



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
WEDNESDAY, DECEMBER 18, 2024, AT 5:15 PM
IN THE LIBRARY'S ALAN & JEAN JONES BOARD ROOM AND VIA
ZOOM

Join Zoom Meeting

TENTATIVE AGENDA

- 1. Approve Agenda:**
- 2. Approval of the Minutes from November 20, 2024 Library Board Meeting**
- 3. Communications: November DCL Endowment Fund reports.**
- 4. Report of Director:**
 - a. November Statistical Reports
 - b. Building Report
 - c. Annual Report Update
 - d. Change January Board Meeting Date
- 5. Trustee Report:**
- 6. Committee Reports:**
- 7. Financial Report and Approve Bills Payable in January 2025**
- 8. Contract Approvals**
 - a. Wowbrary
- 9. Business**
 - a. Consider approval of DCL Bylaws Draft

Minutes of the Drake Community Library Board of Trustees
November 20, 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 X_McFee X_Pagliai X_Saunders X_Fenner*
Others present: *X_Neal _X_Wingerter _X_Snow*

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

Approval of Agenda:

Lindley moved and McFee seconded approval of the agenda.

Approval of Minutes:

Hammond moved and Guenther seconded approval of the October 23, 2024, Board Meeting minutes.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley _X_McFee _X_Pagliai _X_Saunders _X_Fenner

Communications:

The October 2024 GPCF Endowment fund reports were reviewed.

Report of the Director:

1. Officially welcomed new board member Emily Fenner.
2. Statistical reports for July - October were reviewed.
3. FY24 Annual Report was reviewed.

Committee Reports:

Building & Grounds-none
Finance & Salary-none
Personnel-none
Long Range Planning-none
Policy-met on October 30, report under Business.

Trustee Report: None

Financial Report and Approval of Bills:

1. Financials were reviewed. Lindley moved and McFee seconded the approval of bills payable in December.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley X_McFee _X_Pagliai _X_Saunders X_Fenner

Business:

1. Hammond moved and Saunders seconded approval of a contract with ProQuest.

Roll call vote:

_X_Guenther _X_Hammond _X_Lindley X_McFee _X_Pagliai _X_Saunders X_Fenner

2. Discussed revision of DCL's Bylaws with policy committee members commenting on the process. Item was tabled until the December 2024 meeting.

Trustee Continuing Education:

No continuing education took place.

Meeting adjourned 6:24 p.m.

Next regular meeting is December 18, 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
November 01, 2024 through November 30, 2024

Fund Activity Summary

	<u>Nov 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,403,269.90	1,292,287.69

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	0	62,400.50
Investment Revenue	45,887.11	98,776.46
Totals	45,887.11	161,176.96

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,076.91	5,384.55
Totals	1,076.91	5,384.55

Net Change	\$44,810.20	\$155,792.41
-------------------	--------------------	---------------------

Ending Balance	\$1,448,080.10	\$1,448,080.10
-----------------------	-----------------------	-----------------------

Fund Financial Information

Current Fund Assets

<u>Asset</u>		<u>Balance</u>
Investments		1,448,080.10
Total	<hr/>	1,448,080.10

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
November 01, 2024 through November 30, 2024

Fund Activity Summary

	<u>Nov 2024</u>	<u>Jul 2024</u>
Beginning Balance	1,628,285.65	1,503,622.15
Additions to Fund		
	<u>Period Total</u>	<u>YTD Total</u>
<u>Activity</u>		
Donations	1,955.38	70,396.25
Investment Revenue	53,249.38	114,790.89
Totals	55,204.76	185,187.14
Disbursements		
	<u>Period Total</u>	<u>YTD Total</u>
<u>Activity</u>		
Administrative Fee Expense	1,336.16	6,645.18
Other Expenses	0.54	10.40
Totals	1,336.70	6,655.58
 Net Change	 \$53,868.06	 \$178,531.56
 Ending Balance	 \$1,682,153.71	 \$1,682,153.71

Fund Financial Information

Current Fund Assets

<u>Asset</u>		<u>Balance</u>
Investments		1,682,153.71
Total	<hr/>	1,682,153.71

Outstanding Fund Liabilities

No outstanding liabilities for the fund

DCL Circulation Stats by Item Types
Nov-24

Item Type Group		Current Month Total	Same Month	Current FY YTD	Previous YTD
			Previous Year		
	Book	1333	1304	7171	7335
	Special Bk	0	0	0	0
	Large Print	309	381	1788	1927
	YA Book	218	239	1395	1254
	Children's Bks	1931	2277	12018	12158
	Adult Audio	30	26	168	213
	Adult Video	0	0	0	0
	YA Audio	2	10	13	28
	Children's Audio	11	4	36	42
	Children's Video	67	80	409	451
	Periodicals	21	60	142	194
	Equipment	25	14	97	55
	Multimedia Kits	4	0	19	0
Total Physical Items Circ		3951	4395	23256	23657
Digital Downloads					
	Bridges eMagazines	236	184	856	486
	Bridges eAudiobooks	836	800	4355	4289
	Bridges eBooks	780	841	4276	4192
Total Digital Checkouts		1852	1825	9487	8967
Total Circulation		5,803	6,220	32,743	32,624
DCL Onsite Usage					
	Door Count	4121	5603	23828	24493
WhoFi began collecting 11/19/2024	Wireless Users	610	1720	3813	8043
	Computer Use by Public	527	516	3121	2933
	Unique Visitors	218	125	1233	

Library Programs

Nov-24



		Same Month		
	Current	Previous	Current FY	Previous
	Month Total	Year	YTD	YTD
	Ages			
	Programs			
All Children	18	15	111	106
Young Adult (ages 12-	3	0	16	13
Adult (ages 19+)	13	6	61	30
General Interest	2			
Total	36	21	188	149
	Attendance			
All Children	456	375	3069	3212
Adult (ages 19+)	127	43	406	388
General Interest	69			
Total	652	418	3475	3600



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	\$995,001
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%



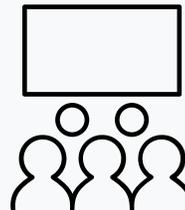
Computer
Sessions
+10.7%



Wireless
Sessions
+115%



Meeting
Room use
+10.3%



In Person
Attendance
+36.5%



Door
Count
+64.5%



**Library Monthly Budget Report
General Fund
January 6, 2025**

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
				ACTUAL	1/6/2025	BALANCE
		\$	\$	\$	\$	\$
Beginning Balances		\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 9,000	\$ 9,864	\$ 5,143	\$ -	\$ -
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	577,753	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
Total Revenues		\$ 974,917	\$ 1,024,664	\$ 593,449	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 287,986	\$ 298,308	\$ 156,081	\$ -	\$ 142,227
003-4.410.1.6020	Part Time Salaries	195,495	217,275	98,722	-	118,553
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	120	-	1,280
003-4.410.1.6220	Meeting Registration	1,250	900	174	-	727
003-4.410.1.6230	Mileage & Meeting Expense	600	600	1,181	64	(645)
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	4,015	-	213
003-4.410.2.6371	Utilities	40,000	39,000	16,774	-	22,226
003-4.410.2.6373	Telephone	4,552	5,212	2,321	415	2,476
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	380,011	346,454	50	33,507
003-4.410.2.6506	Office Supplies	5,500	5,500	1,831	212	3,457
003-4.410.2.6507	Program Operating Supplies	500	800	426	-	374
003-4.410.2.6508	Postage & Shipping	2,400	1,500	480	-	1,020
003-4.410.2.6513	Misc Supplies	2,500	2,200	638	-	1,562
003-4.410.2.6521	Prog Children	5,000	2,100	1,396	-	704
003-4.410.2.6522	Prog Child-	2,000	2,100	1,473	28	599
003-4.410.2.6523	Program Young Ad	1,000	1,050	223	-	827
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	2,716	395	3,109
003-4.410.3.6766	Books/Young A	2,000	2,100	805	177	1,117
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	3,000	2,500	629	34	1,837
003-4.410.3.6769	Audio Visual	500	520	162	-	358
003-4.410.3.6770	AV/Youth	500	520	10	46	464
003-4.410.3.6771	Ebooks/Youth	1,600	1,400	156	324	921
Total Expenditures		\$ 974,917	\$ 1,029,664	\$ 647,809	\$ 1,744	\$ 380,110
ENDING BALANCE		\$ -	\$ (5,000)	\$ (54,360)		



**Library Monthly Budget Report
Capital Loan Note
January 6, 2025**

	2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 1/6/2025	PROJ. BUDGET BALANCE 7/1/2024
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
011-4.690.3.6727 Util Franch - Library Cap Pr	\$ 31,500	\$ 14,895	\$ 1,151	\$ 15,454
Total Expenditures	\$ 31,500	\$ 14,895	\$ 1,151	\$ 15,454
 ENDING BALANCE	 \$ -	 \$ -		



**Library Monthly Budget Report
Library Fund State - General
January 6, 2025**

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 1/6/2025	PROJ. BUDGET BALANCE 1/6/2025
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 Funraising 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	-	1,164	336
Total Expenditures	\$ 46,500	\$ 5,800	\$ -	\$ 1,164	\$ 4,636
ENDING BALANCE	\$ (40,500)	\$ -	\$ 3,284		



Library Monthly Budget Report
Library Gifts - Spec Rev Fund
January 6, 2025

	2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 1/6/2025	PROJ. BUDGET BALANCE 1/6/2025
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	690	-	-
167-3.410.2.4701 Grants - Non Government	-	-	-	-	-
167-3.410.2.4705 Private Donation	-	-	-	-	-
167-3.410.4.4300 Interest Earned	400	1,170	443	-	-
167-3.410.4.4303 Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305 Library Gifts - INT Earned -IPAIT	4,150	5,060	1,456	-	-
167-3.410.4.4790 Transfer In (Internal)	-	-	-	-	-
Total Revenues	\$ 29,550	\$ 31,230	\$ 2,589	\$ -	-
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	20,255	2,630	334	17,291
Total Expenditures	\$ 27,920	\$ 25,000	\$ 7,455	\$ 334	\$ 17,211
167-4.410.5.6911 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 27,920	\$ 25,000	\$ 7,455	\$ 334	\$ 17,211
ENDING BALANCE	\$ 106,394	\$ 6,230	\$ (4,865)		



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		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	5,142.72	9,863.82
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	577,753.27	984,586.92
	Revenue Total:	670,950.95	665,341.49	974,916.68	703,028.80	1,021,799.92	593,449.24	1,024,663.74
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	269,399.52	269,234.58	287,986.00	282,396.13	298,307.92	156,081.34	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	98,722.14	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	119.52	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	1,180.99	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	4,015.12	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	16,773.98	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	2,321.07	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	346,454.00	380,010.82
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	6,000.00	6,641.92	5,500.00	5,457.75	5,500.00	1,831.14	5,500.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 12/31/2024

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	480.00	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	638.10	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	1,395.93	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	1,472.52	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	223.23	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	2,715.53	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	805.37	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	629.46	2,500.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	375.70	500.00	500.00	520.00	162.10	520.00
003-4.410.3.6770	LIBRARY - AV/YOUTH	500.00	508.01	500.00	399.05	520.00	9.96	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	647,808.79	1,029,663.74
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	0.00	-54,359.55	-5,000.00
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	415,081.05	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	1,260,965.82	1,959,764.82
	Revenue Total:	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,934,764.82	1,676,046.87	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	17,158.62	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	14,895.03	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: 12/31/2024

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	1,914,758.32	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	-238,711.45	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	718.01	25,000.00
167-3.410.4.4300	INTEREST EARNED	690.00	740.11	400.00	361.72	350.00	549.62	1,170.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	3,850.00	2,356.48	5,060.00
	Revenue Total:	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	3,624.11	31,230.00
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	5,872.86	20,255.33
	Expense Total:	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	10,697.02	25,000.00
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-7,072.91	6,230.00
	Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	277,434.69	-296,859.64	269,464.69

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	593,449.24	1,024,663.74
Expense	670,950.95	665,385.79	974,916.68	702,945.20	1,021,799.92	647,808.79	1,029,663.74
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	0.00	-54,359.55	-5,000.00
Fund: 011 - UTILITY FRANCHISE - GEN							
Revenue	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,934,764.82	1,676,046.87	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	1,914,758.32	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	-238,711.45	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	3,624.11	31,230.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	10,697.02	25,000.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-7,072.91	6,230.00
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	277,434.69	-296,859.64	269,464.69

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	
003 - LIBRARY - GENERAL FUND	0.00	-44.30	0.00	83.60	0.00	-54,359.55	-5,000.00	
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	268,234.69	-238,711.45	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	-7,072.91	6,230.00	
Report Surplus (Deficit):	-390,962.11	-348,339.54	979,964.66	1,069,586.84	277,434.69	-296,859.64	269,464.69	



Grinnell, IA

My Open Payable Report

As Of 01/06/2025

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: 002581	AMAZON CAPITAL SERVICES						Payable Count: (3) 111.64
16QN-7YQP-6RVP	BOOKS	01/06/2025	43.70	0.00	0.00	0.00	43.70
1LVK-J4GX-3FK6	BOOKS	01/06/2025	13.56	0.00	0.00	0.00	13.56
1YTJ-9V9L-6GDL	BOOK	01/06/2025	54.38	0.00	0.00	0.00	54.38
Vendor: 088376	AWARDS UNLIMITED INC						Payable Count: (1) 8.00
21344	NAME TAGS	01/06/2025	8.00	0.00	0.00	0.00	8.00
Vendor: 001700	BAKER & TAYLOR -ENT #5103						Payable Count: (3) 968.06
2038710715	BOOKS	01/06/2025	54.33	0.00	0.00	0.00	54.33
2038723378	BOOKS	01/06/2025	495.00	0.00	0.00	0.00	495.00
2038742892	BOOKS	01/06/2025	418.73	0.00	0.00	0.00	418.73
Vendor: 000562	BAKER & TAYLOR L530345						Payable Count: (2) 154.24
2038729899	BOOKS	01/06/2025	130.06	0.00	0.00	0.00	130.06
2038733148	BOOKS	01/06/2025	24.18	0.00	0.00	0.00	24.18
Vendor: 003700	BRODART CO						Payable Count: (1) 20.53
B6868372	BOOKS & AUTOMATION	01/06/2025	20.53	0.00	0.00	0.00	20.53
Vendor: 002661	CHANG, LUCY						Payable Count: (1) 63.58
6/11 - 11/26	REIMB MILEAGE	01/06/2025	63.58	0.00	0.00	0.00	63.58
Vendor: 008700	DEMCO						Payable Count: (1) 149.98
7573033	SUPPLIES	01/06/2025	149.98	0.00	0.00	0.00	149.98
Vendor: 002042	ELM USA, INC.						Payable Count: (1) 25.00
72605	MONTHLY MIN	01/06/2025	25.00	0.00	0.00	0.00	25.00
Vendor: 002660	FIRST BOOK						Payable Count: (1) 113.69
7001555928	BOOKS	01/06/2025	113.69	0.00	0.00	0.00	113.69
Vendor: 099055	GREY HOUSE PUBLISHING						Payable Count: (1) 148.50
985370	BOOK	01/06/2025	148.50	0.00	0.00	0.00	148.50
Vendor: 095001	INGRAM LIBRARY SERVICES						Payable Count: (2) 346.25
83743504	BOOKS	01/06/2025	-22.73	0.00	0.00	0.00	-22.73
85031490	BOOKS	01/06/2025	368.98	0.00	0.00	0.00	368.98
Vendor: 098028	IOWA COMMUNICATIONS NETWORK						Payable Count: (1) 8.33
712401	NETWORK SVC	01/06/2025	8.33	0.00	0.00	0.00	8.33
Vendor: 099705	IOWA DEPARTMENT OF HEALTH & HUMAN SERVICES						Payable Count: (1) 323.00
01.06.24	24-25 AMERICORPS HOST FEE	01/06/2025	323.00	0.00	0.00	0.00	323.00
Vendor: 002707	MAHASKA COMMUNICATIONS GROUP, LLC						Payable Count: (1) 406.35
11.15.24 DRAKE	TELEPHONE	01/06/2025	406.35	0.00	0.00	0.00	406.35
Vendor: 002016	OVERDRIVE, INC.						Payable Count: (2) 1,488.19
06497CO24365100	AUDIO & E BOOKS	01/06/2025	323.74	0.00	0.00	0.00	323.74
06497CO24365614	AUDIO & EBOOKS	01/06/2025	1,164.45	0.00	0.00	0.00	1,164.45
Vendor: 002669	UNIQUE MANAGEMENT SERVICES						Payable Count: (1) 24.80
6133194	PLACEMENTS	01/06/2025	24.80	0.00	0.00	0.00	24.80
Vendor: 099610	USA TODAY						Payable Count: (1) 33.84
01.06.25	SUB	01/06/2025	33.84	0.00	0.00	0.00	33.84

My Open Payable Report

As Of 01/06/2025

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
			Payable Account 999-2020	Payable Count: (24)	Total:		4,393.98

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	24	4,393.98
Report Total:	24	4,393.98

Payable Fund Summary

Fund	Count	Amount
999 - POOLED CASH	24	4,393.98
Report Total:	24	4,393.98

December Additional Payables

Paid Date	Vendor	Description	Amount	Acct #
12/2/2024	Access Systems	Copier Lease	\$766.66	003-4.410.2.6428
12/2/2024	Amazon	Décor/Snacks/Program Supp	\$33.70	003-4.410.3.6765
			\$9.96	003-4.410.3.6770
			\$193.87	003-4.410.2.6522
12/2/2024	Amazon	Books	\$69.92	011-4.690.3.6727
12/2/2024	Baker & Taylor (001700)	Books	\$52.60	011-4.690.3.6727
12/2/2024	CDW-G	Circ Computers (3)	\$2,098.62	011-4.690.3.6727
12/2/2024	CDW-G	Laptop & Mouse	\$807.76	011-4.690.3.6727
12/2/2024	CDW-G	Portable Hard drive	\$442.17	011-4.690.3.6727
12/2/2024	CDW-G	Rep. Battery Cart	\$91.91	011-4.690.3.6727
12/2/2024	Ebsco	Consumer Reports	\$35.00	003-4.410.3.6768
12/2/2024	1st Book Marketplace	Books	\$43.34	003-4.410.2.6523
			\$4.40	003-4.410.3.6766
			\$178.36	003-4.410.2.6522
12/2/2024	Derek Gibson	Cleaning	\$1,790.00	003-4.410.2.6428
12/2/2024	Sha-Ran Window Svc	Bi-Annual Cleaning	\$307.50	003-4.410.2.6428
12/2/2024	JP Gardening	Landscaping	\$165.00	003-4.410.2.6428
12/2/2024	MicroMarketing	LP Books	\$24.80	011-4.690.3.6727
12/2/2024	MicroMarketing	LP Books	\$58.20	011-4.690.3.6727
12/2/2024	Karen Neal	Reimb - Word Press Sub	\$300.00	003-4.410.2.6508
12/2/2024	ProQuest	Lib Catalogue Program	\$1,652.57	003-4.410.2.6428
12/2/2024	Brad's Mowing	Mowing	\$100.00	003-4.410.2.6428
12/2/2024	Staples	Bulletin Board	\$66.59	003-4.410.2.6522
12/2/2024	Walmart	Winter Supplies	\$29.94	003-4.410.2.6523
		Program Supplies	\$12.94	003-4.410.2.6522
			\$9,335.81	

DRAKE COMMUNITY LIBRARY RECEIPTS

November 30, 2024

	Previous balance		MTD		YTD
County tax	\$7,553.25		\$0.00		\$ 7,553.25
Donations (incl. mtg room donations)	\$670.00	\$	191.49		\$ 861.49
Fees (Contracting Cities, State Money)	\$5,679.77				\$5,679.77
Lost materials	\$354.23	\$	29.99		\$ 384.22
Photocopy	\$492.26	\$	199.97		\$ 692.23
Miscellaneous (replacement cards)	\$28.00	\$	12.00		\$ 40.00

Total \$ 433.45 \$ 15,210.96

Carryover from October 31, 2024	\$ 75.00
Plus total from , November 30, 2024	\$ 433.45
Less undeposited receipts	\$ 75.00

Total recorded at City Office \$ 433.45

GIFT ACCOUNT (167 detail)

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

RECEIPTS

Total Gift Revenue \$ 101,412.00

EXPENDITURES

Karen Neal	\$878.00	LibLearnX Reg. & Airfare
Mallory Snow	\$681.90	LibLearnX Reg. & Airfare
Amazon	\$10.59	Ahrens Memorial

SirsiDynix

\$2,550.00

BlueCloud
Analytics

Total Gift Expenditure

\$4,120.49

Balance on November 30, 2024

\$ 97,291.51

Wowbrary Sponsorship Agreement

This Sponsorship Agreement ("Agreement") is entered into as of November 30, 2024 (the "Effective Date") between the Wowbrary Project of Interactive Sciences, Inc., a California non-profit 501(c)3 public-benefit corporation with offices at 1682 Hamilton Avenue, Palo Alto, CA 94303 ("Wowbrary"), and the Drake Community Library, 930 Park Street, Grinnell, IA 50112 ("Sponsor"). Wowbrary and Sponsor may be referred to generically as a "Party," or collectively as "Parties."

WHEREAS, Wowbrary operates a site on the World Wide Web, which aims to inform the general public about new acquisitions to public libraries' collections.

WHEREAS, Sponsor seeks to expand circulation and number of library users among its served population.

NOW, THEREFORE, the Parties agree as follows:

1. Term and Termination.

A. The duration of this Agreement shall be for a period of one (1) year to commence on the Effective Date (the "Initial Term"), unless terminated earlier as provided herein. Prior to the expiration of the Initial Term, the Parties agree to discuss in good faith, an extension of the Initial Term for an additional one (1) year period.

B. Termination. In the event of a material breach by either Party of any term of this Agreement, the non-breaching Party may terminate this Agreement by written notice to the breaching Party if the breaching Party fails to cure such material breach within thirty (30) days of receipt of written notice thereof.

C. Cancellation. Sponsor may cancel this Agreement at no obligation within seven (7) days from Wowbrary's delivery of the second weekly email displaying Sponsor's new acquisitions.

2. Wowbrary's Obligations.

Wowbrary agrees to:

- (i) send a weekly e-mail featuring top choices of Sponsor's new acquisitions of books, DVDs and CDs and links to other acquisitions to signed-up individuals
- (ii) display the majority of Sponsor's new acquisitions of books, DVDs and CDs on a weekly updated web site and via RSS feeds
- (iii) display on this web site a banner as specified by Sponsor
- (iv) grant Sponsor the use of Wowbrary's banner design tool for sponsors
- (v) provide Sponsor with a special URL web locator for Sponsor patrons' sign-up to Wowbrary
- (vi) provide usage statistics each month for monitoring sign-ups, pages viewed and click-throughs to Sponsor's Wowbrary web site
- (vii) provide support to Sponsor by e-mail and telephone
- (viii) share with Sponsor, or with an entity designated by Sponsor, on a 50/50 basis any sales commission Wowbrary may collect from its affiliations, arriving from sales of books, DVDs and CDs via Sponsor's Wowbrary web site pages.

3. Sponsor's Obligations.

Sponsor agrees to abide by Wowbrary's Terms of Service.

4. Compensation.

Sponsor shall pay Wowbrary \$500 within thirty (30) days of being invoiced, which shall come after the Effective Date. In the event of termination due to Wowbrary's material breach, Sponsor is entitled to a prorated refund for the remaining part of the Initial Term, such refund not to exceed 50% of the payment for the Initial Term.

5. LIMITATION OF LIABILITY.

NEITHER PARTY SHALL HAVE ANY LIABILITY HEREUNDER FOR ANY INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF PROFIT OR BUSINESS OPPORTUNITIES, WHETHER OR NOT THE PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, NEITHER PARTY MAKES ANY, AND EACH PARTY HEREBY SPECIFICALLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE PRODUCTS AND SERVICES CONTEMPLATED BY THIS AGREEMENT, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING OR COURSE OF PERFORMANCE.

6. Indemnification.

Both Parties agree to indemnify, defend and hold harmless the other Party and its parent, subsidiaries, affiliates, successors and assigns from any and all third party losses, liabilities, damages, actions, claims, expenses and costs (including reasonable attorneys' fees) which result or arise from the breach of this Agreement by the indemnifying Party.

7. General Provisions.

A. Notices. All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, telecopied or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to Wowbrary:

Interactive Sciences, Inc.
1682 Hamilton Ave
Palo Alto, CA 94303
Attn: Jeff Levinsky
Tel: (650) 328-1954

If to Sponsor:

Drake Community Library
930 Park Street
Grinnell, IA 50112
Attn: Karen Neal, Library Director
Tel: 641-236-2661

B. Force Majeur. Except as otherwise expressly provided in this Agreement, neither Party shall be liable for any breach of this Agreement for any delay or failure of performance resulting from any cause beyond such Party's reasonable control, including but not limited to the weather, strikes or labor disputes, war, terrorist acts, riots or civil disturbances, government regulations,

acts of civil or military authorities, or acts of God provided the Party affected takes all reasonably necessary steps to resume full performance.

C. Entire Agreement. This Agreement (i) constitutes the binding agreement between the Parties; (ii) represents the entire agreement between the Parties and supersedes all prior agreements relating to the subject matter contained herein and (iii) may not be modified or amended except in writing signed by the Parties.

D. Governing Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of California without regard to the conflicts of laws principles thereof.

IN WITNESS WHEREOF, the Parties hereto have executed and delivered this Agreement as of the date first above written.

For Interactive Sciences, Inc.

For the Drake Community Library

Jeff Levinsky, President



Karen Neal, Library Director

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.

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 12/24

DRAFT