

Tentative Agenda
Drake Community Library Board of Trustees
November 20, 2024, 5:15 p.m.
In-person attendees meet in the Library's Alan & Jean Jones Board Room
Remote attendees may connect electronically
made available via Zoom from the online City Agenda Center

Join Zoom Meeting

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

Meeting ID: 922 2284 4462

Passcode: 651913

A. **Members present:** *_Fenner _Guenther _Hammond _Lindley _McFee _Pagliai*
_Saunders Others present: *_Neal _Snow _Wingerter*

B. Approval of Agenda

C. Approval of Minutes

1. Approval of October 23, 2024, Board Meeting minutes.

D. Communications

1. October DCL Endowment Fund reports.

E. Report of Director

1. New board member welcome
2. Statistical Reports
3. FY24 Annual Report

F. Committee reports

Building and grounds

Finance and salary

Personnel-

Long range planning -

Policy -

H. Trustee report -

I. Financial report and approval of bills payable in December.

K. Business-

1. Discuss and consider bill for ProQuest
2. Discuss and consider revision of the DCL Bylaws

L. Trustee Continuing Education-

Library Assistant Amy Wilhelm – Adult Programming

Next regular board meeting December 18, 2024, at 5:15pm

Minutes of the Drake Community Library Board of Trustees
October 23, 2024
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call: _X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders
_Fenner Others present: _X_Neal _X_Wingerter _X_Ruse

President Pagliai called the meeting to order at 5:14pm.

Approval of Agenda:

Hammond moved and Lindley seconded approval of the agenda.

Approval of Minutes:

Guenther moved and Saunders seconded approval of the September 25, 2024, Board Meeting minutes.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _McFee _X_Pagliai _X_Saunders _Fenner

Communications:

The September 2024 GPCF Endowment fund reports were reviewed.

Report of the Director:

1. A brief Statistical report was reviewed.
2. Meeting dates were chosen for the November and December meetings:
November 20 at 5:15pm
December 18 at 5:15pm
3. Budget update

Committee Reports:

Building & Grounds-Met in October and did a walk through the building checking for issues.
Finance & Salary-none
Personnel-none
Long Range Planning-none
Policy-none

Trustee Report: None

Financial Report and Approval of Bills:

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

Roll call vote:

_Guenther _Hammond _Lindley _McFee _Pagliai _Saunders _Fenner

Contract Approvals:

1. Lindley moved and Hammond seconded approval of a contract with Arbon.

Roll call vote:

_Guenther _Hammond _Lindley _McFee _Pagliai _Saunders _Fenner

Business:

1. Lindley motioned and Hammond seconded approval of a Registered Sex Offender Policy.

Roll call vote:

_Guenther _Hammond _Lindley _McFee _Pagliai _Saunders _Fenner

Trustee Continuing Education:

Archival Library Assistant Ruse lead a brief tour of the restricted archive and shared about the digital archive resources.

Meeting adjourned 6:15 p.m.

Next regular meeting is November 20, 2024, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

DCL Circulation Stats

Aug-24

Circulation Stats by Borrower Type

		Current Month Total	Same Month Previous Year	Current YTD without 7/24	Previous YTD
Area Resident	iares	3,557	4,000	3557	7,934
	gcs	185	149	185	319
	openacc	244	244	244	502
	openacy	13	13	13	0
	youth	595	508	595	1,096
Outreach	bkdela	61	74	61	152
	bkdelj	13	105	13	172
Education Support	edu	273	278	273	1,177
Library Program Materials	lpm	48	9	48	283
ILL Sent to Other Libraries	ill	90	53	90	113
Total Physical Checkouts		5,079	5,433	5,079	11,748
Digital Checkouts					
	Bridges eMagazines	141	40	277	85
	Bridges eAudiobooks	857	915	1737	1784
	Bridges eBooks	866	823	1832	1718
Total Digital Checkouts		1864	1778	3846	3587
Total Circulation		6,943	7,211	8,925	15,335

DCL Circulation Stats

Sep-24

Circulation Stats by Borrower Type

		Current Month Total	Same Month Previous Year	Current YTD without 7/24	Previous YTD
Area Resident	iares	3,137	3,342	6,694	11,276
	gcs	247	170	432	489
	openacc	205	258	449	760
	openacy	15	18	28	48
	youth	394	287	989	1,383
Outreach	bkdela	33	77	94	195
	bkdelj	122	86	225	258
Education Support	edu	226	280	499	1174
Library Program	lpm	52	8	100	291
ILL Sent to Other	ill	72	55	162	168
Total Physical Checkouts		4,503	4,495	9,672	16,042
Digital Checkouts					
	Bridges eMagazines	175	64	452	149
	Bridges eAudiobooks	889	805	2626	2589
	Bridges eBooks	792	797	2624	2515
Total Digital Checkouts		1856	1666	5702	5253
Total Circulation		6,359	6,161	15,374	21,295

DCL Circulation Stats

Oct-24

Circulation Stats by Borrower Type

		Current Month Total	Same Month Previous Year	Current YTD without 7/24	Previous YTD
Area Resident	iares	3,367	3,407	10,061	14,683
	gcs	217	228	660	717
	openacc	225	172	674	932
	openacy	5	52	33	100
	youth	351	294	1,340	1,677
Outreach	bkdela	57	78	151	273
	bkdelj	104	106	329	364
Education Support	edu	240	217	739	1,391
Library Program Materials	lpm	60	5	160	296
ILL Sent to Other	ill	80	51	242	219
Total Physical Checkouts		4,706	4,610	14,389	20,652
Digital Checkouts					
	Bridges eMagazines	163	149	615	298
	Bridges eAudiobooks	884	872	3510	3461
	Bridges eBooks	872	816	3496	3331
Total Digital Checkouts		1919	1837	7621	7090
Total Circulation		6,625	6,447	22,010	27,742



**Drake Community Lit
July 2024- October 2**

	Jul-24	Aug-24	Sep-24	Oct-24
Total Booking Information				
Total Bookings	24	13	11	14
Total Attendance	598	204	124	365

**DCL Onsite Usage
FY25**

Door Count

July	4735
August	4500
September	4250
October	6222
November	

Wireless Users

July	
August	
Septmeber	
October	
November	

Program Report
07/01/2024 - 07/31/2024

Children

	Total Programs	In-Person Attendees
Total In Person	39	1428
Total Passive Program	6	328
Total	45	1756

Young Adult

	Total Programs	In-Person Attendees
Total In Person	8	43
Total Passive Program	1	9
Total	9	52

Adult

	Total Programs	In-Person Attendees
Total In Person	6	42
Total Passive Program	3	27
Total	9	69

General Interest

	Total Programs	In-Person Attendees
Total In Person	1	95
Total Passive Program	2	506
Total	3	601

Totals

	Total Programs	In-Person Attendees
Total In Person	54	1608
Total Passive Program	12	870
Total	66	2478



Program Report
Aug-24

Children

	Total Programs	In-Person Attendees
Total In Person	12	201
Total Passive Programs	3	225
Total	15	426

Young Adult

	Total Programs	In-Person Attendees
Total In Person	2	6
Total Passive Programs	1	9
Total	3	15

Adult

	Total Programs	In-Person Attendees
Total In Person	10	77
Total Passive Programs	3	12
Total	13	89

General Interest

	Total Programs	In-Person Attendees
Total In Person	0	0
Total Passive Programs	1	40
Total	1	40

Totals

	Total Programs	In-Person Attendees
Total In Person	24	284
Total Passive Programs	8	286
Total	32	570



Drake Community Library
Month Ending September-2024

Ages	Programs	Attendance
All Children	20	412
Children (ages 0-5)	17	373
Children (ages 6-11)	3	39
Young Adult (ages 12-18)	1	3
Adult (ages 19+)	16	84
General Interest	1	48
Total	38	547

Types	Programs	Attendance
In Person	32	296
Passive Programs	6	251
Total	38	547

Program Report October2024

All Children

	Total Progr	In-Person Attendees
Total In Person	21	977
Total Passive Program	2	195
Total	23	1172

Young Adult

	Total Progr	In-Person Attendees
Total In Person	2	6
Total	2	6

Adult

	Total Progr	In-Person Attendees
Total In Person	12	352
Total Passive Program	4	24
Total	16	76

General Interest

	Total Programs	In-Person Attendees
Total In Person	2	8
Total Passive Program	1	62
Total	3	70

Totals

	Total Programs	In-Person Attendees
Total In Person	37	1343
Total Passive Program	7	281
Total	44	1624



Annual Report FY 2024

July 2023 - June 2024

drakelibrary.org

The main goal of 2024 was to develop the 5-year Strategic Plan. Through extensive engagement with stakeholders including the Board of Directors, Friends of Drake Community Library, dedicated staff, and valued community members and partners, the planning process facilitated a collaborative exploration of strategies aimed at elevating the library's impact and relevance within the community. The areas selected reflect the library's dedication to fostering a more accessible, connected, and innovative space for all.

As part of the library's focus on Community Connection and Partnerships, we are proud to provide space and access for the Christmas Shares program, the Volunteer Income Tax Assistance, and the food cupboard with the Grinnell Food Coalition.



Circulation

Physical items: 56,220
eResource items: 24,011

Total Circulation: 89,137



Library Usage

Cardholders: 7,522	Total Visitors: 58,702
Computer Use: 7,081	Wi-fi sessions: 18,046
Meeting Room Events: 1,128	Meeting Room Attendance: 10,558
Beanstack Sign-ups: 663	



Programs

Onsite Programs: **292** events with **5,037** attendees
Offsite Programs: **83** events with **2,689** attendees



Income

City of Grinnell	\$590,814
Poweshiek County	\$28,503
Friends of DCL	\$23,717
Fees	\$8,779
State of Iowa	\$5,803
Gifts & Grants*	\$14,781

*Gift & Grant income is the amount spent from gift/grant accounts in FY2024.



Expenditures

Wages & Benefits	\$620,636
Building & Equipment	\$95,417
Collection & Databases	\$61,873
Capital Expenditures	\$170,000
Utilities	\$40,000
Contractual Services	\$80,958
Programming	\$7,700



FY 2024 compared to FY 2023



Mango
Language
Sessions
+275%



Eaudiobooks
borrowed
+14.4%



Freemusic
downloads/
streams
+14.6%



Emagazines
+127%



Kanopy
Film
+18%



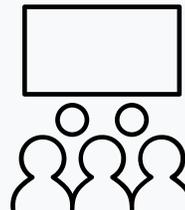
Computer
Sessions
+10.7%



Wireless
Sessions
+115%



Meeting
Room use
+10.3%



In Person
Attendance
+36.5%



Door
Count
+64.5%

DRAKE COMMUNITY LIBRARY RECEIPTS

October 31, 2024

	Previous balance		MTD		YTD
County tax	\$7,553.25		\$0.00		\$ 7,553.25
Donations (incl. mtg room donations)	\$460.00	\$	210.00		\$ 670.00
Fees (Contracting Cities, State Money)	\$2,395.50		\$3,284.27		\$5,679.77
Lost materials	\$275.27	\$	78.96		\$ 354.23
Photocopy	\$358.12	\$	134.14		\$ 492.26
Miscellaneous (replacement cards)	\$22.00	\$	6.00		\$ 28.00

Total \$ 3,713.37 \$ 14,777.51

Carryover from September 30, 2024	\$ 75.00
Plus total from October 31, 2024	\$ 3,713.37
Less undeposited receipts	\$ 75.00

Total recorded at City Office \$ 3,713.37

GIFT ACCOUNT (167 detail)

Balance as of October 31, 2024 \$ 101,412.00

RECEIPTS

Total Gift Revenue \$ 101,412.00

EXPENDITURES

Firstbook Marketplace	\$198.64	books to handout at Trunk or Treat
B&T	\$28.44	Books for Sue Ahrens Memorial
Amazon	\$10.99	Books for Sue Ahrens Memorial

Total Gift Expenditure \$238.07

Balance on October 31, 2024 \$ 101,173.93

Drake Community Library Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1. This organization shall be known as the Drake Community Library Board of Trustees and shall operate a free public library for the City of Grinnell.

ARTICLE II: POWERS AND DUTIES

Section 1. The Board of Trustees shall have the powers and duties set forth in Chapter 22 of the City of Grinnell Code of Ordinances and as required by Chapter 392.5 of the Code of Iowa (13).

Section 2. The powers, duties and procedures shall be subject to all changes or repeals of state law and all such changes or repeals shall take precedence over these bylaws.

ARTICLE III: MEMBERSHIP

Section 1. Terms and Qualifications. The Board of Trustees shall consist of seven (7) members, appointed for six (6) year terms by the Mayor of Grinnell and approved by the City Council. A trustee may serve no more than two full consecutive terms. All members shall be residents of the City and shall be over the age of eighteen (18).

Section 2. Compensation. Members shall serve without compensation but may be reimbursed for expenses incurred relating to official Library business.

Section 3. Vacancies. Any vacancy on the Board because of death, resignation, long-term illness, disqualification or removal due to six (6) consecutive unexcused absences from regular meetings shall be filled by appointment by the Mayor, with approval of the City Council. The appointed trustee shall fill out the unexpired term for which the appointment is made. Members are expected to give the Library Director at least 30 days' written notice of intention to resign.

Section 4. Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be provided with copies of these bylaws, pertinent sections of the City Code and other documents that would be useful to Board members in carrying out their duties. They will also be given an orientation briefing by the President of the Board and the Library Director or their designees.

ARTICLE IV: OFFICERS

Section 1. Number. The officers of this Board shall be President, Vice-President, and Secretary.

Section 2. Election and Term of Office. The officers shall be elected annually at the Annual Meeting held in June and shall serve for one year beginning July 1. In April the President shall appoint a nominating committee consisting of two Board members and the Library Director who will present a slate of officers at the June meeting. Other nominations may be presented from the floor.

Section 3. Vacancies. In the event of the death or resignation of any officers, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next

regular election of officers.

Section 4. President. The President shall preside at all meetings of the Board, appoint committees, call special meetings, execute all documents authorized by the Board and generally perform all duties associated with the office. Notwithstanding anything to the contrary in these bylaws, a committee appointed by the President for the purpose of searching and/or recommending a Library Director shall require Board of Trustees' approval.

Section 5. Vice President. In the event of the absence or disability of the President, or of a vacancy in the Presidency, the Vice President shall assume and perform the duties and functions of the President.

Section 6. Secretary. In the event of the absence or disability of the President and the Vice President, the Secretary shall assume and perform the duties and functions of the President.

[duties of secretary - take notes, create agenda in collaboration with director and president?]

ARTICLE V: MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the library's meeting room or such other place as the Board may determine.

Section 2. Special meetings may be held at any time at the call of an officer of the Board, the Director, or at the call of any two members of the Board, provided that notice thereof be given to all trustees at least 24 hours in advance of the special meeting or by telephone call in case of emergency.

Section 3. Closed Meetings. In accordance with Section 21.5(1)(i) of the Iowa Code, the Board may hold all or part of a meeting in closed session to evaluate the professional competency of the Library Director whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the Director's reputation and the Director requests a closed session.

Section 4. Notice of Meetings. Notice of regular meetings shall not be required; a special meeting may be called upon written notice. Notice must be received not less than twenty-four (24) hours before the meeting except for emergencies and must include time, place, date and tentative agenda.

Section 5. Place of Meetings. Unless otherwise posted, meetings will occur in the Board Room of the Drake Community Library.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of appointed board members. Trustees should report absences to the Director and the President or presiding officer at least twenty-four (24) hours in advance of meetings.

Section 7. Electronic Participation. All meetings will be conducted in accordance with Iowa Code Chapter 21, Section 8.

Section 8. Procedural Rules. Proceedings of all meetings shall be governed by Robert's Rules of Order, most recent edition.

ARTICLE VI: ORGANIZATION OF BOARD BUSINESS

Section 1. Agendas. The President and the Director shall prepare the agenda for all regular Board meetings. Agendas shall be posted and sent to Board members at least 48 hours prior to the regular meeting. Agendas of all meetings must be posted at least twenty-four (24) hours in advance of the meeting on the bulletin board in the Library lobby and will be submitted electronically to the City of Grinnell twenty-four (24) hours in advance of the meeting to post on the City's website.

Section 2. Order of Business. The order of business of each meeting shall be established by the Board by motion made from time to time as the Board deems necessary. The agenda shall be established and posted in advance of each meeting in accordance with the requirements of the Iowa Open Meetings Law (Iowa Code Ch.21).

Section 3. Public Comment. Members of the public may address the Board at the beginning of meetings during the public comment agenda item. Individual comments are limited to no more than two (2) minutes, and may be extended by the presiding officer. The maximum time allowed for comments will not exceed twenty (20) minutes per meeting. Library staff time will not be used to prepare materials for public comment. Individuals addressing the Board must sign in with name and address. In order to comply with open meetings laws and proper meeting procedure, Trustees cannot engage in discussion or debate during the public comment period.

Section 4. Minutes. Minutes of all regular and special meetings are to be prepared and distributed to Board members and the City Council. The Library shall keep as a permanent record copies of all minutes, including documents attached to the minutes by Board action.

Section 5. Board Policies. All policy statements adopted by the Board shall be filed by subject in a policy notebook containing these bylaws. Each policy and each revision shall carry the date of its adoption. Board policies are also available on the library website.

Section 6. Committee. Board committees and their composition, duties and terms shall be designated by the President. All committees shall make progress reports at each regular Board meeting. Notwithstanding anything to the contrary in these bylaws, a committee appointed by the President for the purpose of searching and/or recommending a Library Director shall require Board of Trustees' approval.

ARTICLE VII: LIBRARY DIRECTOR AND STAFF

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Library Director shall carry out policies adopted by the Board and shall be held responsible for employment and direction of staff, the care and maintenance of the building and equipment, the efficiency and effectiveness of the Library's service to the public, the provision of library collections and the operation of the Library under the financial conditions set forth in the annual budget. The Director or designee shall attend all Library Board meetings and shall present a report at each regular meeting.

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be altered or repealed, and new bylaws adopted by the members of

the Board at any regular meeting or at any special meeting called for that purpose. The proposed changes in the bylaws shall be submitted in writing to the members of the Board at least ten (10) days prior to the meeting for their consideration.

Reviewed 7 /09
Revised 12/13
Revised 05/15
Revised 05/19
Revised 11/20
Reviewed 11/23
Revised 11/24

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