,673.29

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,318.16	2,618.42
Other Expenses	0.54	1.08
Totals	1,318.70	2,619.50

Net Change	\$35,011.59	\$63,053.79
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Ending Balance	\$1,566,675.94	\$1,566,675.94
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,566,675.94
Total	1,566,675.94

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity

Drake Community Library Endowment Fund Board Endowed
August 01, 2024 through August 31, 2024

Fund Activity Summary

	<u>Aug 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,316,289.90	1,292,287.69
Additions to Fund		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Investment Revenue	30,331.54	55,410.66
Totals	30,331.54	55,410.66
Disbursements		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,076.91	2,153.82
Totals	1,076.91	2,153.82
 Net Change	 \$29,254.63	 \$53,256.84
 Ending Balance	 \$1,345,544.53	 \$1,345,544.53

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,345,544.53
Total	1,345,544.53

Outstanding Fund Liabilities

No outstanding liabilities for the fund

DCL Circulation Stats
August 2024

Btype	Aug-24	Aug-23
Area Resident	3575	4000
Open Access	244	244
GC Student	187	149
Open Access Youth	13	13
Pay Card	0	0
Bk Delivery Homebound	61	74
Bk Delivery Youth	103	105
Educator	273	278
Interlibrary Loan	48	53
Staff	603	9
Total Circulation	5107	4925

Itype		
Book	2013	2046
Special Book	3	11
Equipment	16	11
Children's Book	2261	2444
Children's Kits	3	0
Children's Audio	116	9
Children's Video	112	114
YA Book	297	294
YA Audio	3	2
Paperback	21	267
Periodicals	36	22
Adult Audio	36	85
Adult Video	164	176
Total Circulation	5081	5481

DRAKE COMMUNITY LIBRARY RECEIPTS

August 31, 2024

	Previous balance	MTD
County tax	\$0.00	\$0.00
Donations (incl. mtg room donations)	\$165.00 \$	260.00
Fees (Contracting Cities, State Money)	\$2,395.50	\$0.00
Lost materials	\$147.88 \$	38.49
Photocopy	\$52.92 \$	108.00
Miscellaneous (replacement cards)	\$8.00 \$	12.00

Total \$ **418.49**

Carryover from July 31, 2024	\$	75.00
Plus total from August 31, 2024	\$	418.49
Less undeposited receipts	\$	75.00

Total recorded at City Office \$ **418.49**

GIFT ACCOUNT (167 detail)

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

RECEIPTS

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

EXPENDITURES

Amazon	\$79.49	supplies to set up a community puzzle table
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Total Gift Expenditure \$79.49

Balance on August 31, 2024 \$ 101,332.51

YTD

\$ -
\$ 425.00
\$2,395.50
\$ 186.37
\$ 160.92
\$ 20.00

\$ -



**Library Monthly Budget Report
General Fund
October 7, 2024**

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
				ACTUAL	10/7/2024	BALANCE
		\$	\$	\$	\$	10/7/2024
Beginning Balances						
		\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 9,000	\$ 7,000	\$ 3,855	\$ -	\$ -
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	385,836	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
Total Revenues		\$ 974,917	\$ 1,021,800	\$ 392,691	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 287,986	\$ 298,308	\$ 58,478	\$ -	\$ 239,830
003-4.410.1.6020	Part Time Salaries	195,495	217,275	44,733	-	172,542
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	55	100	745
003-4.410.1.6230	Mileage & Meeting Expense	600	600	34	14	553
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	816	864	2,548
003-4.410.2.6371	Utilities	40,000	39,000	8,439	3,223	27,338
003-4.410.2.6373	Telephone	4,552	5,212	961	415	3,836
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	4,175	-	(2,850)
003-4.410.2.6426	Safety Program	-	-	-	-	0
003-4.410.2.6428	Misc Contractual Work	351,308	372,147	303,085	2,027	67,034
003-4.410.2.6506	Office Supplies	5,500	5,500	421	533	4,547
003-4.410.2.6507	Program Operating Supplies	500	800	226	50	524
003-4.410.2.6508	Postage & Shipping	2,400	1,500	-	90	1,410
003-4.410.2.6513	Misc Supplies	2,500	2,200	-	309	1,891
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	295	68	1,737
003-4.410.2.6523	Program Young Ad	1,000	1,050	117	-	933
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	255	1,101
003-4.410.3.6765	Books/Children	5,613	6,220	1,100	546	4,575
003-4.410.3.6766	Books/Young A	2,000	2,100	235	191	1,674
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	3,000	2,500	95	391	2,014
003-4.410.3.6769	Audio Visual	500	520	81	67	372
003-4.410.3.6770	AV/Youth	500	520	-	-	520
003-4.410.3.6771	Ebooks/Youth	1,600	1,400	-	156	1,244
Total Expenditures		\$ 974,917	\$ 1,021,800	\$ 426,749	\$ 9,297	\$ 585,754
ENDING BALANCE		\$ -	\$ -	\$ (34,058)		



**Library Monthly Budget Report
Library Fund State - General
October 7, 2024**

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 10/7/2024	PROJ. BUDGET BALANCE 10/7/2024
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
October 7, 2024

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 10/7/2024	PROJ. BUDGET BALANCE 10/7/2024
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	210	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	4,150	3,850	991	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 29,550	\$ 29,200	\$ 1,656	\$ -	\$ -
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	4,824	-	(79)
167-4.410.3.6762 Capital Equipment	-	-	-	-	-
167-4.410.3.6769 Misc Supplies & Materials	24,920	15,255	1,983	400	12,872
Total Expenditures	\$ 27,920	\$ 20,000	\$ 6,807	\$ 400	\$ 12,793
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 27,920	\$ 20,000	\$ 6,807	\$ 400	\$ 12,793
ENDING BALANCE	\$ 106,394	\$ 9,200	\$ (5,152)		



**Library Monthly Budget Report
Capital Loan Note
October 7, 2024**

	2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 10/7/2024	PROJ. BUDGET BALANCE 7/1/2024
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
011-4.690.3.6727 Util Franch - Library Cap Pr	\$ 31,500	\$ 5,485	\$ 1,725	\$ 24,290
Total Expenditures	\$ 31,500	\$ 5,485	\$ 1,725	\$ 24,290
 ENDING BALANCE	 \$ -	 \$ -		



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2024

		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	3,854.71	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	984,586.92	385,835.86	984,586.92
	Revenue Total:	670,950.95	665,341.49	974,916.68	703,028.80	1,021,799.92	392,690.57	1,021,799.92
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	269,399.52	269,234.58	287,986.00	282,396.13	298,307.92	58,478.36	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	44,733.15	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	55.00	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	13.09	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	815.83	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	8,439.41	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	960.96	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	1,325.00	4,175.00	1,325.00
003-4.410.2.6428	LIBRARY - MISC CONTRACT WO...	76,572.00	77,535.14	351,307.68	86,230.75	372,147.00	303,085.49	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	420.79	5,500.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 09/30/2024

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	225.78	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	295.44	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	117.45	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	1,099.62	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	234.84	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	95.11	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	1,021,799.92	426,748.79	1,021,799.92
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	0.00	-34,058.22	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	1,959,764.82	204,808.00	1,959,764.82
	Revenue Total:	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,934,764.82	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	30,766.00	15,963.81	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	5,485.04	31,500.00
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	0.00	0.00	0.00	272,000.00	14,960.24	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: 09/30/2024

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	2,173,714.13	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	2,666,530.13	1,446,189.21	2,666,530.13
	Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	-383,152.11	-347,943.05	978,334.84	1,076,092.79	268,234.69	-1,053,497.63	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	209.79	350.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	3,850.00	990.96	3,850.00
	Revenue Total:	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	1,655.75	29,200.00
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	6,500.00	6,205.35	3,000.00	4,416.63	4,744.67	4,824.16	4,744.67
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	5,457.72	24,920.00	15,014.94	15,255.33	1,983.30	15,255.33
	Expense Total:	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	6,807.46	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	-5,151.71	9,200.00
	Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	277,434.69	-1,092,707.56	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	1,021,799.92	392,690.57	1,021,799.92
Expense	670,950.95	665,385.79	974,916.68	702,945.20	1,021,799.92	426,748.79	1,021,799.92
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	0.00	-34,058.22	0.00
Fund: 011 - UTILITY FRANCHISE - GEN							
Revenue	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,934,764.82	392,691.58	2,934,764.82
Expense	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,666,530.13	1,446,189.21	2,666,530.13
Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	-383,152.11	-347,943.05	978,334.84	1,076,092.79	268,234.69	-1,053,497.63	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	1,655.75	29,200.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	6,807.46	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	-5,151.71	9,200.00
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	277,434.69	-1,092,707.56	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	YE
003 - LIBRARY - GENERAL FUND	0.00	-44.30	0.00	83.60	0.00	-34,058.22	0.00	0.00
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	268,234.69	-1,053,497.63	268,234.69	268,234.69
103 - LIBRARY FUND STATE - GEN	0.00	0.18	-0.18	-0.18	0.00	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	-5,151.71	9,200.00	9,200.00
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	277,434.69	-1,092,707.56	277,434.69	277,434.69



Grinnell, IA

My Open Payable Report

As Of 10/07/2024

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: 001229	ACORN HOST						Payable Count: (1) 155.40
10.07.24	SUB	10/07/2024	155.40	0.00	0.00	0.00	155.40
Vendor: 018200	ALLIANT ENERGY						Payable Count: (1) 3,222.51
09.11.24 DRAKE	UTILITIES	10/07/2024	3,222.51	0.00	0.00	0.00	3,222.51
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (4) 177.09
11GK-WRVC-WMTC	DVD & SUPPLIES	10/07/2024	50.94	0.00	0.00	0.00	50.94
11PG-YDXY-XJ4P	SUPPLIES	10/07/2024	67.73	0.00	0.00	0.00	67.73
1GWC-JD9H-VLJG	DVD	10/07/2024	15.68	0.00	0.00	0.00	15.68
1HFT-HXCC-WNTM	BOOKS	10/07/2024	42.74	0.00	0.00	0.00	42.74
Vendor: 001700	BAKER & TAYLOR - ENT #5103						Payable Count: (3) 1,141.20
2038518116	BOOKS	10/07/2024	178.83	0.00	0.00	0.00	178.83
2038534752	BOOKS	10/07/2024	731.90	0.00	0.00	0.00	731.90
2038557215	BOOKS	10/07/2024	230.47	0.00	0.00	0.00	230.47
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (3) 149.64
2038459686	BOOKS	10/07/2024	62.75	0.00	0.00	0.00	62.75
2038517322	BOOKS	10/07/2024	77.90	0.00	0.00	0.00	77.90
2038537889	BOOKS	10/07/2024	8.99	0.00	0.00	0.00	8.99
Vendor: 005030	CAPITAL SANITARY SUPPLY						Payable Count: (1) 309.47
C390845	SUPPLIES	10/07/2024	309.47	0.00	0.00	0.00	309.47
Vendor: 008700	DEMCO						Payable Count: (1) 223.23
7538119	SUPPLIES	10/07/2024	223.23	0.00	0.00	0.00	223.23
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
70479	MONTHLY MIN	10/07/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 097108	FARM & HOME PUBLISHERS LT						Payable Count: (1) 111.00
31751	AD	10/07/2024	111.00	0.00	0.00	0.00	111.00
Vendor: 002628	GIBSON, DEREK						Payable Count: (1) 1,790.00
511225	CLEANING SVC (SEPT)	10/07/2024	1,790.00	0.00	0.00	0.00	1,790.00
Vendor: 092189	HOUCHEM BINDERY LTD						Payable Count: (1) 67.35
261648	MAGAZINE BINDING	10/07/2024	67.35	0.00	0.00	0.00	67.35
Vendor: 000101	HUMANITIES IOWA						Payable Count: (1) 50.00
47391025	SPEAKER EVENT	10/07/2024	50.00	0.00	0.00	0.00	50.00
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (2) 587.15
83429717	BOOKS	10/07/2024	404.88	0.00	0.00	0.00	404.88
83547135	BOOKS	10/07/2024	182.27	0.00	0.00	0.00	182.27
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1) 8.33
702766	NETWORK SVC	10/07/2024	8.33	0.00	0.00	0.00	8.33
Vendor: 002685	JP GARDENING						Payable Count: (1) 400.00
JUL-SEPT '24	GROUNDS MTNCE	10/07/2024	400.00	0.00	0.00	0.00	400.00
Vendor: 088012	KIRKUS REVIEWS						Payable Count: (1) 179.00
09.05.24	SUB	10/07/2024	179.00	0.00	0.00	0.00	179.00
Vendor: 002707	MAHASKA COMMUNICATIONS GROUP, LLC						Payable Count: (1) 406.35
8.15.24 DRAKE	TELEPHONE	10/07/2024	406.35	0.00	0.00	0.00	406.35

My Open Payable Report

As Of 10/07/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 095203	MICRO MARKETING LLC						Payable Count: (2) 53.59
961557	LP BOOK	10/07/2024	26.39	0.00	0.00	0.00	26.39
961877	LP BOOK	10/07/2024	27.20	0.00	0.00	0.00	27.20
Vendor: 002686	MOBILE BEACON						Payable Count: (1) 240.00
A-096848-20240920-1	HOT SPOTS	10/07/2024	240.00	0.00	0.00	0.00	240.00
Vendor: 099237	MORRISON, GRACE						Payable Count: (1) 13.54
10.7.24	MILEAGE REIMB	10/07/2024	13.54	0.00	0.00	0.00	13.54
Vendor: 000848	NEAL, KAREN						Payable Count: (1) 190.00
10.7.24	REIMB - MAIL CHIMP & ILA REG (VR)	10/07/2024	190.00	0.00	0.00	0.00	190.00
Vendor: 002016	OVERDRIVE, INC.						Payable Count: (2) 411.03
06497CO24246970	EBOOKS	10/07/2024	155.54	0.00	0.00	0.00	155.54
06497CO24267880	AUDO & EBOOKS	10/07/2024	255.49	0.00	0.00	0.00	255.49
Vendor: 030690	QUILL CORPORATION						Payable Count: (4) 288.40
40049535	SUPPLIES	10/07/2024	83.06	0.00	0.00	0.00	83.06
40243267	SUPPLIES	10/07/2024	92.48	0.00	0.00	0.00	92.48
40255878	SUPPLIES	10/07/2024	39.08	0.00	0.00	0.00	39.08
40256864	SUPPLIES	10/07/2024	73.78	0.00	0.00	0.00	73.78
Vendor: 001201	S & S PLUMBING, HEATING & AIR CONDITIONING, LLC						Payable Count: (1) 864.00
2021-5331	SVC DEHUMIDIFIER	10/07/2024	864.00	0.00	0.00	0.00	864.00
Vendor: 001317	SHUTTS, BRAD						Payable Count: (1) 200.00
SEP-24(DRAKE)	MOWING	10/07/2024	200.00	0.00	0.00	0.00	200.00
Vendor: 021201	STEPPING STONES CHRISTIAN BOOKSTORE						Payable Count: (1) 91.72
38409	BOOKS	10/07/2024	91.72	0.00	0.00	0.00	91.72
Vendor: 002669	UNIQUE MANAGEMENT SERVICES						Payable Count: (1) 12.15
6129811	PLACEMENTS	10/07/2024	12.15	0.00	0.00	0.00	12.15
Vendor: 099610	USA TODAY						Payable Count: (1) 34.00
10.7.24	SUB	10/07/2024	34.00	0.00	0.00	0.00	34.00
Vendor: 036590	WALMART - CAPITAL ONE						Payable Count: (2) 20.98
04313	SUPPLIES	10/07/2024	15.00	0.00	0.00	0.00	15.00
04625	SUPPLIES	10/07/2024	5.98	0.00	0.00	0.00	5.98
Payable Account 999-2020							Payable Count: (43) Total: 11,422.13

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	43	11,422.13
Report Total:	43	11,422.13

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	43	11,422.13
Report Total:	43	11,422.13



INVOICE

Open Sense Solutions LLC
 PO Box 288
 Hartland, WI 53029
 888-323-1742 (Voice and Fax)
 purchase_orders@open-sense.com

Date:	09/06/24
Invoice #:	24090601
Due:	11/01/24

Description
Groovix Public Access Computing Software Service 12 Months of Service starting 2024-10-01 Covers: 25 computers 1 server

Bill To:
Karen Neal Drake Community Library 930 Park St. Grinnell, IA 50112

Items	Unit Price	QTY	Years	Discount	Amount
Volume Discount (where applicable)				32.00%	
Groovix Public Computers					
Groovix Fully Managed Software Subscription and Support	\$175.00	25	1	32.00%	\$2,975.00
Groovix Authentication and Time Quota System	\$25.00	15	1	32.00%	\$255.00
Groovix Print Management System	\$25.00	15	1	32.00%	\$255.00
Groovix Servers					
Groovix Central Server Maintenance and Support	\$1,000.00	1	1	32.00%	\$680.00
Groovix Long Term Customer Discount – additional 1% each year			15	-15.00%	-\$624.75
				Sub-Total	\$3,540.25
				Tax	\$0.00
				Shipping	\$0.00
				Total	\$3,540.25

Invoice

Sears Construction, LLC

PO Box 11
Grinnell, IA 50112

Date	Invoice #
9/4/2024	2164

Phone # 641-990-7739

searsconstruction@windstream.net

Bill To
Drake Community Library 930 Park St. Grinnell, Iowa 50112

Quantity	Description	Rate	Amount
1	Labor to pick up replacement window from the city shop and transport it to the Library, remove damaged IG panel and install new IG panel in south window (medium double pane)	865.00	865.00
1	Materials - blades, fasteners, sealers, caulk, consumables	60.00	60.00
3	Labor to pick up replacement windows from the city shop and transport them to the library, remove defective IG panels and install new IG panels in north and west windows (large triple pane impact resistant)	1,650.00	4,950.00
3	Materials - blades, fasteners, sealers, caulk, consumables	85.00	255.00
1	Waste Disposal of large triple pane panels	50.00	50.00T
11	Lost time due to scheduling and arriving twice to change out windows only to discover that Jeld-Wen had shipped the wrong sizes/type twice. There were also multiple return visits, photographs, e-mails, and phone calls exchanged with Jeld-Wen attempting to figure out why the parts they were sending were wrong. They eventually sent out a factory service rep. to help figure it out. The project grew from 2 windows to 4 when it was discovered that there was a second defective window and a third window that was incorrectly built that required replacement as well.	85.00	935.00
	Sales Tax	7.00%	3.50
Thank you for your business.		Total	\$7,118.50 6638.50