

Tentative Agenda
Drake Community Library Board of Trustees
December 18, 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 November 21, 2019 Regular Board Meeting minutes

D. **Communications –**

- 1.

E. **Report of Director**

1. Statistical report
2. Opportunity for data analysis from Grinnell College statistics class, Associate Professor Ryan Miller

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.
- 2.

L. **Trustee Continuing Education**

1. Discuss pros and cons of eliminating overdue charges.

<https://one.npr.org/i/787338081:787355882>
<http://go.sirsidynix.com/2019-09-26-Going-Fine-Free-and-How-to-Rally-Support-at-Your-Library.html> -View at meeting.

2. Discuss pros and cons of auto-renewal option available with SirsiDynix Horizon 7.5.5 upgrade. (Upgrade part of normal contract – no additional cost involved)

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
November 21, 2019, 5:15 p.m., Library Break Room

ROLL CALL: __Elfenbein _X_Hardin _X_Hammond __McFee
 __Pagliai _X_Rudolph _X_Swick Others present: _X_Kennett

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: Rudolph moved and Hardin seconded approval of the October 23, 2019 Regular Board Meeting minutes. Motion passed unanimously.

COMMUNICATIONS:

1. The DCL Endowment Fund October, 2019 reports were received from the Greater Poweshiek Community Foundation. Ending fund balance is \$121,650.56.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. FY21 Proposed Budget was presented to City Manager Behrens and City Clerk Wingerter on 11/4/19.
3. The Department of Education, State of Iowa is administering an AmeriCorps Service program call "Educate and Elevate". Enrolled Service Members will develop and provide adult literacy programming. Drake Community Library has been approved as a host site for one part-time service member. The service member would focus attention on adult digital literacy skill building.
4. The ad hoc housing coalition met for a second meeting on 10/31/19 with Julie and David Eberbach, Institute for Community Alliances. Three focus teams will continue to work on resource mapping, local transportation, and funding objectives; library personnel Kennett, Neal, and Hiner will each serve on a committee, respectively.
5. The Open Book event was well received. 29 "readers" experienced 60 sessions with our five "human books". CultureALL can provide staff training that would allow the library to conduct Open Book events independently of CultureALL services in the future.
6. The FY19 annual report has been completed for the State Library and for the City Council. It is available in brochure form and from the Library website.

COMMITTEES: No reports.

Building & Grounds –

Finance, Salary, & Personnel

Long Range Planning –

Policy –

TRUSTEE REPORTS:

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

OLD BUSINESS: None.

NEW BUSINESS:

1. Hardin moved and Hammond seconded approval of expenditure of \$1,440 as cost share for an AmeriCorps service member if a candidate is approved for the Adult Digital Literacy position through the "Educate and Elevate Program". Funds to come from Friends of DCL, with Library gift account as default option for funding. Motion passed unanimously.

TRUSTEE CONTINUING EDUCATION:

Informational video and discussion regarding the elimination of overdue charges was postponed to the next regular board meeting.

Meeting adjourned at 5:50 p.m.

Next meeting: December 18, 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

November 2019

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	2,379	2,263	12,320	13,107
	Special Book (7 day)	30	78	134	171
TOTAL ADULT BOOKS		2,409	2,341	12,454	13,278
TOTAL YA BOOKS	YA Book	232	210	1,351	1,449
		232	210	1,351	1,449
TOTAL CHILDREN'S BOOKS	Children's Book	2,710	2,581	16,191	15,205
		2,710	2,581	16,191	15,205
TOTAL PAPERBACKS	Paperback	415	273	2,231	2,077
		415	273	2,231	2,077
TOTAL AUDIO/VIDEO	Adult Audio	162	170	798	982
	Adult Video	166	274	1,088	1,077
		328	444	1,886	2,059
TOTAL YA AUDIO/VIDEO	YA Audio	36	21	124	72
		36	21	124	72
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	27	39	146	184
	Children's Video	166	87	1,112	689
		193	126	1,258	873
TOTAL MISCELLANEOUS	Periodicals	60	54	332	420
	Equipment	1	1	1	3
	ILL from other libraries	40	45	237	234
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	30	10	54	71
		131	110	624	728
Total Physical Item Circ		6,454	6,106	36,119	35,741
	Bridges eBooks	571	625	2,901	2,565
	Bridges eAudiobooks	386	294	2,036	1,539
	RB Digital eAudiobooks	49	32	209	151
	Freegal MP3 Downloads	128	138	775	868
	Bridges eMagazines	17	35	67	120
	Kanopy Streaming Video*	131	na	957	na
Total eResource Downloads		1,282	1,124	6,945	5,243
*Kanopy service began June 2019					
TOTAL CIRCULATION		7,736	7,230	43,064	40,984

DCL Circulation Stats by Borrower Types

November 2019

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	73	71	440	348
Iowa Resident: DCL patron	3,898	3650	20,941	20907
Open Access patron	636	496	2,994	2867
Library Board	53	30	183	120
Library Page	1	10	151	33
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	347	261	2,107	1767
TOTAL ADULT PATRONS	5,008	4,518	26,816	26,042
Bk Del (Homebound)	120	164	740	1058
Bk Del (Books in Baskets)	39	139	1,617	1350
TOTAL DELIVERIES	159	303	2,357	2,408
CLIK-Preschooler	105	201	650	924
Kindergartner	78	56	503	457
1st Grader	90	83	540	273
2nd Grader	9	95	388	661
3rd Grader	25	72	435	481
4th Grader	100	106	487	628
5th Grader	79	52	614	397
6th Grader	127	37	515	301
TOTAL CHILDREN	613	702	4,132	4,122
Home School Child (discontinued)	0	12	0	320
Home School Provider	437	371	2,037	1603
Preschool Teachers	35	75	178	212
Teacher G-N Schools	7	32	53	149
Teacher Not G-N Schools	19	61	198	290
TOTAL EDUC. PROGRAMS	498	551	2,466	2,574
ILL sent to other libraries	27	21	136	115
LP sent to other libraries	149	11	299	478
TOTAL SPECIAL LOAN	176	32	435	593
Total	6,454	6,106	36,206	35,739

DCL Other Services November 2019				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	698	796	4532	4730
Children's Computers	53	109	503	735
Little Kids Computers	73	143	579	757
TOTAL COMPUTER SESSIONS	824	1048	5614	6222
Distinct Users This Month	240	304		
Guest Logins	na	128		
MEETING ROOM USE				
Business Groups	6	12	20	42
Community Groups	90	75	333	328
Public Forums	10	4	35	32
Drop-In & Other Use	38	36	214	224
Total Groups	144	127	602	626
Business People	35	169	181	552
Community People	1519	1136	7184	6218
Public Forum People	276	668	628	2063
Drop-In & Other Use	80	85	414	518
Total People Count	1910	2058	8407	9351
LIBRARY PROGRAMS				
Adult programs	2	4	10	23
Young Adult programs	1	4	12	13
Children programs	23	17	157	119
Total Library Programs Offered	26	25	179	155
Adult attendance	87	50	290	407
Young Adult attendance	5	32	108	111
Child attendance	358	357	3390	2428
Total Library Program Attendance	450	439	3788	2946
ARCHIVE USE	54	16	142	120
DOOR COUNT	5918	6215	32288	34097
WIRELESS USERS	895	na	5088	na
VOLUNTEERS				
Number of	19	16	104	99
Total hours	125	120	674	661

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	76	161	966	756
Credo Reference Searches	4	6	9	23
Chilton Online Auto Repair	1	0	6	21
Reference USA Phone Directory Searches	14	7	45	29
Mango Language Program Sessions	1	8	45	156
Transparent Language Program Sessions	1	45	8	106
Brainfuse (replaced Learning Express)	44	2	100	7
Ancestry.com Searches	90	134	575	716
Heritage Quest Searches	0	1	208	308
Niche Tutorial Views	89	27	405	359