



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
WEDNESDAY, OCTOBER 23, 2024, AT 5:15 PM
IN THE LIBRARY'S ALAN & JEAN JONES BOARD ROOM AND VIA
ZOOM

Join Zoom Meeting: Join Zoom Meeting

<https://zoom.us/j/92222844462?pwd=TmZCYVp1UnVlbXVyZithVU0wQjRvUT09>

Meeting ID: 922 2284 4462

Passcode: 651913

TENTATIVE AGENDA

1. **Members Present:** __Fenner; __Guenther; __Hammond; __Lindley; __McFee; __Pagliai; __Saunders;
2. **Approve Agenda:**
3. **Approval of the Minutes**
 - A. Approval of September 25, 2024 Minutes
4. **Communications: September DCL Endowment Fund reports.**
 - A. September 2024 Library Endowment
 - B. September 2024 Board Endowed Report
5. **Report of Director:**
6. **Trustee Report:**
7. **Committee Reports:**
8. **Financial Report and Approve Bills Payable in November.**
 - A. September Receipts
 - B. September Budget Worksheet
 - C. Payables
 - D. Monthly Budget Report
9. **Contract Approvals**
 - A. Arbon Contract
10. **Business**
 - A. Discuss and Approve Registered Sexual Offender Policy

11. Trustee Continuing Education

Minutes of the Drake Community Library Board of Trustees
September 25, 2024
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call: _X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders
__Swick Others present: _X_Neal _X_Snow _X_Devig

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

Approval of Agenda:

Hammond moved and Guenther seconded approval of the agenda.

Approval of Minutes:

Saunders moved and Hammond seconded approval of the August 21, 2024, Board Meeting minutes.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

Communications:

The June 2024 – August 2024 GPCF Endowment fund reports were reviewed.

Report of the Director:

1. A brief Statistical report was reviewed.
2. Iowa Code Chapter 21 has change, meetings must offer an online attendance option.
3. HBS is working through the equipment changes.
4. County Board of Supervisors approved an outside Narcan vending machine for DCL.
5. A new board member will be at our October meeting.

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. McFee moved and Hammond seconded the approval of bills payable in October.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

Business:

1. McFee moved and Guenther seconded approval of a contract with Open Sense Solutions LLC.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

2. Neal provided an update on building and grounds projects. The building and grounds committee will meet to discuss and prioritize future capital projects.

3. McFee moved and Guenther seconded approval of payment from the general fund to Jeff Sears Construction for the recent window installation.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

4. Hammond moved and Saunders seconded approval of a contract with BlueCloud Analytics using gifts funds to pay for year 1 and adding to the general budget going forward.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

5. McFee moved and Guenther seconded approval of Penelope Fennel as a library page.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

6. Hammond moved and Guenther seconded approval of the pay rate for library page, Penelope Fennel

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

7. McFee moved and Guenther seconded sending Neal and Snow to LibLearnX using gift funds.

Roll call vote:

_X_Guenther _X_Hammond __Lindley _X_McFee _X_Pagliai _X_Saunders __Swick

Trustee Continuing Education:

Assistant Director Snow discussed the success of the Library Summer Program and Outreach Programs. 3,500 people were reached through normal and outreach programs, 2,100 were reached through outreach only programs and, 500 people registered for the reading program.

Meeting adjourned 6:24 p.m.

Next regular meeting is October 23, 2024, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

Statement of Activity

Drake Community Library Endowment Fund Board Endowed
September 01, 2024 through September 30, 2024

Fund Activity Summary

	<u>Sep 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,345,544.53	1,292,287.69
Additions to Fund		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Investment Revenue	18,274.42	73,685.08
Totals	18,274.42	73,685.08
Disbursements		
<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,076.91	3,230.73
Totals	1,076.91	3,230.73
Net Change	\$17,197.51	\$70,454.35
Ending Balance	\$1,362,742.04	\$1,362,742.04

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,362,742.04
Total	1,362,742.04

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Fund Activity Detail

Donations

No donations in the statement period

Grants Awarded

No grants awarded in the statement period

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

Fund Activity Summary

	<u>Sep 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,566,675.94	1,503,622.15
Additions to Fund		
	<u>Period Total</u>	<u>YTD Total</u>
Donations	560.38	1,776.14
Investment Revenue	21,278.24	85,735.77
Totals	21,838.62	87,511.91
Disbursements		
	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,308.26	3,926.68
Other Expenses	4.80	5.88
Totals	1,313.06	3,932.56
 Net Change	 \$20,525.56	 \$83,579.35
 Ending Balance	 \$1,587,201.50	 \$1,587,201.50

Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,587,201.50
Total	1,587,201.50

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Resource	July	August	September	YTD Totals	Previous YTD
Brainfuse	0	3	10	13	2
Freegal				0	1786
Kanopy	219	200	187	606	380
Mango	48	30	51	129	161
Niche Academy				0	42
Overdrive				0	
eBooks	988	866	792	2646	1718
eAudiobooks	880	857	898	2635	1784
Magazines	136	141	175	452	85
Reference USA				0	20

DRAKE COMMUNITY LIBRARY RECEIPTS

September 30, 2024

	Previous balance	MTD	YTD
County tax	\$0.00	\$7,553.25	\$ 7,553.25
Donations (incl. mtg room donations)	\$425.00	\$ 35.00	\$ 460.00
Fees (Contracting Cities, State Money)	\$2,395.50	\$0.00	\$2,395.50
Lost materials	\$186.37	\$ 88.90	\$ 275.27
Photocopy	\$160.92	\$ 197.20	\$ 358.12
Miscellaneous (replacement cards)	\$20.00	\$ 2.00	\$ 22.00

Total \$ 7,876.35 \$ -

Carryover from August 31, 2024	\$ 75.00
Plus total from September 30, 2024	\$ 7,876.35
Less undeposited receipts	\$ 75.00

Total recorded at City Office \$ 7,876.35

GIFT ACCOUNT (167 detail)

Balance as of September 30, 2024 \$ 101,412.00

RECEIPTS

Janette	\$125.00
Total Gift Revenue	\$ 101,537.00

EXPENDITURES

Amazon	\$8.99	Plant Moisture Monitors
JP Gardening	\$400.00	

Total Gift Expenditure

\$408.99

Balance on September 30, 2024

\$ 101,128.01



Grinnell, IA

My Budget Worksheet Account Summary

For Fiscal: 2024-2025 Period Ending: 10/31/2024

		Defined Budgets						
		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	2024-2025
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025 YE
Fund: 003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	7,000.00	7,858.84	9,000.00	9,049.41	7,000.00	4,307.89	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	7,553.25	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	437,666.34	984,586.92
	Revenue Total:	670,950.95	665,341.49	974,916.68	703,028.80	1,021,799.92	452,527.48	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	114,443.57	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	62,661.68	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	173.50	900.00
003-4.410.1.6230	LIBRARY - MILEAGE & MTG EXP	600.00	456.07	600.00	601.62	600.00	47.31	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	4,500.00	4,500.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	6,149.46	5,220.00	7,324.71	4,228.00	3,827.92	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	11,661.92	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	1,823.45	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	309,606.75	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	1,152.42	5,500.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 10/31/2024

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	443.02	500.00	473.05	800.00	425.78	800.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,404.50	2,384.80	2,400.00	889.97	1,500.00	90.00	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	309.47	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	545.13	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	459.34	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	1,645.15	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	439.69	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	486.46	2,500.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	375.70	500.00	500.00	520.00	147.53	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	155.54	1,400.00
	Expense Total:	670,950.95	665,385.79	974,916.68	702,945.20	1,021,799.92	522,080.00	1,021,799.92
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	0.00	-69,552.52	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	562,465.82	1,959,764.82
	Revenue Total:	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,934,764.82	750,349.40	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	16,362.08	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	8,029.67	31,500.00
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	0.00	0.00	0.00	272,000.00	21,737.42	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: 10/31/2024

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	1,287,524.11	1,287,524.11	1,248,591.00	1,248,591.00	2,173,714.13	1,743,714.13	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	1,907,096.42	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	-1,156,747.02	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	3,284.27	5,800.00
	Revenue Total:	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	3,284.27	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	3,284.27	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	640.00	25,000.00
167-3.410.4.4300	INTEREST EARNED	690.00	740.11	400.00	361.72	350.00	302.80	350.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	3,850.00	1,455.87	3,850.00
	Revenue Total:	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	2,398.67	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	2,392.29	15,255.33
	Expense Total:	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	7,216.45	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	-4,817.78	9,200.00
Fund: 314 - CLN FY 23-24								
Revenue								
314-3.910.4.4830	CLNS FY 23-24 - TRANSFER IN	0.00	0.00	183,540.00	183,540.00	0.00	0.00	0.00
	Revenue Total:	0.00	0.00	183,540.00	183,540.00	0.00	0.00	0.00
Expense								
314-4.750.2.6428	CLNS FY 23-24 - POLICE CAPITAL	0.00	0.00	60,000.00	60,000.00	0.00	0.00	0.00
314-4.750.2.6513	CLNS FY 23-24 - FIRE CAPITAL	0.00	0.00	45,000.00	36,922.52	8,077.48	8,077.48	8,077.48
314-4.750.3.6727	CLNS FY 23-24 - LIBRARY BOOKS	0.00	0.00	31,500.00	29,705.96	1,794.04	1,794.04	1,794.04
314-4.750.3.6780	CLNS FY 23-24 - PARKS CAPITAL	0.00	0.00	32,580.00	15,186.77	17,393.23	12,632.44	17,393.23

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 10/31/2024

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
314-4.750.4.6790	CLNS FY 23-24 - TRANS OUT INT	0.00	0.00	0.00	0.00	4,760.79	0.00	4,760.79
314-4.910.5.6911	CLNS FY 23-24 - TRANS OUT	0.00	0.00	14,460.00	14,460.00	0.00	4,760.79	0.00
	Expense Total:	0.00	0.00	183,540.00	156,275.25	32,025.54	27,264.75	32,025.54
	Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	27,264.75	-32,025.54	-27,264.75	-32,025.54
	Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,096,851.59	245,409.15	-1,255,097.80	245,409.15

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	452,527.48	1,021,799.92
Expense	670,950.95	665,385.79	974,916.68	702,945.20	1,021,799.92	522,080.00	1,021,799.92
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	0.00	-69,552.52	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	750,349.40	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	1,907,096.42	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	-1,156,747.02	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	3,284.27	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	3,284.27	0.00
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	2,398.67	29,200.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	7,216.45	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	-4,817.78	9,200.00
Fund: 314 - CLN FY 23-24							
Revenue	0.00	0.00	183,540.00	183,540.00	0.00	0.00	0.00
Expense	0.00	0.00	183,540.00	156,275.25	32,025.54	27,264.75	32,025.54
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	0.00	0.00	0.00	27,264.75	-32,025.54	-27,264.75	-32,025.54
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,096,851.59	245,409.15	-1,255,097.80	245,409.15

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	-69,552.52	0.00	
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	268,234.69	-1,156,747.02	268,234.69	
103 - LIBRARY FUND STATE - GEN	0.00	0.18	-0.18	-0.18	0.00	3,284.27	0.00	
167 - LIBRARY GIFTS - SPEC REV	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-4,817.78	9,200.00	
314 - CLN FY 23-24	0.00	0.00	0.00	27,264.75	-32,025.54	-27,264.75	-32,025.54	
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,096,851.59	245,409.15	-1,255,097.80	245,409.15	



**Library Monthly Budget Report
General Fund
November 4, 2024**

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
				ACTUAL	11/4/2024	BALANCE
		\$	\$	\$	\$	11/4/2024
Beginning Balances						
		\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 9,000	\$ 7,000	\$ 4,308	\$ -	\$ -
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	7,553	-	-
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	437,666	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
Total Revenues		\$ 974,917	\$ 1,021,800	\$ 452,527	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 287,986	\$ 298,308	\$ 114,444	\$ -	\$ 183,864
003-4.410.1.6020	Part Time Salaries	195,495	217,275	62,662	-	154,613
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	174	-	727
003-4.410.1.6230	Mileage & Meeting Expense	600	600	47	72	480
003-4.410.2.6310	Repair/Maintain Building	4,280	4,500	4,500	-	0
003-4.410.2.6332	Repair/Maintain Equipment	5,220	4,228	3,828	187	213
003-4.410.2.6371	Utilities	40,000	39,000	11,662	2,541	24,797
003-4.410.2.6373	Telephone	4,552	5,212	1,823	-	3,389
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	309,607	1,927	60,613
003-4.410.2.6506	Office Supplies	5,500	5,500	1,152	478	3,870
003-4.410.2.6507	Program Operating Supplies	500	800	426	-	374
003-4.410.2.6508	Postage & Shipping	2,400	1,500	90	45	1,365
003-4.410.2.6513	Misc Supplies	2,500	2,200	309	329	1,562
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	545	135	1,420
003-4.410.2.6523	Program Young Ad	1,000	1,050	117	33	900
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	459	-	1,101
003-4.410.3.6765	Books/Children	5,613	6,220	1,645	507	4,068
003-4.410.3.6766	Books/Young A	2,000	2,100	440	133	1,528
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	3,000	2,500	486	74	1,940
003-4.410.3.6769	Audio Visual	500	520	148	15	358
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	\$ 522,080	\$ 6,475	\$ 493,245
ENDING BALANCE		\$ -	\$ -	\$ (69,553)		



**Library Monthly Budget Report
Capital Loan Note
November 4, 2024**

	2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 11/4/2024	PROJ. BUDGET BALANCE 7/1/2024
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
011-4.690.3.6727 Util Franch - Library Cap Pr	\$ 31,500	\$ 8,030	\$ 1,371	\$ 22,100
Total Expenditures	\$ 31,500	\$ 8,030	\$ 1,371	\$ 22,100
 ENDING BALANCE	 \$ -	 \$ -		



**Library Monthly Budget Report
Library Fund State - General
November 4, 2024**

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 11/4/2024	PROJ. BUDGET BALANCE 11/4/2024
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	3,284	-	2,516
103-3.410.4.4300 Interest Earned	-	-	-	-	-
103-3.410.4.4790 Trans In - Internal	-	-	-	-	-
Total Revenues	\$ 6,000	\$ 5,800	\$ 3,284	\$ -	\$ 2,516
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)	\$ -	\$ 3,284		



Library Monthly Budget Report
Library Gifts - Spec Rev Fund
November 4, 2024

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 11/4/2024	PROJ. BUDGET BALANCE 11/4/2024
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	640	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	400	350	303	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	4,150	3,850	1,456	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 29,550	\$ 29,200	\$ 2,399	\$ -	\$ -
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	2,392	-	12,863
Total Expenditures	\$ 27,920	\$ 20,000	\$ 7,216	\$ -	\$ 12,784
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 27,920	\$ 20,000	\$ 7,216	\$ -	\$ 12,784
ENDING BALANCE	\$ 106,394	\$ 9,200	\$ (4,818)		



Grinnell, IA

My Open Payable Report

As Of 11/04/2024

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 999-2020 - ACCOUNTS PAYABLE							
Vendor: 018200	ALLIANT ENERGY						Payable Count: (1) 2,540.75
10.10.24 DRAKE	UTILITIES	11/04/2024	2,540.75	0.00	0.00	0.00	2,540.75
Vendor: 002581	AMAZON CAPITAL SERVICES						Payable Count: (5) 686.95
13TX-QPXM-79L7	BOOKS	11/04/2024	111.74	0.00	0.00	0.00	111.74
19G1-H4VK-6VLO	EQUIP/SUPPLIES	11/04/2024	259.50	0.00	0.00	0.00	259.50
1LKG-NRP6-9HVY	BOOKS	11/04/2024	9.09	0.00	0.00	0.00	9.09
1N7L-6WPH-9WQV	SUPPLIES	11/04/2024	280.66	0.00	0.00	0.00	280.66
1VL9-FDW7-7GTM	SUPPLIES	11/04/2024	25.96	0.00	0.00	0.00	25.96
Vendor: 001700	BAKER & TAYLOR - ENT #5103						Payable Count: (4) 1,132.85
2038595691	BOOKS	11/04/2024	178.12	0.00	0.00	0.00	178.12
2038604315	BOOKS	11/04/2024	436.81	0.00	0.00	0.00	436.81
2038624067	BOOKS	11/04/2024	166.52	0.00	0.00	0.00	166.52
2038635883	BOOKS	11/04/2024	351.40	0.00	0.00	0.00	351.40
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (1) 148.56
2038598344	BOOKS	11/04/2024	148.56	0.00	0.00	0.00	148.56
Vendor: 001701	BAKER & TAYLOR, INC						Payable Count: (1) 42.65
2038625208	BOOK	11/04/2024	42.65	0.00	0.00	0.00	42.65
Vendor: 005030	CAPITAL SANITARY SUPPLY						Payable Count: (1) 309.01
C394974	SUPPLIES	11/04/2024	309.01	0.00	0.00	0.00	309.01
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
71027	MONTHLY MIN	11/04/2024	25.00	0.00	0.00	0.00	25.00
Vendor: 002628	GIBSON, DEREK						Payable Count: (1) 1,790.00
511231	CLEANING SVC (OCT)	11/04/2024	1,790.00	0.00	0.00	0.00	1,790.00
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (1) 474.83
84013547	BOOKS	11/04/2024	474.83	0.00	0.00	0.00	474.83
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1) 8.33
708540	NETWORK SVCS	11/04/2024	8.33	0.00	0.00	0.00	8.33
Vendor: 095203	MICRO MARKETING LLC						Payable Count: (1) 54.40
965992	LP BOOKS	11/04/2024	54.40	0.00	0.00	0.00	54.40
Vendor: 000848	NEAL, KAREN						Payable Count: (1) 45.00
11.4.24	REIMB - MAIL CHIMP	11/04/2024	45.00	0.00	0.00	0.00	45.00
Vendor: 001162	POWESHIEK COUNTY CHRONICLE REPUBLICAN						Payable Count: (1) 40.00
10.15.24	YEAR SUB	11/04/2024	40.00	0.00	0.00	0.00	40.00
Vendor: 030690	QUILL CORPORATION						Payable Count: (1) 63.54
40855568	SUPPLIES	11/04/2024	63.54	0.00	0.00	0.00	63.54
Vendor: 099502	RUSE, VERONICA						Payable Count: (1) 72.36
11.4.24	ILA CONF MILEAGE REIMB	11/04/2024	72.36	0.00	0.00	0.00	72.36
Vendor: 032300	SCHENDEL PEST CONTROL CO						Payable Count: (1) 91.72
1010C	PEST & WASP CONTROL	11/04/2024	91.72	0.00	0.00	0.00	91.72
Vendor: 001194	SECURITY EQUIPMENT INC						Payable Count: (1) 187.20
890421	MONITORING SVC	11/04/2024	187.20	0.00	0.00	0.00	187.20

My Open Payable Report

As Of 11/04/2024

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 002669 6130928	UNIQUE MANAGEMENT SERVICES PLACEMENTS	11/04/2024	12.40	0.00	0.00	0.00	12.40
						Payable Count: (1)	12.40
Vendor: 099610 11.4.24	USA TODAY SUB	11/04/2024	34.00	0.00	0.00	0.00	34.00
						Payable Count: (1)	34.00
Vendor: 036590 05945 06489	WALMART - CAPITAL ONE SUPPLIES PROGRAMMING	11/04/2024 11/04/2024	7.36 78.32	0.00 0.00	0.00 0.00	0.00 0.00	7.36 78.32
						Payable Count: (2)	85.68
Payable Account 999-2020						Payable Count: (28)	Total: 7,845.23

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	28	7,845.23
Report Total:	28	7,845.23

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	28	7,845.23
Report Total:	28	7,845.23

Paid Date	Vendor	Description	Amount	Acct #
10/7/2024	Amazon	Books/Supplies	\$13.59	003-4.410.3.6766
			\$8.99	167-4.410.3.6769
			\$74.76	011-4.690.3.6727
			\$181.69	003-4.410.2.6522
10/7/2024	Amazon	Laminating Film	\$127.66	003-4.410.2.6506
10/7/2024	Amazon	Books/Supplies	\$71.36	003-4.410.2.6506
			\$12.58	011-4.690.3.6727
10/7/2024	Baker & Taylor	Book	\$16.53	011-4.690.3.6727
10/7/2024	Ingram	Books	\$13.56	011-4.690.3.6727
10/7/2024	Ingram	Books	\$41.00	011-4.690.3.6727
10/7/2024	Micromarketing	LP Books	\$48.80	011-4.690.3.6727
10/7/2024	Micromarketing	LP Books	\$108.39	011-4.690.3.6727
10/7/2024	Access Systems		\$766.66	003-4.410.2.6428
10/7/2024	Baker & Taylor	Books	\$456.11	011-4.690.3.6727
10/7/2024	Janelle Decker Molony	Author Talk	\$150.00	003-4.410.2.6507
10/7/2024	MCG	Phone	\$406.35	003-4.410.2.6373
10/7/2024	Security Equipment	Alarm Monitoring	\$187.20	003-4.410.2.6428
10/7/2024	Sears Construction	Windows	\$4,486.91	003-4.410.2.6310
		Windows	\$2,148.09	003-4.410.2.6332
10/7/2024	Baker & Taylor	Books	\$48.25	011-4.690.3.6727
10/7/2024	Open Sense Solutions	Groovix Server Mgmt	\$3,540.25	003-4.410.2.6428
			\$12,908.73	



Craig Tucker
Field Service Sales Rep

✉ ctucker1@ritehite.com
☎ 319-499-8007
🌐 arbon.ritehite.com

Quote Description:
Agreement Renewal - DRAKE LIBRARY - June -
2024

QUOTE: QT-489578

10/05/2024

PREPARED FOR:
Drake Library
930 Park Street
Grinnell, Iowa 50112, United States

Karen Neal

SEND PURCHASE ORDER TO:
Arbon Equipment Corporation - Northcentral
722 E. Price Street
Eldridge, Iowa 52748, United States
Craig Tucker
ctucker1@ritehite.com
319-499-8007 (mobile)

LINE	PRODUCT DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1	Q1 Planned Maintenance	1	\$1,252.00	\$1,252.00

Tax (Sales Tax)	\$ 0.00
TOTAL	\$ 1,252.00

**Section 12 | D Series Preventive
Maintenance and
Schedule Checklist**



MATERIAL HANDLING SOLUTIONS

www.pflow.com
P 414 352 9000
F 414 352 9002
6720 N. Teutonia Ave.
Milwaukee, WI 53209

✓	Action	How Often
<input type="checkbox"/>	Verify overall operation.	monthly
<input type="checkbox"/>	Verify that the carriage deck is flush with the floor level and every level. Adjust as necessary.	monthly
<input type="checkbox"/>	Verify that all electrical components are undamaged. Repair or replace as needed.	monthly
<input type="checkbox"/>	Verify that all gates and enclosures are undamaged and properly installed.	monthly
<input type="checkbox"/>	Verify that all gate interlocks are functioning properly.	monthly
<input type="checkbox"/>	Verify that all push-button stations and e-stops are functioning correctly on each level.	monthly
<input type="checkbox"/>	Identify any unsafe condition. Document and report the condition immediately to the customer and then PFlow Industries, Inc. Customer Support Department. Do not allow the lift to operate when unsafe conditions arise.	monthly
<input type="checkbox"/>	Inspect hoses and fittings for fraying and leaks.	monthly
<input type="checkbox"/>	Review the hydraulic fluid for color changes or cloudiness. Replace the fluid as needed.	monthly
<input type="checkbox"/>	Verify that there is sufficient hydraulic fluid for operation. Add hydraulic fluid as needed.	monthly
<input type="checkbox"/>	Inspect all welding, bracing, and anchoring for structural integrity.	3 months
<input type="checkbox"/>	Verify that all nuts and bolts are tight. Adjust as necessary.	3 months
<input type="checkbox"/>	Visually inspect all gate chains, and lubricate when dry.	3 months
<input type="checkbox"/>	Verify that all moving components are functioning properly.	3 months
<input type="checkbox"/>	Inspect all additional options and accessories (e.g., DeckLocks, maintenance pins) and operation. Adjust as necessary	3 months
<input type="checkbox"/>	Visually inspect the wheelblocks and roller guides for rotation interference and wear.	3 months
<input type="checkbox"/>	Verify that all electrical connections are tight.	3 months
<input type="checkbox"/>	Verify that the carriage is level. Adjust as necessary.	6 months
<input type="checkbox"/>	Inspect the hydraulic pump and motor operation, pressure switch setting, relief valve, and velocity fuses.	12 months
<input type="checkbox"/>	Replace the hydraulic oil and oil filter.	12 months
<input type="checkbox"/>	Inspect the wheelblock roller guides for deterioration.	12 months
<input type="checkbox"/>	Replace all hoses and fittings.	5 years

Quote Summary:

Bi-Annual Planned Maintenance:

- This is the Drake Library in Grinnell Iowa
- This is inside in a clean environment
- Please keep this in mind ie don't go here after a packing plant visit
- This is a book lift out of the basement of the library
- It is starting to age now please take time and ensure we are in good shape as the ladies here do depend on this lift heavily

Preform Planned Maintenance on D Series Pflow Book Lift

**Section 12 | D Series Preventive
Maintenance and
Schedule Checklist**



MATERIAL HANDLING SOLUTIONS

www.pflow.com
P 414 352 9000
F 414 352 9002
8720 N. Teutonia Ave.
Milwaukee, WI 53209

✓	Action	How Often
<input type="checkbox"/>	Verify overall operation.	monthly
<input type="checkbox"/>	Verify that the carriage deck is flush with the floor level and every level. Adjust as necessary.	monthly
<input type="checkbox"/>	Verify that all electrical components are undamaged. Repair or replace as needed.	monthly
<input type="checkbox"/>	Verify that all gates and enclosures are undamaged and properly installed.	monthly
<input type="checkbox"/>	Verify that all gate interlocks are functioning properly.	monthly
<input type="checkbox"/>	Verify that all push-button stations and e-stops are functioning correctly on each level.	monthly
<input type="checkbox"/>	Identify any unsafe condition. Document and report the condition immediately to the customer and then PFlow Industries, Inc. Customer Support Department. Do not allow the lift to operate when unsafe conditions arise.	monthly
<input type="checkbox"/>	Inspect hoses and fittings for fraying and leaks.	monthly
<input type="checkbox"/>	Review the hydraulic fluid for color changes or cloudiness. Replace the fluid as needed.	monthly
<input type="checkbox"/>	Verify that there is sufficient hydraulic fluid for operation. Add hydraulic fluid as needed.	monthly
<input type="checkbox"/>	Inspect all welding, bracing, and anchoring for structural integrity.	3 months
<input type="checkbox"/>	Verify that all nuts and bolts are tight. Adjust as necessary.	3 months
<input type="checkbox"/>	Visually inspect all gate chains, and lubricate when dry.	3 months
<input type="checkbox"/>	Verify that all moving components are functioning properly.	3 months
<input type="checkbox"/>	Inspect all additional options and accessories (e.g., DeckLocks, maintenance pins) and operation. Adjust as necessary	3 months
<input type="checkbox"/>	Visually inspect the wheelblocks and roller guides for rotation interference and wear.	3 months
<input type="checkbox"/>	Verify that all electrical connections are tight.	3 months
<input type="checkbox"/>	Verify that the carriage is level. Adjust as necessary.	6 months
<input type="checkbox"/>	Inspect the hydraulic pump and motor operation, pressure switch setting, relief valve, and velocity fuses.	12 months
<input type="checkbox"/>	Replace the hydraulic oil and oil filter.	12 months
<input type="checkbox"/>	Inspect the wheelblock roller guides for deterioration.	12 months
<input type="checkbox"/>	Replace all hoses and fittings.	5 years

TERMS AND CONDITIONS

Additional Terms:

- Please note that all program prices included in this proposal are based on continuous unimpeded access to the loading docks at the site. We reserve the right to address any additional costs incurred due to obstructed access or interference or downtime checking in and out of the site. Maintenance program visit is considered complete if 80% of the work has been completed in the time allotted to service. Return visits to complete PM would be on time & materials basis.
- Unless specifically stated otherwise, all maintenance program work will be performed by factory-trained non-union personnel. If union labor is required additional charges will apply. This Agreement is not subject to prevailing wage requirements unless expressly stated and accompanied by required documentation and the applicable wage determination. Additional charges will apply for prevailing wage projects.
- Planned Maintenance pricing is based on free access to equipment. Wait times in excess of 10 minutes will be calculated upon completion of work and billed at the district hourly rate in addition to maintenance agreement

Standard Terms:

Standard Remarks

These Standard Remarks shall apply to the sale and/or provision of all products and services manufactured and sold by Rite-Hite Company, LLC, Arbon Equipment Corporation, Rite-Hite International, Inc., and DuctSox Corporation, their affiliates and representatives (collectively 'Seller').

- A. Delivery will be per the project schedule, unless a specific 'order date/delivery date' has been set.
- B. If applicable, all product lead times are calculated from the time that all approved documentation is returned to us.
- C. All installation prices are based on reasonable access to the installation site. Seller reserves the right to address any additional costs incurred due to poor or obstructed access or interference by other trades or weather-related site conditions.
- D. Unless specifically stated otherwise, all installation will be performed by non-union personnel. If union labor is required additional charges will apply. This Agreement is not subject to prevailing wage requirements unless expressly stated and accompanied by required documentation and the applicable wage determination. Additional charges will apply for prevailing wage projects.
- E. By accepting this proposal, Purchaser accepts product specifications, configuration and terms and conditions.
- F. For Domestic transactions prices are F.O.B. manufacturer's point of shipment and are firm for 30 days on quantities shown. For International transactions prices are FCA Factory point of shipment and are firm for 30 days on quantities shown.
- G. Purchaser is responsible for all sales and use taxes not specified herein.
- H. ALL TERMS AND CONDITIONS ATTACHED OR HEREIN REFERENCED, INCLUDING LIMITATIONS ON LIABILITY AND DISCLAIMERS OF WARRANTY APPLY AND ARE INCORPORATED HEREIN BY REFERENCE.
- I. This proposal does not provide for additional project specific, COVID-19 specific, or other health emergency requirements including but not limited to additional PPE, health assessment, decontamination, or designated additional manpower. Any additional requirements must be identified in writing prior and presented to Seller for review. Any additional costs for additional equipment, labor, or logistics will be presented thereafter.
- J. All permitting costs shall be borne by the Purchaser. Purchaser acknowledges that any and all anticipated permitting requirements may be subject to change by the local authority and any additional work and costs related to the additional requirements shall be borne by the Purchaser.
- K. Purchaser has read, understands and agrees to the prices, terms and conditions herein and incorporated by reference. Seller objects to any additional terms or conditions. Issuance of a purchase order and/or contract to purchase product or services shall be acceptance of these terms herein stated with or without signature. Any language, terms or conditions contained in a purchase order and/or contract that is contrary to those herein or those incorporated by reference shall be null and void as this is the complete and exclusive contract between Purchaser and Seller with respect to products and/or services. Shipment of any product or any services performed pursuant to a purchase order and/or agreement shall be unaffected by language contained in this proposal and any such shipment or performance of services shall be unaffected by language contrary in any purchase order or contract.



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Field Service Sales Rep

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722 E. Price Street
Eldridge, Iowa 52748
United States

Standard Terms & Conditions
(Revised 01.19.24)

- 1. ORDERS; QUOTATIONS.** These terms and conditions shall apply to the sale and/or provision of all products and services manufactured and sold by Rite-Hite Company, LLC, Arbon Equipment Corporation, Rite-Hite International, Inc. and DuctSox Corporation, their affiliates and representatives (collectively 'Seller'). Purchaser has read, understands and agrees to the prices, terms and conditions herein and attached and Seller objects to any additional terms or conditions. Issuance of a purchase order and/or contract to purchase product or services shall be acceptance of these terms herein stated with or without signature. Any language, terms or conditions contained in a purchase order and/or contract that is contrary to those herein shall be null and void as this is the complete and exclusive contract between Purchaser and Seller with respect to products and/or services. Shipment of any product or any services performed pursuant to a purchase order and/or agreement shall be unaffected by language contained in this proposal and any such shipment or performance of services shall be unaffected by language contrary in any purchase order or contract. This Agreement is not subject to prevailing wage requirements unless expressly stated and accompanied by required documentation and the applicable wage determination. Any and all modifications to this Order must be in writing and signed by the Seller.
- 2. PRICING.** For Domestic transactions prices are F.O.B. manufacturer's point of shipment and are firm for 30 days on quantities shown. For International transactions prices are FCA Factory point of shipment and are firm for 30 days on quantities shown. All bonds or permits shall be Purchaser's responsibility unless specified in a quotation. All quotations are void if not accepted by Purchaser in writing within 30 days from its date. Seller reserves the right to increase a quoted fee in the event that the Purchaser requests a variation on the goods agreed. If Purchaser does not take delivery of a confirmed Order for goods within 90 days of the agreed upon delivery date, Seller shall have the right to increase the purchase price provided Seller gives Purchaser reasonable notice of the proposed price increase. In the event of a proposed price increase based on the foregoing Purchaser shall have the right to cancel this agreement within 5 days after receipt of such notice and subject to the pre-shipment Cancellation Charges below.
- 3. DELIVERY.** Delivery dates specified, if any, are estimates and Seller shall in no event be held liable for delays occasioned by labor disputes, material shortages, acts of God, epidemics, pandemics, fires, floods, severe storms, delays in transportation, or any event or circumstances beyond its exclusive control. IN THE EVENT OF A DELAY OR FAILURE OF PERFORMANCE NOT EXCUSSED UNDER THE FOREGOING, SELLER'S LIABILITY SHALL NOT EXCEED THAT PORTION OF THE INVOICE PRICE REPRESENTED BY THE QUANTITY OR MATERIAL DELAYED OR NOT SHIPPED. Purchaser acknowledges that title and risk of loss shall pass upon delivery of the goods to carrier.
- 4. PAYMENTS.** Net invoices will be paid within 30 days from the date of invoice for equipment purchases and 15 days from the date of invoice for service transactions. A finance charge of 2.5% per month, or the highest rate allowed by law may be added to the unpaid balance on all accounts not paid in full on or before the due date. Purchaser shall be liable for all costs of collection for unpaid balances including but not limited reasonable attorney fees and court costs. Unloading of all goods is the responsibility of the Purchaser.
- 5. WARRANTIES.** In all cases in which a manufacturer extends to Seller a limited warranty for finished goods covered by this document, that warranty and all associated limitations of liability shall control Purchaser's rights. Seller's standard limited warranty is as follows: Seller warrants that its products will be free from defects in design, materials and workmanship for a period of one to five years from the date of shipment depending on the product. All claims for breach of warranty must be made within 30 days after the defect is or can, with reasonable care, be detected. In order to be entitled to the benefits of this warranty, the products must have been properly installed, maintained, operated within their rated capacities, and not otherwise abused. This warranty is Seller's exclusive express warranty. SELLER EXPRESSLY DISCLAIMS ANY OTHER EXPRESS WARRANTIES INCLUDING BUT NOT LIMITED TO ALL IMPLIED WARRANTIES INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS. Nonstandard Seller warranties, if any, must be specified by Seller in writing. In the event of any defects covered by this limited warranty, Seller will remedy such defects by repairing or replacing any defective equipment or parts, bearing all of the costs for parts, labor and transportation. This shall be the exclusive remedy for all claims whether based on contract negligence or strict liability.
- 6. EXTENDED WARRANTY.** If Purchaser has purchased an extended warranty for select Rite-Hite manufactured products then Purchaser acknowledges and agrees to the extended warranty terms and conditions contained on <https://ritehite.widen.net/content/btuwsnpg9v/pdf/Rite-Hite-Extended-Warranty-Agreement.pdf>.
- 7. LIMITATION OF LIABILITY.** RITE-HITE COMPANY, LLC, ARBON EQUIPMENT CORPORATION, RITE-HITE INTERNATIONAL, INC. AND DUCTSOX CORPORATION AND THEIR PARENT, AFFILIATES, SUBSIDIARIES, EMPLOYEES, AGENTS, AND REPRESENTATIVES SHALL IN NO EVENT BE LIABLE FOR ANY LOSS OF THE USE OF ANY EQUIPMENT OR SPECIAL, INCIDENTAL, PUNITIVE, LIQUIDATED OR CONSEQUENTIAL DAMAGE OF ANY KIND WHETHER FOR BREACH OF WARRANTY, NEGLIGENCE OR STRICT LIABILITY. SELLER'S LIABILITY AND BUYER'S EXCLUSIVE REMEDY IS EXPRESSLY LIMITED TO THE REPAIR OR REPLACEMENT OF GOODS OR REPERFORMANCE OF SERVICES, WITHOUT COST TO BUYER, OF DEFECTIVE MATERIALS, OR THE REPAYMENT OF THE PURCHASE PRICE UPON RETURN OF MATERIALS, OR THE GRANTING OF A REASONABLE ALLOWANCE ON ACCOUNT OF ANY DEFECTS, AS SELLER MAY SOLELY ELECT. Seller shall have the right, at all times hereafter, to inspect the materials and otherwise investigate Purchaser's claims.

8. **SPECIFICATIONS & PERMITTING.** The application of a manufacturer's specifications to a particular job is the responsibility of the Purchaser. All permitting costs shall be borne by the Purchaser. Purchaser acknowledges that any and all anticipated permitting requirements may be subject to change by the local authority and any additional work and costs related to the additional requirements shall be borne by the Purchaser.
9. **CANCELLATION CHARGES.** If Purchaser cancels an order for goods before accepting the goods for any reason other than a timely objection to a price increase, the following cancellation charges expressed in a percent of the purchase price will be paid by the Purchaser and constitute liquidated damages.
 - A. Standard equipment cancelled
 - before (pre) shipment - 20%
 - after shipment but before installation - 50% plus cost of shipment and return
 - B. Special equipment cancelled
 - before manufacturing - 20%
 - during manufacturing - 100%
 - after shipment - 100% plus cost of shipment and return

'Standard Equipment' means any equipment described on current price list as available without modifications, options, or changes whether at additional cost or not excepting rail car ramps which are considered special equipment being manufactured to the purchaser's center line dimensions. All other equipment is special equipment.
10. **PERFORMANCE.** Seller shall perform all services in a professional and workman like manner. Nothing herein shall be deemed to constitute Seller as a joint venturer, partner, or anything other than an independent contractor. Purchaser acknowledges that it will comply with all U.S. laws and regulations including but not limited to U.S. laws regulating export compliance. If Purchaser (i) fails to perform any of the terms and conditions to be performed by Purchaser, including, without limitation, payment of the purchase price when due, (ii) dissolves or is liquidated, or (iii) is the subject of a proceeding in bankruptcy, insolvency, receivership or assignment or the benefit of creditors, then Seller may, in its sole discretion, without notice to Purchaser, declare Purchaser to be in default. Upon or after default, Seller may, without notice, (i) defer any shipments or stop any materials shipped while in transit until payment in full is made, or until Seller is otherwise satisfied as to Purchaser's financial responsibility and Purchaser has given adequate assurance of payment to Seller as requested by Seller, (ii) cancel in whole, or in part, any and all orders then outstanding between Seller and Purchaser, (iii) declare all sums owing hereunder and under any other agreement, documents or instruments between Seller and Purchaser, whether now or hereafter existing to be immediately due and payable, and (iv) exercise any and all other rights and remedies available under applicable law, including, without limitation, the Uniform Commercial Code of Wisconsin. All attorneys' fees and legal expenses incurred by Seller in enforcing the same shall be borne by Purchaser.
11. **INDEMNIFICATION.** Purchaser shall defend, indemnify and hold Seller, its agents and employees harmless against any and all liability including strict liability, any allegations, demands, claims, charges, causes of action, suits, proceedings, judgments, awards, orders, decrees, losses, fines, penalties, costs and expenses including but not limited to attorneys' fees arising out of Purchaser's use of the goods and/or services. Purchaser agrees that upon acceptance of the goods or services or payment hereunder, that any action shall be commenced within one (1) year.
12. **CONFIDENTIAL INFORMATION.** Purchaser and Seller may have access to, acquire, or become acquainted with confidential and proprietary information relating to the other party's business, including without limitation, financial information, market information, business projections, business methods, algorithms, trade secrets, technology, contacts, etc. that is not generally known to the public (the 'confidential or proprietary information'). Each party shall hold in strictest confidence and shall not (other than as required in the performance of the party's duties or specifically allowed in writing) disclose or use, either directly or indirectly, any confidential or proprietary information, either during the term of the Agreement, or any time thereafter. Notwithstanding anything to the contrary, 'confidential or proprietary information' shall not include any information: (a) which is, at the time of disclosure, known to the recipient without violation of this Agreement or is generally available to the public; (b) which becomes at a later date, known to the recipient or generally available to the public through no act or omission of the recipient, and then only after such later date; or (c) to the extent which may be required by process of law to be disclosed by the recipient, but only upon prior written notice to the disclosing party of no less than ten (10) days, if notice is permitted, so that the disclosing party may obtain a protective order or other equitable relief. Seller shall continue to own all of its intellectual property rights related to its products and services made under this Agreement.
13. **FIRMWARE.** Purchaser shall not, and shall not permit others to alter, adapt, translate, decompile, disassemble, copy, modify, create a derivative work of, reverse engineer, reverse assemble, or otherwise attempt to work around or discover any part of the software or firmware within the Rite-Hite Equipment.
14. **RITE-HITE CONNECTED PRODUCTS.** In the event any Product provided by Seller is a Rite-Hite Connected Product, the Additional Terms for Rite-Hite Connected Products, available at <https://ritehite.widen.net/s/wqdm7srzsf/additional-terms-and-conditions-for-rite-hite-connected-products---standard-tcs> shall apply and are incorporated herein by reference.
15. **VENUE/JURISDICTION/SEVERABILITY.** This transaction shall be governed by the laws of the State of Wisconsin. Purchaser hereby agrees that any all disputes arising under this Order shall be subject to adjudication only in the state courts of Milwaukee County, Wisconsin or the Eastern United States District Court in Milwaukee, Wisconsin and Purchaser hereby consents to the exclusive jurisdiction of those courts. Seller shall be entitled to attorneys' fees in the event it is the prevailing party in any dispute related to



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United States

these terms and conditions. The rights and obligations of the parties hereunder shall not be governed by the provisions of the 1980 U.N. Convention on Contracts for the International Sale of Goods. If any provision is declared invalid by a court of competent jurisdiction all other provisions shall remain in full force and effect.

- 16. ARBON CONTRACTOR LICENSE INFORMATION. AZ # ROC208759 | CA # 997264 | LA # 69155 | NM # 91599 | NV # 0079601 & 0086469 | OR # 149586 | WA # ARBONEC023BG | WV # WV030549

Proposal Acceptance

I have read and agree to the terms and conditions

Name: _____

Title: _____

Date Signed: _____

PO#: _____

Signature: _____

Drake Community Library

Registered Sex Offender Policy

The purpose of this policy is to ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The Code provides an exception to this prohibition if the library administrator provides written permission.

The Library Director acts as "Library administrator" for purposes of Iowa Chapter 692A. The Library Director will not give written permission for registered sex offenders (defined as a person who is required to be registered in the Iowa Sex Offender Registry) convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.

Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the Director, or designee, via telephone or online, and make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the Library's online materials or databases.

State law does provide an exemption for the purpose of voting. A sex offender will be allowed on library property solely for the period of time reasonably necessary to exercise their right to vote in a public location if the Drake Community Public Library is their designated polling location.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.