

Tentative Agenda
Drake Community Library Board of Trustees
October 23, 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 September 25, 2019 Regular Board Meeting minutes

D. Communications –

1. DCL Endowment Fund monthly report –September 2019

E. Report of Director

1. Statistical report
2. Shipping and lighting cost estimates for commercial grade flag pole and installation.
3. Open Book event planned for Nov 2nd ; David Connon author visit Nov 12th

F. Committee reports

Building and grounds -

Finance, salary and personnel – Report of October 15th committee meeting

Long range planning –

Policy –

H. Trustee report

I. Financial report and approval of bills

J. Old business

1. Consideration of installation of flag pole on library grounds.

K. New Business

1. Hire and Wage approvals for the following vacancies (no change to budget):
 - two (2) Page positions, new hires
 - Library Circulation Clerk, internal promotion
 - Library Assistant, internal promotion
 - Library Assistant, new hire
2. Approval of FY21 Budget proposal

L. Trustee Continuing Education

1. Report of State Library Learning Circuit workshop, October 16th, attended by Hardin, McFee, & Kennett.

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
September 25, 2019
5:15 p.m., Caulkins Community Room

ROLL CALL: __Elfenbein _X_Hardin _X_Hammond _X_McFee
 _X_Pagliai _X_Rudolph __Swick Others present: _X_Kennett
Citizens present: Stuart Porter

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

APPROVAL OF AGENDA: McFee moved and Hammond seconded approval of the agenda. Motion passed unanimously.

APPROVAL OF MINUTES: Rudolph moved and McFee seconded approval of the August 28, 2019 Regular Board Meeting minutes. Motion passed unanimously with Swick abstaining.

COMMUNICATIONS:

1. The DCL Endowment Fund July & August 2019 reports were received from the Greater Poweshiek Community Foundation. Ending fund balance is \$113,858.94.
3. Letter of resignation was received from Sharon Johnson, Library Assistant, effective as of November 30.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. Kennett presented information from Martin Flag, Fort Dodge, Iowa and Liberty Flags, Golden Colorado regarding the cost of purchasing a 20-foot flag pole. Cost estimate for flag pole is \$935 - \$1250. Cost estimates for shipping, flags, and dedicated lighting were not known at this time.
3. TnT Tuckpointing has completed the exterior masonry & caulking of the building.
4. While working on the building TnT Tuckpointing identified a structural concern: the support bracing above the basement exterior double door exit does not extend past the width of the door frame. Kennett is seeking estimate to remedy the problem.
5. An "Open Book" event with a multicultural theme is being organized for Saturday, November 2nd.

COMMITTEES:

Building & Grounds –

Finance, Salary, & Personnel –

Long Range Planning –

Policy –

TRUSTEE REPORTS: None.

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Swick moved and Hardin seconded the approval of bills payable in October. Motion passed unanimously.

OLD BUSINESS:

1. None.

NEW BUSINESS:

1. Discussion occurred regarding the logistics and costs involved with installing a flag pole on library grounds. More information about costs associated with replacement flags, shipping of flag pole, installation of flag pole, installation of dedicated lighting (solar or hard-wired), and the existence of legal requirements was desired before a decision can be reached about whether to go forward with such a project. Kennett will inquire with other Iowa public libraries as to their practices and will research associated costs and legal requirements. It was noted that funds have not been allocated in the FY20 budget for this project. No action taken. Topic will be placed on agenda when more information has been gathered.

2. Swick moved and Hammond seconded approval of annual contract with SirsiDynix for Horizon Integrated Library System (online catalog and related modules). This is a contract renewal with funds allocated in the FY20 budget for this purpose. Motion passed unanimously.

TRUSTEE CONTINUING EDUCATION:

Meeting adjourned at 6:25 p.m.

Next meeting: October 23, 2019 at 5:15 p.m.

Theresa Pagliai
Library Board President
Date Signed:

Marilyn Kennett, Library Director
Recording Secretary

Fund Balance as of September 30th, 2019
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	310.00	5,465.00
Investment Income (Loss)	1,377.55	283.39
	-----	-----
Total Revenues	1,687.55	5,748.39
Administrative Cost Share	143.92	522.46
	-----	-----
Total Expenses	143.92	522.46
	-----	-----
Net Income (Loss)	1,543.63	5,225.93
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		5,225.93
Ending Fund Balance		115,402.57

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
Gift	Barbara Brown and David Lopatto	09/30/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	09/30/2019	24.99
Gift	Elaine Marzluff	09/30/2019	150.00
Gift	Joshua and Kelly Sandquist	09/30/2019	50.01
Gift	Elizabeth Trimmer	09/30/2019	30.00
Gift	Caleb and Tina Elfenbein	09/30/2019	15.00
Gift	Emily Guenther	09/30/2019	25.00
** Total Gifts			5,465.00

DCL Circulation Stats by Item Types

September 2019

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	2,238	2,489	7,501	8,195
	Special Book (7 day)	21	26	72	73
TOTAL ADULT BOOKS		2,259	2,515	7,573	8,268
TOTAL YA BOOKS	YA Book	232	211	872	1,001
		232	211	872	1,001
TOTAL CHILDREN'S BOOKS	Children's Book	2,419	2,394	10,624	9,791
		2,419	2,394	10,624	9,791
TOTAL PAPERBACKS	Paperback	229	274	1,487	1,517
		229	274	1,487	1,517
TOTAL AUDIO/VIDEO	Adult Audio	164	211	488	610
	Adult Video	189	200	734	580
		353	411	1,222	1,190
TOTAL YA AUDIO/VIDEO	YA Audio	15	7	51	35
		15	7	51	35
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	13	31	101	110
	Children's Video	168	128	801	464
		181	159	902	574
TOTAL MISCELLANEOUS	Periodicals	61	101	200	301
	Equipment	0	0	0	2
	ILL from other libraries	46	47	150	145
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	5	11	17	50
		112	159	367	498
Total Physical Item Circ		5,800	6,130	23,098	22,874
	Bridges eBooks	566	459	1,806	1,523
	TB (discontinued)	na	0	na	12
	Bridges eAudiobooks	433	254	1,263	821
	RB Digital eAudiobooks	43	28	111	74
	Freegal MP3 Downloads	156	140	490	555
	Bridges eMagazines	16	25	33	25
	Kanopy Streaming Video*	165	na	647	na
Total eResource Downloads		1,379	906	4,350	3,010
*Kanopy service began June 2019					
TOTAL CIRCULATION		7,179	7,036	27,448	25,884

DCL Circulation Stats by Borrower Types

September 2019

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	99	49	301	199
Iowa Resident: DCL patron	3,579	3726	13,123	13441
Open Access patron	455	531	1,642	1781
Library Board	56	21	105	72
Library Page	7	1	147	23
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	189	296	1,515	1269
TOTAL ADULT PATRONS	4,385	4,624	16,833	16,785
Bk Del (Homebound)	155	236	467	654
Bk Del (Books in Baskets)	138	137	1,385	1034
TOTAL DELIVERIES	293	0	0	0
CLIK-Preschooler	113	185	425	498
Kindergartner	52	49	328	327
1st Grader	100	16	401	151
2nd Grader	43	86	345	454
3rd Grader	31	28	358	366
4th Grader	90	168	328	414
5th Grader	83	97	432	260
6th Grader	90	48	302	212
TOTAL CHILDREN	602	677	2,919	2,682
Home School Child (discontinued)		82	0	191
Home School Provider	399	157	1,117	809
Preschool Teachers	50	38	81	86
Teacher G-N Schools	1	25	40	117
Teacher Not G-N Schools	70	132	124	148
TOTAL EDUC. PROGRAMS	520	434	1,362	1,351
ILL sent to other libraries	32	19	79	65
LP sent to other libraries	30	0	140	301
TOTAL SPECIAL LOAN	62	19	219	366
Total	5,862	6,127	23,185	22,872

DCL Other Services September 2019				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	842	854	2916	2870
Children's Computers	55	200	389	495
Little Kids Computers	78	166	407	475
TOTAL COMPUTER SESSIONS	975	1220	3712	3840
Distinct Users This Month	247	310		
Guest Logins	100	89		
MEETING ROOM USE				
Business Groups	3	9	13	20
Community Groups	60	65	148	174
Public Forums	9	5	19	17
Drop-In & Other Use	36	38	106	128
Total Groups	108	117	286	339
Business People	33	108	134	217
Community People	1426	1165	3501	3320
Public Forum People	122	208	294	955
Drop-In & Other Use	79	85	217	287
Total People Count	1660	1566	4146	4779
LIBRARY PROGRAMS				
Adult programs	0	8	6	13
Young Adult programs	0	1	10	8
Children programs	20	21	104	72
Total Library Programs Offered	20	30	120	93
Adult attendance	0	148	177	232
Young Adult attendance	0	28	99	72
Child attendance	431	373	2532	1580
Total Library Program Attendance	431	549	2808	1884
ARCHIVE USE	28	16	58	61
DOOR COUNT	5804	6345	19092	20135
WIRELESS USERS	955	1072	2838	3355
VOLUNTEERS				
Number of	15	23	66	67
Total hours	118	130	443	406

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	86	129	270	547
Credo Reference Searches	4	12	4	15
Chilton Online Auto Repair	0	1	5	12
Reference USA Phone Directory Searches	8	8	29	19
Mango Language Program Sessions	11	26	41	93
Transparent Language Program Sessions	0	4	6	15
Brainfuse (replaced Learning Express)	9	2	19	3
Ancestry.com Searches	62	184	329	318
Heritage Quest Searches	82	32	208	197
Niche Tutorial Views	67	30	257	197

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Page

Effective Date: November 5, 2019

Hourly Wage: \$7.35 per hour

Employee: Gabriella Aponte

Gabriella is filling a vacant Page position.

Approved October 23, 2019

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Circulation Clerk

Effective Date: December 3, 2019

Hourly Wage: \$12.99 per hour

Employee: Walker Bell

Walker is being promoted to a vacant Clerk position.

Approved October 23, 2019

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Assistant

Effective Date: November 21, 2019

Hourly Wage: \$19.96 per hour

Employee: Lucy Chang

Lucy is filling a vacant Library Assistant position.

Approved October 23, 2019

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Page

Effective Date: November 5, 2019

Hourly Wage: \$7.35 per hour

Employee: Justine Raney

Justine is filling a vacant Page position.

Approved October 23, 2019

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director

DRAKE COMMUNITY LIBRARY WAGE APPROVAL/NEW HIRE

Job Title: Library Assistant

Effective Date: December 3, 2019

Hourly Wage: \$19.96 per hour

Employee: Rachel Romero

Rachel is being promoted to a vacant Library Assistant position.

Approved October 23, 2019

Theresa Pagliai
President, Library Board of Trustees

Marilyn Kennett
Library Director

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>REVENUES</u>							
003-3.410.1.4766 LIBRARY - FINES, MISC	13,348	13,391	15,490	16,000	6,726		12,500 ??
003-3.410.2.4400 LIBRARY - FED GRANTS	0	0	0	0	0		
003-3.410.2.4440 LIBRARY - STATE GRANTS	0	0	0	0	0		
003-3.410.2.4461 LIBRARY - GRIN COLLEGE	0	0	0	0	0		
003-3.410.2.4470 LIBRARY - COUNTY CONTRI	15,456	16,073	21,173	21,173	4,234	in negotiation with supervisors	
003-3.410.2.4705 LIBRARY - PRIVATE DONAT	0	0	0	0	0		
003-3.410.2.4715 LIBRARY - REFUNDS	125	846	5,600	0	580		
003-3.410.4.4790 LIBRARY - TRANS IN (INT TRANS IN FROM 8.10 GEN	482,509	509,507	544,675	549,630	130,089		549,630
TOTAL REVENUES	511,438	539,817	586,938	586,803	141,629		
<u>EXPENDITURES</u>							
<u>SALARIES & WAGES</u>							
003-4.410.1.6010 LIBRARY - SALARIES 4 X FT EES - 3% 1 FTE - 6%	247,748	255,939	263,248	273,853	68,269		includes longevity 278,215 273,853
003-4.410.1.6020 LIBRARY - PT/SEASONAL S REG PT 3% - 4 LIB ASST, 3 CIRC PAGES	111,834	115,896	131,579	137,744 ✓	33,461		141,360 122,456 15,288
003-4.410.1.6040 LIBRARY - OT SALARIES	0	0	0	0	0		
TOTAL SALARIES & WAGES	359,582	371,835	394,826	411,597	101,730		

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>EMPLOYEE BENEFIT COSTS</u>							
003-4.410.1.6170 LIBRARY - UNEMPLOYMENT	0	0	0	0	0		
003-4.410.1.6180 LIB - EMP UTIL / HSG ST UTIL ALLOWANCE	2,542	2,151	2,101	8,000	234		<u>8,000</u> 8,000
003-4.410.1.6181 LIBRARY - ALLOWANCES	0	0	0	0	0		
003-4.410.1.6185 LIBRARY - HEALTH PROGRA	0	0	0	150	0		<u>150</u>
003-4.410.1.6186 PRE-EMP TESTING & OTHER	374	0	389	480	392		<u>480</u>
TOTAL EMPLOYEE BENEFIT COSTS	<u>2,916</u>	<u>2,151</u>	<u>2,490</u>	<u>8,630</u>	<u>626</u>		
<u>STAFF DEVELOPMENT</u>							
003-4.410.1.6210 LIBRARY - DUES/MEMBERSH	1,098	1,044	1,237	1,150	0		<u>1,150</u>
003-4.410.1.6220 LIBRARY - MTG REGISTRAT	814	652	625	800	145		<u>800</u>
003-4.410.1.6230 LIBRARY -MILEAGE & MTG	722	511	482	800	146		<u>800</u>
TOTAL STAFF DEVELOPMENT	<u>2,634</u>	<u>2,207</u>	<u>2,344</u>	<u>2,750</u>	<u>291</u>		
<u>REPAIR/MAINT/UTILITIES</u>							
003-4.410.2.6310 LIBRARY -REP/MTNCE BLDG	3,426	5,646	9,926	10,000	4,483		<u>\$10,000</u> 9,000
003-4.410.2.6332 LIBRARY - REP/MTNCE EQM FIRE SUPPRESSION/ALARM SYS PROJECTOR, GEOTHERMAL PUMPS	4,882	7,768	8,401	7,500	1,072		<u>7,500</u> 7,500 0
003-4.410.2.6371 LIBRARY - UTILITIES	35,564	40,342	39,832	38,500	8,722		<u>41,000</u>
003-4.410.2.6373 LIBRARY - TELEPHONE TELEPHONE SUBSIDY IS REMOVED	2,641	2,978	3,918	4,000	1,029		<u>4,200</u> 4,000
TOTAL REPAIR/MAINT/UTILITIES	<u>46,513</u>	<u>56,734</u>	<u>62,077</u>	<u>60,000</u>	<u>15,306</u>		

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>CONTRACTUAL SERVICES</u>							
003-4.410.2.6409 LIBRARY - GENERAL INSUR	5,500	5,500	5,500	6,500	0		<u>6,500</u>
003-4.410.2.6414 LIBRARY - PRINTING AND	708	345	695	800	490		<u>800</u>
003-4.410.2.6421 LIBRARY - CONS/PROF FEE	0	0	0	0	0		
003-4.410.2.6426 LIBRARY - SAFETY PROG S	0	0	0	0	0		xxxx150xx
003-4.410.2.6428 LIBRARY - MISC CONTRACT	73,121	75,628	83,763	82,575	19,484		<u>78,570</u>
HORIZON ILS ANNUAL FEE							25,500
LIBRARY THING FOR LIBRARIES							1,455
WOODMAN CONTROLS (GEO THERMAL)							4,400
GROOVIX PUBLIC COMPUTER							3,650
EMS SCHEDULING SOFTWARE							800
WEBSITE HOSTING							200
WIRELESS NETWORK EQUIP LEASE							4,150
JANITORIAL EXPENSE							22,000
CONVERGINT TECHNOLOGIES							360
COLLECTION AGENCY - UMS							630
FIRE ALARM TESTING (MIDWEST AL							720
FIRE ALARM MONITORING (SEI)							360
CAMERA SYSTEM (B3)							5,000
PEST CONTROL							540
PREMIER - COPIER 1STF 2 PUBLIC							12,810
TOTAL CONTRACTUAL SERVICES	<u>79,329</u>	<u>81,473</u>	<u>89,958</u>	<u>89,875</u>	<u>19,974</u>		

COMMODITIES

003-4.410.2.6506 LIBRARY - OFFICE SUPPLI	5,695	6,903	4,649	7,122	2,178		<u>7,000</u>
003-4.410.2.6507 LIBRARY - PROG OPER SUP INCL MILEAGE 4/DELIVERY HERE	666	593	428	500	22		<u>500</u> 500
003-4.410.2.6508 LIBRARY - POSTAGE & SHI	3,632	3,173	3,290	3,800	1,278		<u>3,500</u>
003-4.410.2.6513 LIBRARY - MISC SUPPLIES	2,801	3,327	3,170	3,700	820		<u>3,700</u>
003-4.410.2.6521 LIBRARY - PROG CHILDREN	2,239	2,320	2,332	2,300	392		<u>2,300</u>

Horizon ILS Annual Fee	25,500
Library Thing for Libraries	1,480
Woodman Controls (Geothermal)	4,400
Groovix Public Computer contract	3,500
EMS scheduling software (mtg rooms)	800
Website Hosting (AcornHost)	200
Wireless Network Equip. Lease (B3)	4150
Janitorial expense (Quick&Clean)	22,080
Burglar Alarm monitoring (Convergint Technologies)	360
Collection Agency-UMS	600
Fire alarm testing (Midwest Alarms)	700
Fire alarm monitoring (SEI)	360
Camera System (B3) Managed tier replacement	5000
Pest Control	540
Access Systems Copier lease	8,400 (savings due to switch)
AVG AntiVirus (30 computers)	500
Contractual Subtotal =	\$78,570

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

003-LIBRARY - GENERAL FUND
 LIBRARY - GENERAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
SUMMER PROGRAM							2,300
003-4.410.2.6522 LIBRARY - PROG CHILDREN INCL IYN & MILEAGE OUTREACH	2,470	2,593	2,885	2,500	575		<u>2500</u> 2,500
003-4.410.2.6523 LIBRARY - PROGRAM YOUNG INCLUDES YA SUMMER PROG	1,033	818	1,167	1,200	189		<u>1200</u> 1,200
TOTAL COMMODITIES	<u>18,536</u>	<u>19,727</u>	<u>17,921</u>	<u>21,122</u>	<u>5,453</u>		
<u>CAPITAL OUTLAY</u>							
003-4.410.3.6721 LIBRARY - FURNITURE & F	0	0	0	0	0		
003-4.410.3.6750 LIBRARY - BLDG IMPROVEM	0	0	0	0	0		
003-4.410.3.6762 LIBRARY - COMPUTER	0	0	10,509	0	0	OR CLN	<u>6,500</u>
003-4.410.3.6763 LIBRARY - CHILDREN'S CO	0	0	0	0	0		
003-4.410.3.6765 LIBRARY - BOOKS/CHILDRE	8,428	10,879	10,967	6,000	3,794		<u>11,000</u>
003-4.410.3.6766 LIBRARY - BOOKS/YOUNG A	2,122	3,120	3,379	3,100	168		<u>3,300</u>
003-4.410.3.6767 LIBRARY - BOOKS	0	0	0	0	0		
003-4.410.3.6768 LIBRARY - PERIODICALS	5,349	6,017	5,357	1,100	229		<u>6,000</u>
003-4.410.3.6769 LIBRARY - AUDIO VISUAL	3,031	1,530	3,664	300	299		<u>4,000</u>
003-4.410.3.6770 LIBRARY - CHILD AUDIO V	693	1,064	1,254	200	183		<u>1,500</u>
003-4.410.3.6771 LIBRARY - YOUNG AD AUDI	470	917	190	129	0		<u>1,100</u>
TOTAL CAPITAL OUTLAY	<u>20,092</u>	<u>23,526</u>	<u>35,321</u>	<u>10,829</u>	<u>4,672</u>		
TOTAL EXPENDITURES	<u>529,603</u>	<u>557,653</u>	<u>604,938</u>	<u>604,803</u>	<u>148,053</u>		
REVENUE OVER/(UNDER) EXPENDITURES	(18,165)	(17,835)	(18,000)	(18,000)	(6,425)		

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

003-LIBRARY - GENERAL FUND
 TRANSFERS

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>REVENUES</u>							
							0
003-3.910.4.4830 LIB - TRANSFER IN TRANSFER IN FROM GIFTS	18,000	18,000	18,000	18,000	0		18,000
TOTAL REVENUES	18,000	18,000	18,000	18,000	0		
FUND TOTAL REVENUE	529,438	557,817	604,938	604,803	141,629		
FUND TOTAL EXPENDITURES	529,603	557,653	604,938	604,803	148,053		
REVENUE OVER/(UNDER) EXPENDITURES	(165)	165	0	0	(6,425)		

*** END OF REPORT ***

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

103-LIBRARY FUND STATE - GEN
 LIBRARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>REVENUES</u>							
103-3.410.1.4461 LIBRARY - LOCAL GRANTS	0	0	0	0	0		
103-3.410.2.4432 POPULATION ALLOCATIONS	0	0	0	0	0		
103-3.410.2.4442 LIBRARY STATE REVENUES	7,190	7,594	7,594	7,594	0		7590
103-3.410.4.4300 INTEREST EARNED	0	0	0	0	0		
TOTAL REVENUES	7,190	7,594	7,594	7,594	0		
<u>EXPENDITURES</u>							
<u>REPAIR/MAINT/UTILITIES</u>							
103-4.410.2.6310 REPAIR & MTNCE OF BLDG	0	0	0	0	0		
103-4.410.2.6332 REPAIR & MTNCE OF EQMT	0	0	0	0	0		
TOTAL REPAIR/MAINT/UTILITIES	0	0	0	0	0		
<u>COMMODITIES</u>							
103-4.410.2.6508 POSTAGE AND SHIPPING	0	0	0	0	0		
103-4.410.2.6513 MISC SUPPLIES	0	0	0	0	0		
TOTAL COMMODITIES	0	0	0	0	0		
<u>CAPITAL OUTLAY</u>							
103-4.410.3.6721 FURNITURE AND FIXTURES	0	0	0	0	0		
103-4.410.3.6750 BUILDING IMPROVEMENTS	298	0	0	0	0		
103-4.410.3.6762 COMPUTER EQUIPMENT	0	33	0	0	0		
103-4.410.3.6767 BOOKS	6,568	6,622	6,121	6,094	0		6,090

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

103-LIBRARY FUND STATE - GEN
 LIBRARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
103-4.410.3.6768 PERIODICALS	0	0	0	0	0		
103-4.410.3.6769 AUDIO VISUAL	300	939	1,499	1,500	0		1500
TOTAL CAPITAL OUTLAY	<u>7,167</u>	<u>7,594</u>	<u>7,620</u>	<u>7,594</u>	<u>0</u>		
TOTAL EXPENDITURES	<u>7,167</u>	<u>7,594</u>	<u>7,620</u>	<u>7,594</u>	<u>0</u>		
REVENUE OVER/(UNDER) EXPENDITURES	23	(0)	(27)	0	0		

103-LIBRARY FUND STATE - GEN
TRANSFERS

AS OF: OCTOBER 31ST, 2019

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>REVENUES</u>							
103-3.910.4.4830 TRANSFERS IN	0	0	0	0	0		
TOTAL REVENUES	0	0	0	0	0		
FUND TOTAL REVENUE	7,190	7,594	7,594	7,594	0		
FUND TOTAL EXPENDITURES	<u>7,167</u>	<u>7,594</u>	<u>7,620</u>	<u>7,594</u>	0		
REVENUE OVER/(UNDER) EXPENDITURES	23	(0)	(27)	0	0		

*** END OF REPORT ***

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

167-LIBRARY GIFTS - SPEC REV
 LIBRARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>REVENUES</u>							
167-3.410.2.4400 FEDERAL GRANT	0	0	0	0	0		
167-3.410.2.4440 STATE GRANT	0	0	0	0	0		
167-3.410.2.4461 GRANTS - NON GOVERNMENT	2,900	0	0	0	0		
167-3.410.2.4700 CONTRIBUTIONS	15,375	17,621	46,234	15,000	5,621		15,000
167-3.410.2.4705 PRIVATE DONATION	10,000	0	0	0	0		
167-3.410.4.4300 INTEREST EARNED	1,038	978	825	150	213		
167-3.410.4.4303 INTEREST EARNED (CD'S)	0	0	0	0	0		
167-3.410.4.4790 TRANSFER IN (INTERNAL)	0	0	0	0	0		
TOTAL REVENUES	29,313	18,599	47,059	15,150	5,834		
<u>EXPENDITURES</u>							
<u>COMMODITIES</u>							
167-4.410.2.6513 MISC EXPENSE TO FOUNDAT	0	0	0	0	0		
TOTAL COMMODITIES	0	0	0	0	0		
<u>CAPITAL OUTLAY</u>							
167-4.410.3.6721 FURNITURE AND FIXTURES	0	0	0	0	0		
167-4.410.3.6769 MISC SUPPLIES & MATERIA	19,502	62,269	28,202	30,000	27,537		15,000
TOTAL CAPITAL OUTLAY	19,502	62,269	28,202	30,000	27,537		
TOTAL EXPENDITURES	19,502	62,269	28,202	30,000	27,537		
REVENUE OVER/(UNDER) EXPENDITURES	9,811	(43,671)	18,856	(14,850)	(21,702)		

CITY OF GRINNELL
 PROPOSED BUDGET WORKSHEET
 AS OF: OCTOBER 31ST, 2019

167-LIBRARY GIFTS - SPEC REV
 TRANSFER EXPENSE

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>EXPENDITURES</u>							
<u>TRANSFERS</u>							
							0
167-4.910.5.6911 TRANSFER EXPENSES	18,000	18,000	18,000	18,000	0		
TRANSFER TO 003							18,000
TOTAL TRANSFERS	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>		
TOTAL EXPENDITURES	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>		
REVENUE OVER/(UNDER) EXPENDITURES	(18,000)	(18,000)	(18,000)	(18,000)	0		
FUND TOTAL REVENUE	29,313	18,599	47,059	15,150	5,834		
FUND TOTAL EXPENDITURES	<u>37,502</u>	<u>80,269</u>	<u>46,202</u>	<u>48,000</u>	<u>27,537</u>		
REVENUE OVER/(UNDER) EXPENDITURES	(8,189)	(61,671)	856	(32,850)	(21,702)		

*** END OF REPORT ***

PROPOSED BUDGET WORKSHEET
AS OF: OCTOBER 31ST, 2019

315-CLNS FY 19-20
CAPITAL

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(-----) REESTIMATED BUDGET	2020-2021 REQUESTED BUDGET
<u>EXPENDITURES</u>							
<u>CONTRACTUAL SERVICES</u>							
315-4.750.2.6428 CLNS FY 19-20 - POLICE TWO VEHICLES	0	0	0	85,000	0		
TOTAL CONTRACTUAL SERVICES	0	0	0	85,000	0		85,000
<u>COMMODITIES</u>							
315-4.750.2.6513 CLNS FY 19-20 - FIRE CA SCBA BOTTLES (20 REPL) RADIOS (5) TURNOUT GEAR (4) REPLACE PHONE SERVICE	0	0	0	72,000	0		22,000 20,000 12,000
TOTAL COMMODITIES	0	0	0	72,000	0		18,000
<u>CAPITAL OUTLAY</u>							
315-4.750.2.6727 CLNS FY 19-20 - LIBRARY BOOKS AND DATABASES COMPUTERS (IF NOT GENERAL) Building Structure (TnT Tuckpointing) est \$50,000	0	0	0	33,000	14,938		27,500 21,000 12,000
			(Woodman Controls)		(TnT)		6,500
			Geothermal controller upgrade \$23,058		Exterior Clean \$5,900		
315-4.750.3.6772 CLNS FY 19-20 - STREETS	0	0	0	0	0		
315-4.750.3.6780 CLNS FY 19-20 - PARKS C	0	0	0	0	0		
315-4.750.3.6784 CLNS FY 18-19 - ADMIN C TOTAL CAPITAL OUTLAY	0	0	0	33,000	14,938		
TOTAL EXPENDITURES	0	0	0	190,000	14,938		
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	(190,000)	(14,938)		

LIBRARY PROPOSED BUDGET LINE ITEM DETAIL - FY20

Expenditure	Detail	Amount
Total Salaries & Wages –	represents 3% increase; + longevity includes 6% increase for Neal promotion	\$425,197 See attached detail.
Employee Housing Allowance	4 FT employees	\$8,000 New per City policy
Health Program	City calculates this item	\$150
Pre-employment expenses	Pre-employment physicals & background checks	\$480
Dues /Memberships	ILA dues for current staffing and board member levels + COSUGI membership	\$1,150
Meeting Registrations	Iowa Library Association Conference, Kids First Conference, PLUG, Summer Prog. Workshop, & State Library meetings	\$800
Mileage	Mileage to meetings/workshops; ILA in Cedar Rapids in 2018; Kids First; Syrsi Dynix; ILA committees, town meetings	\$800
Rep/Maint Building	Window cleaning, Grounds, air filters, leaks, snowmelt, snow removal, mowing, weed control, plumbing, roof cleaning, contingency; toilets; 1/3 carpet cleaning; light fixtures; flag installation	\$10,000
Rep/Maint Equip	Projector, geothermal pumps, Doors, HuppToyotaLift Scrubber/Sweeper, booklift; Contingency: BCM telephone maintenance (Geothermal controller replacement in CIP)	\$7,500

Utilities	Alliant Energy	\$41,000
Telephone	Internet and Telephone: ICN provides circuit connection	\$4,200
General Insurance	City calculates	\$6,500
Printing	GHR job ads, Yellow pages advertising, City Directory Ad; summer calendar	\$800
Misc Contractual	Horizon ILS Annual Fee	25,500
	Library Thing for Libraries	1,480
	Woodman Controls (Geothermal)	4,400
	Groovix Public Computer contract	3,500
	EMS scheduling software (mtg rooms)	800
	Website Hosting (AcornHost)	200
	Wireless Network Equip. Lease (B3)	4150
	Janitorial expense (Quick&Clean)	22,080
	Burglar Alarm monitoring (Convergint Technologies)	360
	Collection Agency-UMS	600
	Fire alarm testing (Midwest Alarms)	700
	Fire alarm monitoring (SEI)	360
	Camera System (B3) Managed tier replacement	5000
	Pest Control	540
	Access Systems Copier lease	8,400 (savings due to switch)
	AVG AntiVirus (30 computers)	500
	Contractual Subtotal =	\$78,570
Office Supplies		\$7,000
Adult Programming Supplies	includes book delivery mileage	\$500
Postage & Shipping	overdue notices, ILL	\$3,500

Misc Supplies	Cleaning suplies, toilet paper	\$3,700 ~80,000 visits annually
J Programming-Summer		\$2,300
J Programming	Includes IYN & bk delivery mileage	\$2,500
YA Programming	Includes YA Summer programming	\$1,200
Library Furniture/Fixtures	Used gift money for this	\$0
Computer Hardware/Software 003-4-410-3-6762	software, Office upgrades, Adobe Creative Cloud	\$1,000
	replace 5 workstations	\$5,000
	monitor replacement	\$500
	Computer Subtotal	\$6,500
Books – Children’s		\$11,000
Books – Young Adult		\$3,300
Periodicals		\$6,000
Audio Visual – Adult		\$4,000
Audio Visual – Children’s		\$1,500
Audio Visual – Young Adult		\$1,100
	TOTAL GENERAL EXPENDITURE	\$639,247

Capital Outlay (167- Gift Acct)	Use to supplement materials purchasing; AmeriCorps participation; special programming(e.g. parenting classes, computer classes, Open Book); landscaping; furniture reupholstering	\$15,000
Capital Outlay (103-State Acct)	(received \$7594 in State aid FY19) 103-4-410-3-6767 (books) =\$6090 103-4-410-3-6769 (AV) = \$1500	\$7,590
Capital Outlay (301-CLN)	315-4-750-2-6727 books & databases = \$21,000 computers = \$6,500 or use 003-4-410-3-6762??	\$27,500
Capital Improvement Plan (CIP)	TnT Tuckpointing : Repair structural support above exterior Basement Entryway (Safety issue) Woodman Controls : Upgrade Controllers /reprogramming/extend wiring if necessary	estimate \$50,000 quote \$15,841

Library Wage Proposal 2020-2021

NOTE: Wage increases represent a 3% increase for employees with the exception of a 6% increase and promotion for Karen Neal to Assistant Library Director/Youth Services Director; hourly wage for page position remains the same.

StartDate	NAME	years of service	HRS/WK	HRS/YR	\$\$/HR	TOTAL \$\$/YR	Longevity Pay/hr	Longevity Pay/yr	New Vacation Hours	Sick leave accrual hours per month	Prorated Personal hours
6/3/1996	Kennett	24	40	2080	\$ 37.86	\$ 78,748.80	0.28	\$ 582.40	160	8	40
10/1/2003	Neal	17	40	2080	\$ 27.41	\$ 57,012.80	0.21	\$ 436.80	160	8	40
3/4/1991	Shore	29	40	2080	\$ 26.63	\$ 55,390.40	0.35	\$ 728.00	200	8	40
6/15/1990	McDonald	30	40	2080	\$ 21.58	\$ 44,886.40	0.42	\$ 873.60	200	8	40
8/31/2010	Selby	10	40	2080	\$ 21.58	\$ 44,886.40	0.14	\$ 291.20	120	8	40
REG. FULL TIME			200	10400		\$ 280,924.80		\$ 2,912.00			
1/3/2005	Shaffer	15	25	1300	\$ 21.58	\$ 28,054.00			100	5	25
3/21/2013	Owens	7	22	1144	\$ 21.58	\$ 24,687.52			66	4.4	22
3/19/2014	Vigil (Cabelli)	6	28	1456	\$ 21.58	\$ 31,420.48			56	5.6	28
8/22/2012	R. Romero	8	10	520	\$ 21.58	\$ 11,221.60					
11/21/2019	Chang	1	10	520	\$ 21.58	\$ 11,221.60					
REG. PART TIME			95	4940		\$ 106,605.20					
6/5/2013	Hiner	7	7	364	\$ 13.37	\$ 4,866.68					
7/14/2018	D. Romero	2	10	520	\$ 13.37	\$ 6,952.40					
11/1/2019	Bell	1	11	572	\$ 13.37	\$ 7,647.64					
	Substitute Perrin										
	Pages		40	2080	\$ 7.35	\$ 15,288.00					
	Circ Clerk & Pages (no benefits)		68	3536		\$ 34,754.72					
TOTAL			363	18876		\$ 422,284.72	plus Longevity	\$ 2,912.00	equals	\$ 425,196.72	TOTAL

Wage Approval FY21

—
**Library Board of Trustees
President**

Drake Community Library Systems Administrator Annual Review And Budget Recommendations for FY20-21

Prepared October 2019

NETWORK & INTERNET OVERVIEW

Network Infrastructure & Security (includes WiFi & Firewall)

The majority of network infrastructure components remain under a contracted service arrangement with B3 Technology. This includes network switches, firewall and wireless system components. Through this arrangement the hardware is fully maintained by B3 including hardware replacement or upgrade as needed. Their system management services include remote and onsite service to oversee and ensure wired and wireless network connectivity. The budgeted annual service expense eliminates the need to budget for replacement of these hardware components on 3-5 year cycles.

BUDGET REQUEST (Contractual) for annual network service: \$4150

Internet Service Providers

We have two Internet connections. The Mediacom connection is provided free of charge. The original Mediacom franchise agreement made with the City of Grinnell stipulated free Internet to all city buildings. The connection speed is automatically updated as part of the agreement and serves us quite well. Our Windstream connection of 75MB level is \$90/month. It is my understanding that Windstream is planning to run fiber networks in town which is something we might want to explore as an option when it's available.

Network infrastructure provides an automatic crossover feature to switch between the two connections should one go down. When both connections are up, the public primarily uses the Mediacom connection and the staff primarily the Windstream connection. The crossover feature should automatically switch all traffic to one connection should the other connection be lost providing an added layer of connectivity protection.

Annual Internet fee is included in the Windstream telephone budget line

PUBLIC COMPUTERS

We have 36 computers for the public:

- 25 in the main area provide Internet and office applications (Groovix)
- 9 catalog stations (Groovix)
- 1 print release station (Groovix)
- 2 Windows machines in the public archive room with a shared keyboard/video display/mouse (KVM)
 - One provides Internet Explorer and Microsoft Office access for those public needs that won't work on a Linux system.
 - One that provides a scanning interface for the microfilm machine for those who want to digitize microfilm content.

Groovix Computers (All catalog stations & most public Internet stations)

These machines all run the Linux based Groovix public computer system from Open Sense Solutions. The Intel NUC mini pc's installed in 2017 continue to work well with few problems. The mini-pc's are small enough to be mounted on the back of each monitor which saves space and minimizes clutter along the counters where the public computers are located.

The catalog station hardware was updated in the summer of 2019.

We pay an annual, per machine fee to Open Sense Solutions for each Groovix machine. The Groovix configuration includes all required software, full antivirus protection, guest account access, time management system, usage tracking reports, and print management system support. In addition, if a machine malfunctions, Open Sense is able to connect remotely and resolve the issue, requiring little more than a phone call by DCL staff to resolve any issues with the public machines. This system is a huge advantage in that it greatly reduces the staff time needed to maintain the public computers.

As a general rule, monitors are only replaced when they fail. We have had a higher rate of failure in the last few years, partly due to age of some machines but also due to the poor quality of some of the monitors in use. It is always a balance between paying more for quality for long life vs. lower expense. **I am asking for \$500 budget availability to replace monitors or other failed equipment.** This would allow for the replacement of 4-5 monitors per year or one cpu.

Print Release/ Wireless & Mobile Printing

With the move to new copiers in the summer of 2019 we changed to the Groovix Print Release system. The print release system has worked smoothly from our library computers. However, we continue to struggle to find an easy to use option for those with laptops and mobile devices. While the new copiers provide options we didn't have before, none of them are very user friendly and there are a wide variety of variables based on the type of device and operating system. I am continuing to explore better options for mobile printing which is especially problematic.

Public Computer w/ Windows OS & Microsoft Office Suite

While the Groovix public computers meet the needs of the vast majority of our users, there remain certain online applications that will not work with Linux based machines. Occasionally functions such as online tests and access to government or employee documents (W-2 forms access systems are a frequent culprit) require the user be on a Windows based computer. For this reason, we feel it is important to provide access to a Windows based computer which is located in the public archive room.

The configuration currently includes 2 computers that share a single monitor, mouse and keyboard to save space. This is necessary as the software needed for the microfilm scanning equipment is not compatible with the newer equipment. So one older computer is used by those using the microfilm scanning software and a newer machine is available for those needed a Windows based machine.

BUDGET REQUEST (Hardware & Software): \$500

BUDGET REQUEST (Contractual) for Groovix Management Fee: \$ 3500

STAFF SYSTEMS

Horizon Integrated Library System and Online Catalog Interface

We continue to use the Horizon system from SirsiDynix. Recognized as one of the leading Integrated Library Systems (ILS), it provides excellent functionality for staff and public needs. We use their cloud based system which means they maintain and secure the physical servers. They are also able to ensure the highest level of security to protect the personal information of our patrons and ensure all data is safe and secure from various malicious threats. This also ensures that, should the library network be attacked by something like ransomware, our critical ILS system would not be affected. We would only need to establish an internet connection to be able to continue with essential circulation services. Budget request is based on the 2020 billed amount plus 3%.

BUDGET REQUEST (Contractual) for SirsiDynix ILS services: \$25,500

Online Catalog Enhancement Content: LibraryThing for Libraries

This add-on product provides book cover images and reader's advisory services like tagging and lists of similar titles. Though a similar product is available through SirsiDynix, the LTFL product costs significantly less and meets our needs well. This request assumes a 3% increase over last year.

BUDGET REQUEST (Contractual) for LTFL \$1500

Staff Computer Hardware

We have 20 computers used by staff for circulation and individual work stations. Standard IT management recommends replacing hardware every 4-5 years for efficient lifecycle productivity. This allows for replacement of failing equipment as well as proactive upgrading of machines. \$5000 annually provides funding for replacement of approximately 5 computer workstations plus some miscellaneous hardware (scanners, printers, etc.) each year.

BUDGET REQUEST (Hardware & Software) Staff hardware replacement fund \$5000

Staff Computer Software

The majority of our needs are met by the SirsiDynix ILS system and Microsoft Office. All staff computers will be updated to Office 2019 by the end of FY19-20 and multiple licenses for Adobe Acrobat Pro will be purchased for those who need that service. Use of Adobe Creative Cloud for graphic design work will be re-evaluated after change of staff in that position. The annual fee of \$380 and would give access to the full suite of Adobe graphic design products and will be continued if needed. There are occasional request for other specialized software, for example scanning suite for archival digitization. I am asking for \$500 to cover all staff software needs.

BUDGET REQUEST (Hardware & Software) for Misc. software \$500

Antivirus Protection

We currently run a corporate version of AVG Business protection with a group license for 30 machines renewed on an annual basis.

BUDGET REQUEST (Contractual) Antivirus protection \$500

EMS Lite (Meeting Room Scheduling)

The meeting room reservation program allows us to schedule and track use of our various meeting spaces and makes the calendar of events available on the website. The computer used to host this service will need to be updated by the end of FY19-20. This annual maintenance fee provides support and all software upgrades. Hardware needs are included with the staff hardware budget.

BUDGET REQUEST (Contractual) for EMS license renewal \$ 800

Website Hosting

This annual fee covers hosting of the library website by Acornhost. Day to day maintenance and content creation on the Wordpress based site is done by library staff members, primarily Monique Shore.

One of our essential local history resources, the obituary database, requires more server space than is usual for a website because of the large number of files involved. Currently over 26,000 obituaries are accessible via our page. Through collaboration with Grinnell College on the Poweshiek History Preservation Project we are able to provide online access to digitally archived materials via their Digital Grinnell website. This is of great benefit to the library and the community in a variety of ways and we are grateful for this collaboration. Grinnell College provides online access to these resources.

BUDGET REQUEST (Contractual) for annual website hosting fee \$200

BUILDING SYSTEMS

Video Surveillance System

We are transitioning to new cameras by replacing 2 cameras per year. The table below lists camera descriptions and year they were originally installed and either replaced or are scheduled to be replaced. Camera prices vary depending on the number of view and degree of resolution. An annual budget of \$5000 should allow for replacement of 2-3 cameras each year.

Camera Description	Original installation	Upgrade
Reference area & Patio Doors – 4 views	2009	2018
Central Aisle / Computers / Board Room – 4 views	2009	2018
Front Desk / Entrance / Bathrooms - 4 views	2009	FY19-20
Lobby / Meeting Room Entrances – 2 views	2009	FY19-20
Main Children’s Area – Picture Books / Computers – 4 views	2009	FY20-21
Teen Area – Single view	2009	FY20-21
Teen Cove – Single view	2010	FY20-21
East Corner / Stairwell Door – Single view	2009	FY21-22
Story Room – Single view	2009	FY21-22
SW Children’s Corner – Single View	2009	FY21-22
Exterior – Back driveway / Doors	2016	FY22-23
Exterior – Patio Doors & Seating Area from corner	2016	FY22-23
Exterior – Patio Doors & Seating Area from Story Room Door	2016	FY22-23

BUDGET REQUEST (Contractual Building System) Camera Upgrades \$5000

Phone System

Our BCM Nortel system continues to serve us well and provide for our needs. This is outdated technology and we should look at new digital systems. This would allow for easier, web based management interface which should provide easier access to voice mail and messaging options.

Should support of any kind be needed on the current BCM system we would need to be prepared to pay for it on an as needed basis, understanding that parts may be hard to acquire. **This should be kept in mind when setting the Non-contractual Systems Maintenance contingency budget.**

Geothermal Controls & Maintenance (Woodman)

Annual support from Woodman provides quarterly maintenance as well as ongoing support for the geothermal system. They have been instrumental in our efforts to maintain the equipment and address issues before they reach a critical state. But the complexity of the equipment and the maintenance of so many mechanical and electronic components has been hard on the budget. Major system component replacement was submitted for inclusion with the city capital note request in Fall 2019. This budget request amount is the same as last year.

BUDGET REQUEST (Contractual-Building Systems) \$4400

Burglar Alarm Monitoring

This system is handled by Convergent (formerly Dakota Security). The annual fee covers the monitoring of the system that alerts the local police when there are problems.

BUDGET REQUEST (Contractual-Building Systems) \$360

Fire Alarm Testing & Monitoring

Our current fire alarm and sprinkler inspection contract is with Midwest Alarms. They do an annual inspection for **\$720**. The fire alarm monitoring service is provided by SEI on an ongoing basis for **\$360** per year. Combined the budget related to fire protection is **\$1080**. This budget request amount is the same as last year.

BUDGET REQUEST (Contractual-Building Systems): \$1080

Library Systems Budget Request for FY2020-21

<u>Categories</u>	<u>Requested Budget</u>
CONTRACTUAL SERVICES	
<u>Computer/Network Systems</u>	
SirsiDynix ILS Services/Support	\$ 25,500
Online Catalog Enhancement: Library Thing for Libraries (LTFL)	\$ 1,500
Groovix Computer Annual Maintenance	\$ 3,500
Network Equipment Service Contract (B3), including Firewall & WiFi	\$ 4,150
EMS Lite Scheduling Software License renewal	\$ 800
Website Hosting Annual Fee	\$ 200
Antivirus Protection for Staff Computers	\$ 500
NETWORK SYSTEMS CONTRACTUAL TOTAL	\$ 36,150
 <u>Building Systems</u>	
Geothermal Controls & Maintenance (Woodman)	\$ 4,400
Video Camera Replacement	\$ 5,000
Burglar Alarm Monitoring Service	\$ 360
Fire Alarm Testing & Monitoring	\$ 1,080
BUILDING SYSTEMS CONTRACTUAL TOTAL	\$10,840
 INTERNET CONNECTION	
Windstream DSL (billed as part of Windstream phone services)	
Mediacom Cable Internet (free because of city contract agreement)	
 HARDWARE & SOFTWARE	
Public Computer Hardware Replacement (Monitors)	\$ 500
Staff Hardware Replacement	\$ 5,000
Misc. software	\$ 500
HARDWARE / SOFTWARE TOTAL	\$ 6,000
 GRAND TOTAL SYSTEMS BUDGET REQUEST	 \$ 52,990

Looking ahead:

*Phone system is no longer supported so replacement/upgrade should be considered a possibility.
Should fiber-based Internet service become an option it is something I would highly recommend.*