

Tentative Agenda
Drake Community Library Board of Trustees
November 20, 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 October 23, 2019 Regular Board Meeting minutes

D. Communications –

- 1.

E. Report of Director

1. Statistical report
2. Presented proposed FY21 budget to City Manager and City Clerk on 11/4/19.
3. AmeriCorps opportunity for adult services through Iowa Department of Education « Educate and Elevate » program
4. Housing Coalition update
5. Open Book update
6. FY19 Annual Report

F. Committee reports

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

H. Trustee report

I. Financial report and approval of bills

J. Old business

- 1.

K. New Business

1. Consider approval of Application to the Educate and Elevate program; advertise position for one Quarter Time position. Service member to concentrate on digital literacy services and programs for adults.
- 2.

L. Trustee Continuing Education

1. Discuss pros and cons of eliminating overdue charges.

<http://go.sirsidynix.com/2019-09-26-Going-Fine-Free-and-How-to-Rally-Support-at-Your-Library.html>

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
October 23, 2019, 5:15 p.m., Library Board Room

ROLL CALL: __Elfenbein _X_Hardin _X_Hammond _X_McFee
 __Pagliai _X_Rudolph _X_Swick Others present: _X_Kennett
Citizens present: Stuart Porter

Vice-President Swick called the meeting to order at 5:15 p.m.

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

APPROVAL OF MINUTES: McFee moved and Hammond seconded approval of the September 25, 2019 Regular Board Meeting minutes. Motion passed unanimously.

COMMUNICATIONS:

1. The DCL Endowment Fund September, 2019 reports were received from the Greater Poweshiek Community Foundation. Ending fund balance is \$115,402.57.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. Kennett presented additional information regarding costs of flag pole installation: 20' pole/shipping, \$1,145; dedicated lighting and installation, \$1,175; flag pole installation by Public Services \$50; American & State flags, annually, \$400; for a total of approximately \$2,800.
3. Plans are in place for the "Open Book" event on November 2nd. Five individuals will share their stories in a conversational library setting. The event meets one of our "Celebrate Diversity" goals within the strategic plan.

COMMITTEES:

Building & Grounds –

Finance, Salary, & Personnel – Hardin reported on committee meeting held October 15th with Hardin, Pagliai, Rudolph, and Kennett present. Kennett presented the FY21 budget proposal. The committee recommended a salary increase and promotion for Youth Services Director Karen Neal, retaining amount proposed for building maintenance, and decreasing expectation for amount collected in overdue charges. Further negotiation needs to occur with Poweshiek County Supervisors to achieve accreditation standard again.

Long Range Planning –

Policy –

TRUSTEE REPORTS: Kennett and Neal convened a community stakeholder meeting, held October 17th, regarding Homelessness in Grinnell. Twenty-five people were in attendance representing City and County government, human service agencies, and community organizations. Hardin was present to represent the Board of Trustees. Hardin reported that Julie Eberbach, Director of The Institute for Community Alliances, led the meeting, providing pertinent data and suggestions for how to respond to people who find themselves without housing. Future meetings will focus on information sharing and collaboration of services amongst community organizations and governmental agencies.

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

OLD BUSINESS:

1. Hardin moved and Hammond seconded purchase and installation of flag pole with designated lighting to occur in Spring of 2020 if funds remain in FY20 budget or in Summer 2020 if enough funds are allocated in the FY21 budget. Motion passed unanimously.

NEW BUSINESS:

1. Hardin moved and McFee seconded approval of the following wage approvals for the following vacancies, requiring no change to the current budget:

Pages: Justine Raney and Gabriella Aponte, \$7.35 /hour

Circulation Clerk: Walker Bell, \$12.99 /hour

Library Assistant: Rachel Romero and Lucy Chang, \$19.96/hour

Motion passed unanimously.

2. Hardin moved and McFee seconded approval and support for a 3% raise in addition to the FY21 cost of living wage increase for Karen Neal, citing her exemplary work with the Grinnell Education Partnership and AmeriCorps members, as well as her increased managerial duties over the last three years. Motion passed unanimously.

3. Rudolph moved and Hammond seconded approval of the FY21 Library budget proposal as recommended and presented by the Finance, Salary, and Personnel committee. Motion passed unanimously.

TRUSTEE CONTINUING EDUCATION:

Hardin, McFee, and Kennett attended the State Library Learning Circuit Workshop on October 16th. The Every Library Institute presented "Understanding Audiences for Community Engagement and Support". Information highlights were shared.

Next meeting will occur on the third Wednesday of November due to the Thanksgiving holiday.

Meeting adjourned at 6:35 p.m.

Next meeting: November 20, 2019 at 5:15 p.m.

Theresa Pagliai
Library Board President
Date Signed:

Marilyn Kennett, Library Director
Recording Secretary

DCL Circulation Stats by Item Types

October 2019

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	2,440	2,649	9,941	10,844
	Special Book (7 day)	32	20	104	93
TOTAL ADULT BOOKS		2,472	2,669	10,045	10,937
TOTAL YA BOOKS	YA Book	247	238	1,119	1,239
		247	238	1,119	1,239
TOTAL CHILDREN'S BOOKS	Children's Book	2,857	2,833	13,481	12,624
		2,857	2,833	13,481	12,624
TOTAL PAPERBACKS	Paperback	329	287	1,816	1,804
		329	287	1,816	1,804
TOTAL AUDIO/VIDEO	Adult Audio	148	202	636	812
	Adult Video	188	223	922	803
		336	425	1,558	1,615
TOTAL YA AUDIO/VIDEO	YA Audio	37	16	88	51
		37	16	88	51
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	18	35	119	145
	Children's Video	145	138	946	602
		163	173	1,065	747
TOTAL MISCELLANEOUS	Periodicals	72	65	272	366
	Equipment	0	0	0	2
	ILL from other libraries	47	44	197	189
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	7	11	24	61
		126	120	493	618
Total Physical Item Circ		6,567	6,761	29,665	29,635
	Bridges eBooks	524	417	2,330	1,940
	Bridges eAudiobooks	387	424	1,650	1,245
	RB Digital eAudiobooks	49	45	160	119
	Freegal MP3 Downloads	157	175	647	730
	Bridges eMagazines	17	60	50	85
	Kanopy Streaming Video*	179	na	826	na
Total eResource Downloads		1,313	1,121	5,663	4,119
*Kanopy service began June 2019					
TOTAL CIRCULATION		7,880	7,882	35,328	33,754

DCL Circulation Stats by Borrower Types

October 2019

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	66	78	367	277
Iowa Resident: DCL patron	3,920	3816	17,043	17257
Open Access patron	716	590	2,358	2371
Library Board	25	18	130	90
Library Page	3	0	150	23
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	245	237	1,760	1506
TOTAL ADULT PATRONS	4,975	4,739	21,808	21,524
Bk Del (Homebound)	153	240	620	894
Bk Del (Books in Baskets)	193	177	1,578	1211
TOTAL DELIVERIES	346	417	2,198	2,105
CLIK-Preschooler	120	225	545	723
Kindergartner	97	74	425	401
1st Grader	49	39	450	190
2nd Grader	34	112	379	566
3rd Grader	52	43	410	409
4th Grader	59	108	387	522
5th Grader	103	85	535	345
6th Grader	86	52	388	264
TOTAL CHILDREN	600	738	3,519	3,420
Home School Child (discontinued)		117		308
Home School Provider	483	423	1,600	1232
Preschool Teachers	62	51	143	137
Teacher G-N Schools	6	0	46	117
Teacher Not G-N Schools	55	81	179	229
TOTAL EDUC. PROGRAMS	606	672	1,968	2,023
ILL sent to other libraries	30	29	109	94
LP sent to other libraries	10	166	150	467
TOTAL SPECIAL LOAN	40	195	259	561
Total	6,567	6,761	29,752	29,633

DCL Other Services October 2019				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	918	1064	3834	3934
Children's Computers	61	131	450	626
Little Kids Computers	99	139	506	614
TOTAL COMPUTER SESSIONS	1078	1334	4790	5174
Distinct Users This Month	278	339		
Guest Logins	101	99		
MEETING ROOM USE				
Business Groups	1	10	14	30
Community Groups	95	79	243	253
Public Forums	6	11	25	28
Drop-In & Other Use	70	60	176	188
Total Groups	172	160	458	499
Business People	12	166	146	383
Community People	2164	1762	5665	5082
Public Forum People	58	440	352	1395
Drop-In & Other Use	117	146	334	433
Total People Count	2351	2514	6497	7293
LIBRARY PROGRAMS				
Adult programs	2	6	8	19
Young Adult programs	1	1	11	9
Children programs	30	30	134	102
Total Library Programs Offered	33	37	153	130
Adult attendance	26	125	203	357
Young Adult attendance	4	7	103	79
Child attendance	500	491	3032	2071
Total Library Program Attendance	530	623	3338	2507
ARCHIVE USE	30	43	88	104
DOOR COUNT	7278	7747	26370	27882
WIRELESS USERS	1355	1500	4193	4855
VOLUNTEERS				
Number of	19	16	85	83
Total hours	106	135	549	541

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	620	48	890	595
Credo Reference Searches	1	2	5	17
Chilton Online Auto Repair	0	9	5	21
Reference USA Phone Directory Searches	2	3	31	22
Mango Language Program Sessions	3	55	44	148
Transparent Language Program Sessions	1	46	7	61
Brainfuse (replaced Learning Express)	37	2	56	5
Ancestry.com Searches	156	264	485	582
Heritage Quest Searches	0	110	208	307
Niche Tutorial Views	59	135	316	332

Discover Connect Learn

2019 Annual Report



Drake Community Library
930 Park Street
Grinnell, Iowa 50112
www.grinnell.lib.ia.us

Mission

Empowering the community through responsive services and programs, Drake Community Library will help all patrons access information, exchange ideas, and engage in lifelong learning and cultural enrichment.

~approved by the Board of Trustees, December 2017

2018/2019 Overview

Support for literacy in all of its amazing forms was evident at Drake Community Library this past year. Both “tried and true” methods and programs were utilized alongside new ideas to bring more opportunities for increased literacy to everyone. Early literacy, digital literacy, information literacy, and artistic literacy are all forms of literacy that make our lives better socially, economically, esthetically, and just for the fun of it!

Summer Slide Isn't Playground Equipment

Students who lack access to books lose an average of two to three months of skill level over the summer. Through participation in the Grinnell Education Partnership, the Library has been an AmeriCorps host site for the past four years. This has allowed us to assist the Campaign for Third Grade Level Reading with leadership and resources to minimize summer reading loss. This has meant improved reading scores for our third graders from 80% reading at grade level in 2016 to 88% reading at grade level in 2018. Also significant is the fact that our third graders on free and reduced lunch program assistance are reading at grade level in higher percentages: from 63% in 2016 to 79% in 2018.

Learning Starts Before Kindergarten

DCL offers our story times and special programming nearly every week of the year. 255 programs were available to children in FY19. These programs are tailored to stimulate an interest in reading and learning. Early literacy skills are thoughtfully incorporated into every program in creative and fun ways. Pre-school class visits and children with their parents and caregivers made for 6,375 attendees at programs designed for children during FY19.

Bridging the Digital Divide

More than a quarter of U.S. households don't have a computer with internet access. Iowa's rural areas remain lacking in access to high speed broadband internet. The public computers at DCL are engaged with an average of 1,189 user sessions per month. DCL librarians provide assistance with internet navigation and use of online resources, helping people improve their digital and information literacy skills.

Libraries Inspire

Art inspires contemplation, causing us to ask questions and explore new ideas. Library Trustees approved a Public Art policy in 2017 which established an art advisory committee. Three permanent works of art were added to the library environment through the work of this committee and funding from the Donald Puls estate gift. “Prairie Song” by Michelle Gutlove utilizes hand-made glass and light to create a beautiful display of shapes and colors in two hanging sculptures. “Strip Cropping II”, a painting by Thomas Agran, and “Tidepools I & II”, material art by Sayuri Sasaki Hemann, were added in 2018. We are also inspired by Cornelia Clarke (1884-1936), a Grinnellian recognized for her nature photography. Three of her images hang behind the library's main desk.

Facility Management, FY19

Just like home ownership, keeping up with facility maintenance is an ongoing affair. The Library received a spruce up in the form of interior painting in heavily used spaces while carpet cleaning occurred throughout the building. Lighting fixtures were switched over to utilize LED bulbs wherever possible. Emergency lighting still requires occasional ballast replacement. Repair to one of the roof drains was required after it developed a leak, causing minor damage to an interior column in the children’s wing. And of course, we all remember the “polar vortex” of 2019 – the cost of snow removal in FY19 increased proportionally. FY19 also included a re-grouting and caulking of exterior masonry joints. This work extended into FY20 due to problems with the original vendor. Library gift funds paid for the remedial tuckpointing work.

Library gift funds were also accessed for several library enhancements: a new seating area and books for the early literacy section in memory of Michael Cavanagh; a cantilever umbrella system for the south terrace; and the beautiful addition of permanent artwork for the enjoyment of all.

Population Served (2010 census)

Grinnell Residents	9,218
Poweshiek County Rural	5338 (by contract)
Kellogg.....	599 (by contract)
Malcom.....	286 (by contract)
Oakland Acres	156 (by contract)
Searsboro.....	148 (by contract)

How We Stack Up

11,644 individuals hold library cards at DCL resulting in an average of 6,428 library visits per month. The numbers below give you a statistical glimpse of our library users in FY2019.

	FY2019	FY2018	FY2017
Total Circulation	94,147	96,349	99,916
Books, Magazines	73,510	77,969	81,917
Audio, Video	7,104	7,161	8,741
eResource Downloads	13,533	11,219	9,258

Computer Use

Computer Sessions	14,266	15,551	18,183
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Average 305 distinct users monthly + 115 guest users monthly.

Meeting Room Use

Total Events	1,457	1,434	961
Total Attendance	19,784	21,917	17,487

Adult Senior Education provided by GRMC-Unity Point Health and the Community Education Council is highly valued by the community.

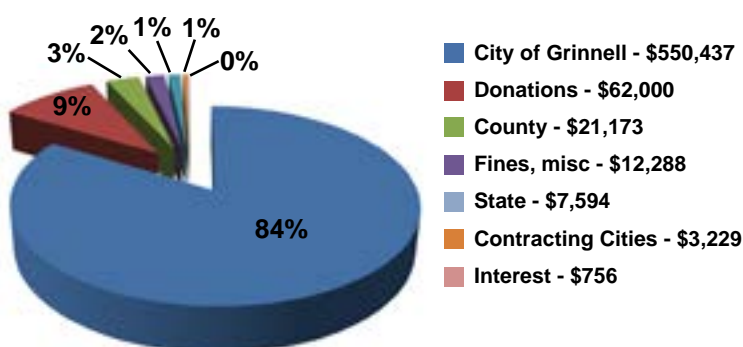
Programming

Library Events Offered	318	278	279
Library Program Attendance	7,787	7,702	6,772

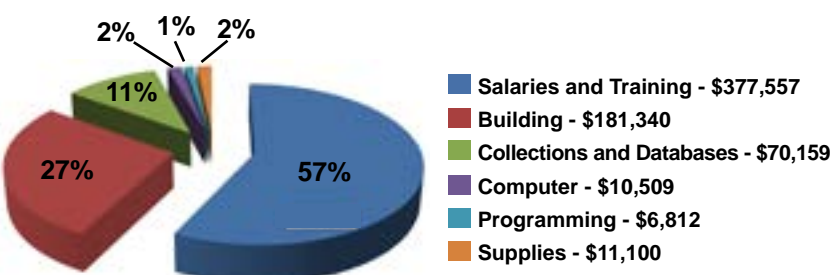
Volunteers

An average of 18 generous individuals provide an average of 120 hours of volunteer service every month.

Library Income



Library Expenditures



**DRAKE COMMUNITY LIBRARY
RECEIPTS
as of 10/31/2019**

	Previous balance	MTD	YTD
County tax	4,233.50	0.00	4,233.50
Donations (ILL, mtg room use)	454.23	20.00	474.23
Fines	946.74	195.08	1,141.82
Fees (Malcom, Kellogg, Oakland Acres, Searsboro)	3,180.00	0.00	3,180.00
Lost materials	158.91	28.00	186.91
Photocopy	1,958.51	679.25	2,637.76
Miscellaneous (replacement cards)	28.00	7.00	35.00
Total	10,959.89	929.33	11,889.22

Carryover from September 30, 2019	75.00
Plus total from October, 2019	929.33
Less undeposited receipts	190.65

Total recorded at City Office 813.68

GIFT ACCOUNT (167 detail)

Balance as of September 30, 2019 \$ 116,952.58

RECEIPTS

Qi Gong	30.00
Our Front Porch Books	50.00
ReMAX - Open Book event	100.00
Ramsey Weeks - Open Book event	100.00
T. Arthur - Archives donation	120.00
CEC	50.00

Total Gift Revenue **\$450.00**

EXPENDITURES

TnT Tuckpointing	25072.71
Junior Library Guild - J Books	663.35

Total Gift Expenditure **\$25,736.06**

Balance on October 31, 2019 \$91,666.52



Educate and Elevate

Iowa Department of Education

2019 – 20 EDUCATE AND ELEVATE AMERICORPS PROGRAM Host Site Memorandum of Agreement

THIS AMERICORPS HOST SITE AGREEMENT is executed by and between the **Iowa Department of Education, Educate and Elevate AmeriCorps Program** and [Drake Community Library, 930 Park Street, Grinnell, Iowa 50112] (“Host Site”).

1.1 FUNDING SOURCE. The source of funding for the host site is a grant from the Corporation for National and Community Service (“Corporation” or “CNCS”) [Code of Federal Domestic Assistance (CFDA) 94.006] for the **Educate and Elevate AmeriCorps Program** the Host Site shall comply with the requirements, conditions and rules of the Corporation, **Educate and Elevate AmeriCorps Program** and any other public or private entity having authority over the funds or the Grant.

1.2 DURATION OF AGREEMENT. The agreement shall extend through the time period of 11/01/2019 to 11/30/2020.

1.3 AMERICORPS MEMBERS. **Educate and Elevate AmeriCorps Program** awards 1 quarter time ([8 month])([450 hour) position. Member will serve **January 10, 2020 ending August 20, 2020.**

2.1 ASSIGNED MEMBER SUPERVISION. The host site agrees to assign a host site supervisor to complete obligations described herein for the duration of the Agreement.

Site Supervisor Name	Email	Phone	Member Slot Allotment
Marilyn Kennett	mkennett@grinelliowa.gov	641-236-2661	<input type="checkbox"/> Full Time <input type="checkbox"/> Half Time <input type="checkbox"/> Reduced Half Time <input checked="" type="checkbox"/> Quarter Time <input type="checkbox"/> Minimum Time

2.2 ONCORPS ACCOUNT. The assigned host site supervisor(s) will receive access to OnCorps timekeeping account.

3.1 ENROLLMENT REQUIREMENT. The host site must enroll at least 90% of its AmeriCorps positions.

3.2 RETENTION REQUIREMENT. The host site must retain at least 90% of its AmeriCorps positions.

3.3 CONSEQUENCES OF NONRECRUITMENT AND NONENROLLMENT. Host sites who are unable to meet enrollment or retention requirements may receive a reduction in awarded positions for future program years. The **Educate and Elevate AmeriCorps Program** will review future requests for AmeriCorps positions against the host site's prior performance. Host sites who are unable to meet enrollment or retention requirements over two or more program years will received a reduced award for future program years.

3.4 HIRING MEMBERS. Host sites are allowed and encouraged to hire AmeriCorps member(s) after the member has completed his or her term requirements. Host sites who hire members as staff before the member is able to complete his or her term requirements will receive reduced future awarded AmeriCorps positions.

3.5 RECRUITMENT AND ENROLLMENT EXPECTATIONS. The host site understands that future funding for the Program and the host site is contingent upon the **Educate and Elevate AmeriCorps Program's** ability to enroll and retain at least 90% of all awarded positions.

4.1 COMPLIANCE WITH LAWS AND REGULATIONS. The Host Site shall comply with the Terms and Conditions of the Act, the Corporation's regulations (45 CFR 12501 et seq.), AmeriCorps State General Terms and Conditions (<https://egrants.cns.gov/termsandconditions/2018GeneralTC508-20171101.pdf>) and AmeriCorps Specific Terms and Conditions (<https://egrants.cns.gov/termsandconditions/508Final2018ACSNProgramSpecificTC20180611.pdf>). This Agreement is also subject to OMB Circulars 2 CFR 220 - Cost Principles for Educational Institutions (formerly A-21); 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments (formerly A-87); and 2 CFR 230 - Cost Principles for Non Profit Organizations (formerly A-122), as applicable. This includes posting the Prohibited Activities at each host site.

4.2 ACCESS TO RECORDS. The host site shall permit the **Educate and Elevate AmeriCorps Program**, the Iowa Commission for Volunteer Services, and the Corporation for National and Community Service (CNCS) to conduct in-person or electronic site visits, access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers and records of the host site relating to orders, invoices, or payments or any other documentation or materials pertaining to this Agreement. The **Educate and Elevate AmeriCorps Program** shall make every effort to access records from Monday through Friday, between the hours of 8:00 am and 5:00 PM Central Standard Time. Such rights shall continue as long as the records are retained by the host site. Records may be accessed in hard copy, electronically, on site, or in other ways as necessary to meet the needs of the **Educate and Elevate AmeriCorps Program**. Regardless of the method, all records will be managed in accordance with proper records management procedure(s) while they are in the possession of the **Educate and Elevate AmeriCorps Program**. Access to records shall be granted within 72 hours of the request unless other arrangements have been agreed to by the **Educate and Elevate AmeriCorps Program**.

4.3 PROGRAMMATIC DOCUMENTATION. The Host Site shall deliver to the **Educate and Elevate AmeriCorps Program** as scheduled or upon request, (i) copies of all contracts or agreements relating to the Program, (ii) invoices, receipts, statements or vouchers relating to the Program, (iii) member or staff records of files and program performance related to this Program, (iv) budgets and revisions showing estimated Program costs and funds required at any given time to complete and pay for the Program, (v) any other such grant-related documents as requested, in order verify compliance with applicable state and federal AmeriCorps requirements.

4.4 AMERICORPS ORIENTATION, TRAINING, RESOURCES, AND SUPPORT. Provide appropriate resources to the AmeriCorps member including, but not limited to (1) office space, supplies, phone, Internet connection, and other physical accommodations as necessary, (2) adequate budget for member travel, service, and the program orientation, (3) designate a supervisor who can provide adequate time in working with the AmeriCorps member and the **Educate and Elevate AmeriCorps Program** during the service year, (4) appropriately integrate the AmeriCorps member into staff, (5) provide the AmeriCorps member with on-site orientation and regular training opportunities, and (6) provide additional benefits to the AmeriCorps member as described in position recruitment materials, as applicable. Host site understands that they are prohibited from offering additional compensation (including items like gift cards) to members in excess of living allowance while they are serving.

The **Educate and Elevate AmeriCorps Program** will pay host sites \$165 dollars per enrolled member to help offset costs associated with travel costs to training (\$65) and instructional resources (\$100). Host sites are asked to keep their own receipts for these expenses.

4.5 HOST SITE SUPERVISOR ORIENTATION. The host site supervisor agrees to attend an orientation facilitated by the Educate and Elevate AmeriCorps Program staff on **November 19, 2019 from 9:00 a.m. to noon** in the Grimes State Office Building located at 400 E. 14th Street in Des Moines.

4.6 MEMBER ORIENTATION. The host site agrees to release all AmeriCorps members for an in-person program orientation facilitated by the Educate and Elevate AmeriCorps Program staff on **January 14, 2020 from 10:00 a.m. to 3:00 p.m.** in the Grimes Building in Des Moines, IA located at 400 E. 14th Street in Des Moines. Members are required to attend the orientation; site supervisors are welcome to attend this training if their schedule permits.

4.7 RELEASE OF MEMBERS FROM SERVICE. The host site agrees to release AmeriCorps members from service for Days of Service events, program trainings, and other events or activities provided by the **Educate and Elevate AmeriCorps Program**. Days of service include September 11 Day of Service and Remembrance and MLK Day of Service.

4.8 POSTING OF PROHIBITED ACTIVITIES. As required by the AmeriCorps Grant Terms and Conditions, all host sites are required to post a copy of the Prohibited Activities at each member service site.

4.9 BRANDING REQUIREMENTS. The host site shall represent AmeriCorps brands as described herein.

4.9.1 CNCS BRANDING GUIDELINES. The host site shall follow the branding guidelines of CNCS (<https://www.nationalservice.gov/newsroom/marketing-and-media-resources/logos/guidelines-use/>).

4.9.2 PROGRAM BRANDING. The host site agrees to (1) prominently display an “AmeriCorps member serving here” poster provided by the **Educate and Elevate AmeriCorps Program**, and (2) ensure AmeriCorps members wear and use provided AmeriCorps gear while in service, (3) display the AmeriCorps logo on the host site’s website, and (4) ensure AmeriCorps members include “**Educate and Elevate AmeriCorps Program** AmeriCorps” in their email signature.

4.9.3 ANNOUNCEMENTS. The host site agrees to publicly announce the partnership and include the following item in the announcement; (1) identify the Host Site’s program as an **Educate and Elevate AmeriCorps Program**.

4.9.4 PROMOTIONAL STORY. The host site agrees to publish a promotional story about their program with support from the **Educate and Elevate AmeriCorps Program** that highlights the local partnerships, accomplishments of their AmeriCorps members, or other relevant accomplishment.

4.10 MEMBER PERFORMANCE ISSUES. The host site agrees to maintain regular communication regarding member performance issues. Specifically, the host site agrees to notify the **Educate and Elevate AmeriCorps Program** in writing;

ITEM	REPORTING TIMELINE
Any member or host site supervisor behavioral issues (arrests, harassment) that may result in the immediate dismissal from the program or employment	within 24 hours
Any member injury during service that necessitates filing a worker's comp report	Within 24 hours
All AmeriCorps member grievance requests	within 24 hours
Any AmeriCorps member provides prohibited activities, as defined in Section 8, to their host site	within 24 hours
If a full-time member fails to show up to service without prior written approval <u>on the</u> second consecutive service day	within 24 hours
Of any AmeriCorps member's behavior issues that result in disciplinary action by the member's direct supervisor	within 2 business days
Of any AmeriCorps member's requests to be exited for cause, compelling circumstance, or requests a suspension	within 2 business days
Of any AmeriCorps member's position description amendments, agreement amendment requests, or other change that effects the member's service activities in the Program	within 3 business days

5.1 COMMUNICATION. The host site supervisor agrees to serve as a liaison between the host site and the Program. This includes maintaining regular communication with the **Educate and Elevate AmeriCorps Program**, providing timely response to program related requests, questions, and meeting deadlines as outlined in the Agreement.

5.2 MEMBER TIMESHEETS. The host site supervisor(s) must approve member timesheets in the OnCorps timekeeping system. Timesheets must be approved within 3 days of submission.

5.3 CERTIFICATION OF MEMBER ACTIVITIES. The host site supervisor certifies all AmeriCorps member service, training, and fundraising hours as true and correct and ensure hours do not include any service activities prohibited by law, regulation, or grant terms and conditions. Further, the supervisor understands that a knowing and willful false certification by the member or supervisor on the timesheet can be punished under federal law (Section 1001 of Title 18, USC).

5.4 REPORTS. The host site supervisor understands that they must complete and/or support their AmeriCorps members in completing the reports described in the Agreement.

5.5 VOLUNTEER IOWA SERVICES ACTIVITIES. The host site supervisor agrees to act as a liaison between the Program and Volunteer Iowa for the purpose of conducting site visits and completing online or in-person focus groups.

6.1 MEMBER MANAGEMENT REQUIREMENTS.

- Conduct a member pre-orientation that communicates the program and position requirements
- Meet weekly or bi-weekly with members individually
- Facilitate member team meetings
- Ensure members attend **Educate and Elevate AmeriCorps Program** training opportunities

7.1 POSITION DESCRIPTIONS. Host sites must submit draft position descriptions to the Program Director no less than 2 weeks prior to the start of the proposed position. Ask **Educate and Elevate AmeriCorps Program** for assistance with the development of the member position description if needed.

- The service activities must align with those outlined in the approved grant.
- Member position descriptions must include service activities that are new or expand on current activities. The member’s primary duties should be direct service activities, not administrative or support services.
- Member positions descriptions should provide an opportunity for the member to be challenged and take responsibility for new programs/projects and grow their skills.
- Service Activities should clarify expectation and help the member understand their role in the organization. Avoid vague terms or descriptions of tasks.
- Make sure to use the AmeriCorps vernacular – for example: service, support, member, enroll, instead of terms like work, assist, hire or employee.

7.2 QUARTERLY REPORT. Host sites must submit quarterly reports that provide current numeric results. Quarterly performance measure reports are due the second working Friday of each third month (November, February, May, August) from the program start. Host sites who have members serving during the extension period must submit a final performance measure report by the last working Friday of November.

7.3 MEMBER EVALUATIONS. Host sites must complete evaluation of each member’s term of service. Members who do not receive an evaluation are not eligible for their education award and will be exited for cause. Host sites must complete a mid-term evaluation of each full-time and half-time member by the first working Friday in March. Host sites must complete an end-of-term evaluation of each member and submit it to the **Educate and Elevate AmeriCorps Program** within 7 days of the member’s last day of service as indicated on the member service agreement. Evaluations must be signed and dated by both the member and site supervisor.

7.4 REPORTING TIMELINE. Below is a timeline for reports described in the agreement.

ITEM	REPORTING TIMELINE	DATE DUE
Position Description	October 1, 2019 to November 30, 2020	2 weeks prior to the start of the proposed position

Quarterly Performance Measure Report	October 1, 2019 to October 31, 2019	November 7, 2019
Quarterly Performance Measure Report	November 1, 2019 to January 31, 2020	February 14, 2020
Quarterly Performance Measure Report	February 1, 2020 to April 30, 2020	May 8, 2020
Quarterly Performance Measure Report	May 1 to July 31, 2020	August 14, 2020
Midterm Evaluations (full & half time only)	TBD	March 30, 2020
Mid-Term Narrative (minimum time only)	June 12, 2020 to August 20, 2020	July 15, 2020

8.1 PROHIBITED ACTIVITIES. 45 CFR§§ 2520.65 While charging time to the **Educate and Elevate AmeriCorps Program**, accumulating service or training hours, or otherwise performing activities associated with the **Educate and Elevate AmeriCorps Program** or the Corporation for National and Community Service, members and volunteers recruited by members may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to
 - a. A business for profit;
 - b. A labor union
 - c. A partisan political organization
 - d. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 - e. An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.
9. Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.
10. Providing abortion services or referrals for receipt of such services.
11. Other such activities as CNCS/Volunteer Iowa may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training or managing others for the primary purpose of engaging in one of the activities listed above.

8.2 RIGHTS OF PRIVATE CITIZENS. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

8.3 FUNDRAISING. 45 CFR§§ 2520.40 AmeriCorps members may raise resources directly in support of the **Educate and Elevate AmeriCorps Program's** service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
5. Seeking donations from alumni of the program for specific service projects being performed by current members.

8.4 FUNDRAISING LIMITATIONS. (45 CFR§§ 2520.45) An AmeriCorps Member may spend no more than 10 percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities.

AmeriCorps members may not:

1. Raise funds for his/her living allowance; raise funds for an organization's operating expenses or endowment;
2. Write a grant application for funding provided by a federal agency including CNCS grant proposals such as: Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

8.5 NON-DUPLICATION. 45 CFR §§ 2540.100

- A. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) [non-displacement] of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

8.6 NON-DISPLACEMENT. 45 CFR §§ 2540.100

- A. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- B. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- C. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

- D. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- E. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- F. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

9.1 SERVICE LIMITS. Individuals may serve multiple terms of AmeriCorps service. The following limitations apply to all positions. Individuals can only serve up to two (2) terms in a single grant year. AmeriCorps members may serve up to four (4) terms in an AmeriCorps State & National program. However, they may only earn up to the value of two (2) full-time education awards. Host sites should consult with members on how many previous AmeriCorps terms they have served to ensure they do not exceed the limits for AmeriCorps State & National.

9.2 HOURLY LIMITS. AmeriCorps members cannot serve more than 12 hours in a day, 120 hours in a two-week period, and 200 hours in a month.

9.3 REFILLING MEMBER POSITIONS. The following conditions, established by the Corporation, must be adhered to by all AmeriCorps host sites regarding refill of member slots vacated by members who exit early. Host sites must note that once a member is exited with a partial education award, the remaining portion of that award is not available for use.

- i. Host sites may replace any member who terminates service before completing 30% of his/her term provided that the member who terminates is not eligible for and does not receive a pro-rated education award.
- ii. Only fully enrolled member service categories may be refilled. For example, you may only refill a full-time slot if all other full-time slots are filled.
- iii. Host sites may not refill the same slot more than once.

The host site acknowledges that the **Educate and Elevate AmeriCorps Program** has the final say in refilling all AmeriCorps positions.

9.4 REFILL DEADLINES. Refills must occur prior to November 1 for full-time members and February 1 for half-time members. Host sites may refill half time positions so long as the member has enough time to complete their term of service by October 31. These dates are subject to changes based upon changes made by CNCS and/or Volunteer Iowa. The final decision related to whether positions will be refilled belong to the **Educate and Elevate AmeriCorps Program**.

9.5 ALLOWABLE SERVICE. Host sites must place members in positions that adhere to the requirements established in this agreement and described in the Position Description guidelines. Position descriptions must be approved by the **Educate and Elevate AmeriCorps Program** prior to placing a member into the position. Service activities that are deemed prohibited or unallowable by the **Educate and Elevate AmeriCorps Program**, Volunteer Iowa, or CNCS will not count toward the AmeriCorps member's term of service.

9.6 DISASTER SERVICE. Members are allowed to serve in times of disasters. The host site must notify the **Educate and Elevate AmeriCorps Program** within 24 hours of deploying members to local disasters. All disaster deployments (to activities outside of the approved program design) must be coordinated by the Volunteer Iowa.

10.1 MEMBER SUPERVISION. The host site understands that all site supervisor personnel time applied to the Program, both reimbursed and matching funds, must be actively supervising AmeriCorps members. Active supervision includes all obligations described in Articles 4, 5, and 6; with special consideration to not breaching items described under Article 8. Hours that appear excessive may be questioned and disallowed.

10.2 MEMBER ENROLLMENT. The host site understands that the Program will reduce or renegotiate the awarded member slots at any time if the host site is unable to fill the host site's AmeriCorps slots.

11.1 SUBMISSION OF COST SHARE. The host site shall provide the **Educate and Elevate AmeriCorps Program** with a **\$1,440 cost share payment per minimum-time member** paid immediately upon enrollment of member.

11.1.1 FEDERAL SOURCE. The Host Site shall, if appropriate, indicate the source of cost share.

The described cost share comes from the _____ [federal agency name] _____ which allows CNCS to use funds as a source of match.

The described cost share DOES NOT come from a federal source of funding.

11.1.2 COST SHARE. COST SHARE PAYMENTS WILL NOT BE REIMBURSED UNDER ANY CIRCUMSTANCES.

11.3 FAILURE TO MEET MATCH REQUIREMENT. If a host site fails to meet the matching requirements, the Program will notify the host site in writing of the situation and request that the costs be brought into alignment with the budgeted federal and match percentages within 15 days. If there is an ongoing issue related to match, the **Educate and Elevate AmeriCorps Program** may notify the Financial Representative, Program Representative and/or the Authorized representative of the host site. The program may suspend enrollment of new AmeriCorps members and/or payment of reimbursement request(s) until the situation is corrected.

Host sites must adhere to the following requirements when selecting candidates to fill their AmeriCorps position(s). Host sites may place additional reasonable, requirements for member selection. Additional requirements must be listed on the position application and position description.

12.1 MEMBER ELIGIBILITY REQUIREMENTS. The **Educate and Elevate AmeriCorps Program** requires its members to:

- 1) Be at least 18 years of age
- 2) Have a high school diploma or its equivalent
- 3) Be a citizen, national, or lawful permanent resident alien of the United States.
- 4) Pass all required National Service Criminal History Checks (NSCHC)

12.2 ENROLLMENT REQUIREMENTS. Host sites are encouraged to select their members as early as possible. If citizenship and background check requirements are not complete, it may result in a delay to the member start date. The host site agrees to provide the program with the name, email address, phone number, and copy of a government issued identification. Member information must be communicated no later than two weeks prior to the member's start date.

13.1 AMERICORPS MEMBER. The host site agrees to assist AmeriCorps members and the program in the completion and distribution of applicable National Service Criminal History Check forms or links and supporting materials.

13.2 DISSEMINATION. The host site understands that under no circumstances will the Program disseminate the results of AmeriCorps member or program staff background checks. Requests for copies, electronic or hard copy, or other dissemination requests, such as written or oral, will be denied.

14.1 NONDISCRIMINATION. In connection with the performance of work under this Agreement, the Host Site agrees not to discriminate against any employee, AmeriCorps participant, applicant for employment, or applicant for an AmeriCorps position on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws as required by Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

This provision shall include, but not be limited to, the following, employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. The Host Site further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The Host Site agrees to post in conspicuous places, available for employees and applicants for employment notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

15.1 AGREEMENT. Either Party may terminate or suspend this Agreement in whole or part upon thirty (30) days written notice to the other party.

In all instances of termination or suspension, the non-terminating party shall be given written notice of the termination or suspension, including a written explanation of the reason(s) for such action. Where appropriate, the non-terminating party shall be given reasonable time to cure any deficiency in its performance. If the deficiency is not corrected within a reasonable time, as defined by mutual agreement of the parties, the Agreement may then be immediately terminated or suspended.

15.2 AMERICORPS MEMBERS. The host site or its partners may not terminate or suspend the AmeriCorps member. The **Educate and Elevate AmeriCorps Program** is the sole entity that can terminate or suspend an AmeriCorps member.

In the event the agreement is terminated or suspended, the AmeriCorps participant shall be removed from the host site and, if possible, placed at another suitable host site.

15.3 PROHIBITED ACTIVITIES. The host site agrees that any breach or threatened breach of Articles 8, 14 and 15 of this Agreement would result in irreparable harm to the Program; therefore, in addition to its other remedies at law or in equity, the Program shall be entitled to injunctive or other equitable relief in order to enforce or prevent any violations of the provisions of Articles 8, 14 and 15 without the posting of any bond.

CONTACT INFORMATION



16.1 AMERICORPS.

PRIMARY CONTACT	SECONDARY CONTACTS	SECONDARY CONTACTS
Jayne Smith AmeriCorps Program Director Iowa Department of Education 400 E. 14 th Street Des Moines, IA 50319 Jayne.smith@iowa.gov 515-725-0046	Jeanette Thomas Education Program Consultant Iowa Department of Education 400 E. 14 th Street Des Moines, IA 50319 Jeanette.thomas@iowa.gov 515-281-3636	Jeremy Varner Division Administrator Iowa Department of Education 400 E. 14 th Street Des Moines, IA 50319 Jeremy.varner@iowa.gov 515-281-8260

16.2 HOST SITE.

PRIMARY CONTACT	SECONDARY CONTACTS	
Marilyn Kennett Drake Community Library 930 Park Street Grinnell, IA 50112 mkennett@grinnelliowa.gov 641-236-2661	Karen Neal Drake Community Library 930 Park Street Grinnell, IA 50112 kneal@grinnelliowa.gov 641-236-2661	

WITNESS WHEREOF, the parties have executed this Host Site Agreement.

Educate and Elevate AmeriCorps Program	HOST SITE
SIGNED BY:	  SIGNED BY:
TITLE:	TITLE: Library Director
DATE:	DATE: 11/4/2019

