GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
WEDNESDAY, MARCH 26, 2025, AT 5:15 PM
IN THE LIBRARY'S ALAN & JEAN JONES BOARD ROOM AND VIA ZOOM

Join Zoom Meeting

TENTATIVE AGENDA

1. **Members Present**
2. **Approve Agenda**
3. **Approval of the Minutes**
   A. Discuss and approve minutes from February 26, 2025 regular board meeting.
4. **Communications:**
   A. February DCL Endowment Fund reports.
5. **Report of Director:**
   A. February Statistics
   B. Legislative Updates
   C. Budget Update
   D. Website Update
6. **Committee Reports:**
   A. Building and Grounds
   B. Finance and Salary
   C. Personnel
   D. Policy
7. **Financial Report and Approve Bills Payable**
   A. April Payables
8. **Business**
   A. Review and consider The Bulletin Board and Pamphlet Rack Policy
   B. Review and Consider the Social Media Policy

**Please note that this agenda may be changed up to 24 hours before the meeting time, as provided by Section 21.4(2) Code of Iowa*

C. Board Email Addresses

D. Discuss updates to Large Print and Newspaper areas.

9. Board Education

A. Neal and Snow will report on webinars concerning libraries and the law.

Minutes of the Drake Community Library Board of Trustees
February 26, 2025
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call _X_*Guenther* _X_*Fenner* _X_*Hammond*_ X_*Lindley* _X_*McFee(partial attend.)* _X_*Pagliai*
_X_Saunders Others present: _X_Neal _X_Snow _X_ Wingerter

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

Approval of Agenda:
Hammond moved and Lindley seconded approval of the agenda.

Approval of Minutes:
Guenther moved and Saunders seconded approval of January 29, 2025, Board Meeting minutes.

Roll call vote:
_X_*Guenther* _X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* _X_Saunders

Communications: Nicole Behrens from GPCF reported on the 2024 report and the December and January reports for the Library Endowment and the Library Board Endowment.

Report of the Director:
1. Building and Grounds report presented
2. Updated progress on Donor Wall
3. Update on current contract with BlueCloud Analytics
4. Legislative update
5. Statistical reports for January were reviewed.

Committee Reports:
1. Building & Grounds- no report
2. Finance & Salary- Met on 2/17 to discuss upcoming expenses and the disbursements from the endowment funds.
3. Personnel: no report
4. Long Range Planning- no report
5. Policy- no report

Financial Report and Approval of Bills:
1. Financials were reviewed. Lindley moved and Hammond seconded the approval of bills payable in March.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

Contract Approvals:

1. Lindley motioned and Guenther seconded approval of a contract with Library Market and to use gift funds to pay the fees.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

Business:

1. Hammond moved and Lindley seconded the motion to roll the disbursement from the Library Endowment back into the account.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

2. Lindley moved and Hammond seconded a motion to transfer $15,000 from the Board Endowed fund to the city gift fund (167) and roll the rest back into the account.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

3. Hammond moved and Lindley seconded a motion to table the discussion of board email addresses.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

4. Guenther moved and Saunders seconded a motion to approve payment to the Des Moines Register for a yearly subscription.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

5. Guenther motioned and Saunders seconded payment to Grace Electric.

***Roll call vote*:** _X_*Guenther* __X_*Fenner* _X_*Hammond* _X_*Lindley* __*McFee* _X_*Pagliai* X_Saunders

Trustee Continuing Education:

1. Continuing education was postponed due to the length of the meeting.

Meeting adjourned by unanimous consent at 6:29 p.m.

Next regular meeting is March 26, 2025, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

Claude W. & Dolly Ahrens Foundation — Leave It Better Than You Found It

Greater Poweshiek Community Foundation — We Grow Community Through Giving

Statement of Activity

Drake Community Library Endowment Fund Board Endowed

February 01, 2025 through February 28, 2025

Fund Activity Summary

	Feb 2025	Jul 2024
Beginning Balance	1,438,625.24	1,292,287.69

Additions to Fund

Activity		Period Total	YTD Total
Donations		0	62,639.41
Investment Revenue		-8,541.83	82,694.68
	Totals	**-8,541.83**	**145,334.09**

Disbursements

Activity		Period Total	YTD Total
Administrative Fee Expense		1,076.91	8,615.28
	Totals	**1,076.91**	**8,615.28**

Net Change	**($9,618.74)**	**$136,718.81**
Ending Balance	**$1,429,006.50**	**$1,429,006.50**

Fund Financial Information

Current Fund Assets

Asset		Balance
Investments		1,429,006.50
	Total	**1,429,006.50**

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund
February 01, 2025 through February 28, 2025

Fund Activity Summary

	Feb 2025	Jul 2024
Beginning Balance	1,671,978.68	1,503,622.15

Additions to Fund

Activity	Period Total	YTD Total
Donations	106.66	71,687.58
Investment Revenue	-9,927.54	96,122.01
Totals	**-9,820.88**	**167,809.59**

Disbursements

Activity	Period Total	YTD Total
Administrative Fee Expense	1,299.19	10,557.39
Other Expenses	1.72	17.46
Totals	**1,300.91**	**10,574.85**

Net Change	**($11,121.79)**	**$157,234.74**
Ending Balance	**$1,660,856.89**	**$1,660,856.89**

Fund Financial Information

Current Fund Assets

Asset		Balance
Cash, Checking, & Savings		14.70
Investments		1,660,842.19
	Total	**1,660,856.89**

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Fund Activity Detail

Donations

Date	Donor Description	Amount
2/10/2025	Guenther, Emily	25.00
2/16/2025	Turk, Tisha Online Donation	50.00
2/16/2025	Turk, Tisha Online Donation-Processing Fee Donation	1.28
2/21/2025	Neal, Karen Online Donation	15.00
2/21/2025	Neal, Karen Online Donation-Processing Fee Donation	0.38
2/26/2025	Elfenbein, Caleb and Tina	15.00
Total Donations		**106.66**

Grants Awarded

No grants awarded in the statement period

Adult Books

Jan	Feb	YTD
1,822	1,819	14,991

Young Adult Books

Jan	Feb	YTD
201	225	3,410

Children's Books

Jan	Feb	YTD
1,948	1,743	16,594

Total Book Circulation

Jan	Feb	YTD
3,971	3,787	34,995

Adult Audio

Jan	Feb	YTD
21	27	304

Young Adult Audio

Jan	Feb	YTD
3	3	21

Children's Audio

Jan	Feb	YTD
18	8	66

Total Audio Circulation

Jan	Feb	YTD
42	38	391

Adult Video

Jan	Feb	YTD
113	92	1,015

Children's Video

Jan	Feb	YTD
27	43	524

Total Video Circulation

Jan	Feb	YTD
140	135	1,539

Periodicals

Jan	Feb	YTD
26	28	241

Multimedia Kits

Jan	Feb	YTD
18	19	130

Equipment

Jan	Feb	YTD
15	16	143

Interlibrary Loan

Jan	Feb	YTD
59	46	298

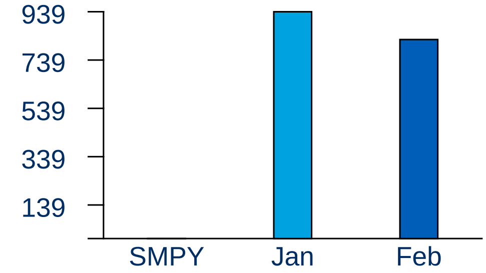
Total Misc Physical Formats

Jan	Feb	YTD
118	109	812

**SMPY: Same Month Prior Year*
**YTD: Year To Date*

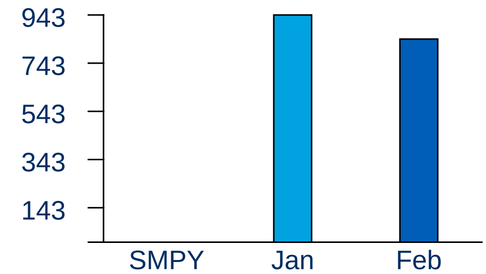
Bridges (OverDrive) eBooks

SMPY	Jan	Feb	YTD
0	**939**	**824**	**6,918**



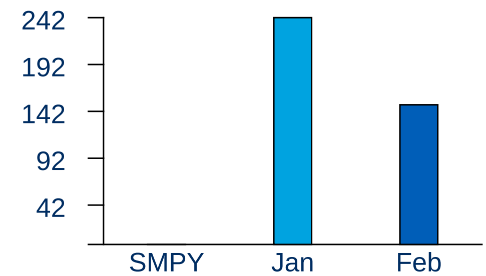
Bridges (OverDrive) eAudiobooks

SMPY	Jan	Feb	YTD
0	**943**	**843**	**6,960**



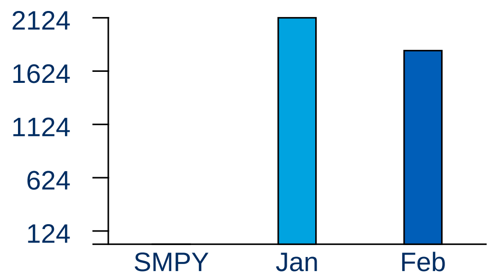
Bridges (OverDrive) eMagazines

SMPY	Jan	Feb	YTD
0	**242**	**149**	**1,448**



Total Bridges Circulation

SMPY	Jan	Feb	YTD
0	**2,124**	**1,816**	**15,326**



Ancestry Library Edition

Jan	Feb	YTD
262	160	484

Brainfuse

Jan	Feb	YTD
4	27	138

Craft and Hobby (Views)

Jan	Feb	YTD
12	6	28

Heritage Quest

Jan	Feb	YTD
16	0	16

Kanopy (Plays)

Jan	Feb	YTD
104	185	1,290

Library Speakers Consortium (Views)

Jan	Feb	YTD
1,082	812	5,786

Mango Languages

Jan	Feb	YTD
28	74	364

Niche Academy (Views)

Jan	Feb	YTD
14	8	138

Drake Community Library

Circulation Statistics Fiscal 2025

Area Resident

Jan	Feb	YTD
3,145	2,898	25,977

Open Access

Jan	Feb	YTD
253	246	1,904

Youth (under 13)

Jan	Feb	YTD
345	350	3,364

Open Access Youth

Jan	Feb	YTD
13	1	72

Grinnell College Student

Jan	Feb	YTD
214	194	1,738

Pay Card

Jan	Feb	YTD
0	0	0

Total Individual Circulation

Jan	Feb	YTD
3,970	3,689	33,055

Book Delivery (Adults)

Jan	Feb	YTD
55	90	457

Book Delivery (Youth)

Jan	Feb	YTD
106	103	822

Educator

Jan	Feb	YTD
242	191	2,606

Total Support Circulation

Jan	Feb	YTD
403	384	3,885

ILL

Jan	Feb	YTD
83	77	465

Large Print

Jan	Feb	YTD
43	32	233

Total Special Loan Circulation

Jan	Feb	YTD
126	109	698

Drake Community Library Statistics

Feb-25

Programs		Current Month Total	Same Month Last Year	Current FY YTD	Previous YTD
Total Programs Offered:					
	Adult	**12**	13		52
	Young Adult	**4**	2		16
	Children's	**19**	21		191
Total:		**35**	38		261
Total Program Attendance					
	Adult	**89**	363		868
	Young Adult	**13**	13		99
	Children's	**370**	476		4867
Total:		**472**	852		5834
Meeting Room Usage					
	Total Bookings	**124**	106	**647**	733
	Total Attendance	**1382**	1168	**5366**	7190
Archive Usage Total:		**16**	35	**121**	206
Door Count		**4159**	5011	**41336**	37579
WhoFi began collecting 11/19/2024	Wireless Users	**879**	1453	**6724**	11910
	Computer Use by Public	**1006**	550	**4855**	4522
	Unique Visitors	**413**	143	**2422**	?

Grinnell
Jewel of the Prairie

Library Monthly Budget Report
General Fund
April 7, 2025

		2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 4/7/2025	PROJ. BUDGET BALANCE 4/7/2025
Beginning Balances		$ -	$ -	$ -	$ -	$ -
Revenues:						
003-3.410.1.4766	Fines, Misc.	$ 9,049	$ 9,864	$ 6,362	$ -	$ -
003-3.410.2.4440	State Grants	-	-	-	-	-
003-3.410.2.4461	Grinnell College	3,000	3,000	3,000	-	-
003-3.410.2.4470	County Contributions	28,503	30,213	15,107	-	-
003-3.410.2.4715	Refunds	1,000	480	480	-	-
003-3.410.2.4720	Ins Collections	342,582	6,366	6,366	-	-
003-3.410.4.4311	Rent	-	-	-	-	
003-3.410.4.4705	Non Gov/College/	-	-			
003-3.410.4.4790	Property Taxes	318,894	947,808	771,636	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	$ 703,029	$ 997,731	$ 802,950	$ -	$ -
Expenditures:						
003-4.410.1.6010	Salaries	$ 282,396	$ 272,968	$ 212,999	$ -	$ 59,969
003-4.410.1.6020	Part Time Salaries	191,515	217,275	151,309	-	65,966
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	5,000	5,000	-	0
003-4.410.1.6181	Allowances	-	-	-	-	0
003-4.410.1.6185	Health Program	-	-	-	-	0
003-4.410.1.6186	Pre-Emp Testing & Other	1,721	1,100	1,077	-	23
003-4.410.1.6210	Dues/Memberships	2,544	1,400	939	210	251
003-4.410.1.6220	Meeting Registration	1,325	900	209	-	692
003-4.410.1.6230	Mileage & Meeting Expense	602	600	218	33	349
003-4.410.2.6310	Repair/Maintain Building	4,405	4,980	4,980	490	(490)
003-4.410.2.6332	Repair/Maintain Equipment	7,325	4,365	4,363	-	2
003-4.410.2.6371	Utilities	39,282	39,000	28,662	3,586	6,752
003-4.410.2.6373	Telephone	4,527	5,212	4,158	8	1,046
003-4.410.2.6409	General Insurance	36,515	-	-	-	0
003-4.410.2.6414	Printing and	262	1,251	811	-	440
003-4.410.2.6421	Consulting/Professional Fees	532	4,175	4,175	-	0
003-4.410.2.6426	Safety Program	-	-	-	-	0
003-4.410.2.6428	Misc Contractual Work	86,231	403,011	389,073	2,151	11,786
003-4.410.2.6506	Office Supplies	5,458	5,500	2,955	438	2,108
003-4.410.2.6507	Program Operating Supplies	473	800	517	36	247
003-4.410.2.6508	Postage & Shipping	890	1,500	627	-	873
003-4.410.2.6509	Refunds/Reimb		2,249	2,249		0
003-4.410.2.6513	Misc Supplies	2,393	2,200	1,293	334	573
003-4.410.2.6521	Prog Children	5,630	6,275	1,424	27	4,824
003-4.410.2.6522	Prog Child-	2,022	2,100	1,837	10	253
003-4.410.2.6523	Program Young Ad	974	1,050	329	22	699
003-4.410.3.6721	Furniture & Fixtures	1,660	-	-	-	0
003-4.410.3.6750	Bldg Improvements	-	-	-	-	0
003-4.410.3.6762	Computer	807	-	-	-	0
003-4.410.3.6763	Ebooks/Adult	1,734	1,560	856	-	704
003-4.410.3.6765	Books/Children	5,174	6,220	4,191	622	1,407
003-4.410.3.6766	Books/Young A	1,975	2,100	1,428	194	479
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	5,252	2,500	1,002	1,108	390
003-4.410.3.6769	Audio Visual	500	520	162	-	358
003-4.410.3.6770	AV/Youth	399	520	120	-	400
003-4.410.3.6771	Ebooks/Youth	1,418	1,400	479	-	921
	Total Expenditures	$ 702,945	$ 997,731	$ 827,443	$ 9,268	$ 161,019
ENDING BALANCE		**$ 84**	**$ -**	**$ (24,493)**		

Library Monthly Budget Report
Capital Loan Note
April 7, 2025

		2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 4/7/2025	PROJ. BUDGET BALANCE 3/3/2025
Beginning Balances		$ -	$ -	$ -	$ -
Expenditures:					
011-4.690.3.6727	Util Franch - Library Cap Pr	$ 31,500	$ 22,260	$ 1,544	$ 7,696
	Total Expenditures	$ 31,500	$ 22,260	$ 1,544	$ 7,696
ENDING BALANCE		**$ -**	**$ -**		

Library Monthly Budget Report
Library Fund State - General
April 7, 2025

		2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 4/7/2025	PROJ. BUDGET BALANCE 4/7/2025
Beginning Balances		$ 0.18	$ -	$ -		$ -
Revenues:						
103-3.410.2.4432	Population Allocations	$ -	$ -	$ -	$ -	$ -
103-3.410.2.4440	State Grants	-	-	-	-	-
103-3.410.2.4442	Library State Revenues	4,468	5,434	5,433	-	1
103-3.410.4.4300	Interest Earned	-	-	-	-	-
103-3.410.4.4790	Trans In - Internal	-	-	-	-	-
	Total Revenues	$ 4,468	$ 5,434	$ 5,433	$ -	$ 1
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	2,973	3,934	-	18	3,916
103-4.410.3.6768	Periodicals	-	-	-	-	-
103-4.410.3.6769	Audio Visual	1,495	1,500	1,289	-	211
	Total Expenditures	$ 4,468	$ 5,434	$ 1,289	$ 18	$ 4,127
ENDING BALANCE		**$ -**	**$ -**	**$ 4,144**		

Grinnell
Jewel of the Prairie

Library Monthly Budget Report
Library Gifts - Spec Rev Fund
April 7, 2025

		2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 4/7/2025	PROJ. BUDGET BALANCE 4/7/2025
Beginning Balances		$ 102,203	$ 95,614	$ 95,614		95,614
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	8,038	25,000	17,690	-	-
167-3.410.2.4701	Grants - Non Government			-	-	
167-3-410.2.4705	Private Donation	-	-	-	-	-
167-3.410.4.4300	Interest Earned	362	1,170	738	-	-
167-3.410.4.4303	Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305	Library Gifts - INT Earned -IPAIT	4,443	5,060	3,470	-	
167-3.410.4.4790	Transfer In (Internal)	-	-	-	-	-
	Total Revenues	$ 12,842	$ 31,230	$ 21,897	$ -	-
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	-	-	-	-	-
167-4.410.1.6230	Mileage & Meeting Exp		2,940	2,939	-	1
167-4.410.2.6421	Consulting/Professional Fees	-	-	-	-	-
167-4.410.3.6721	Furniture & Fixtures	4,417	6,553	-	3,914	2,639
167-4.410.3.6762	Capital Equipment	-	-	-	-	-
167-4.410.3.6769	Misc Supplies & Materials	15,015	36,070	26,205	450	9,415
	Total Expenditures	$ 19,432	$ 45,563	$ 29,144	$ 4,364	$ 12,054
167-4.410.5.6911	TRANSFERS	$ -	$ -	$ -	$ -	$ -
	Total Transfers	$ -	$ -	$ -	$ -	$ -
	Total Expenditures & Transfers	$ 19,432	$ 45,563	$ 29,144	$ 4,364	$ 12,054
ENDING BALANCE		**$ 95,614**	**$ 81,281**	**$ 88,367**		

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	Defined Budgets 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	9,863.82	6,361.57	9,863.82
003-3.410.2.4461	LIBRARY - NON GOV/COLLEGE/...	13,845.00	15,200.34	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUT...	21,638.00	16,578.50	28,503.00	28,503.00	30,213.00	15,106.50	30,213.00
003-3.410.2.4715	LIBRARY - REFUNDS	140.00	137.45	1,000.00	1,000.00	0.00	480.00	480.00
003-3.410.2.4720	LIBRARY - INS COLLECTIONS	17.00	16.72	342,600.00	342,581.99	6,366.00	6,365.80	6,366.00
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	771,635.97	947,807.79
	Revenue Total:	**670,950.95**	**665,341.49**	**974,916.68**	**703,028.80**	**1,034,029.74**	**802,949.84**	**997,730.61**
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	269,399.52	269,234.58	287,986.00	282,396.13	284,325.84	212,999.37	272,967.92
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALAR...	185,640.00	183,519.35	195,495.00	191,515.24	217,275.00	151,309.00	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	5,000.00	5,000.00	5,000.00
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING &...	720.00	584.00	1,100.00	1,721.00	1,100.00	1,077.00	1,100.00
003-4.410.1.6210	LIBRARY - DUES/MEMBERSHIPS	1,343.00	1,342.91	1,860.00	2,543.95	1,400.00	939.27	1,400.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	845.00	845.00	1,250.00	1,325.00	900.00	208.50	900.00
003-4.410.1.6230	LIBRARY -MILEAGE & MTG EXP	600.00	456.07	600.00	601.62	600.00	218.25	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	4,980.00	4,980.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	6,149.46	5,220.00	7,324.71	4,228.00	4,362.61	4,365.00
003-4.410.2.6371	LIBRARY - UTILITIES	40,000.00	35,403.02	40,000.00	39,282.30	39,000.00	28,662.26	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	4,157.56	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	0.00
003-4.410.2.6414	LIBRARY - PRINTING AND COPI...	700.00	749.33	600.00	262.40	1,251.00	811.13	1,251.00
003-4.410.2.6421	LIBRARY - CONS/PROF FEES	90.00	85.11	532.00	532.00	4,175.00	4,175.00	4,175.00
003-4.410.2.6428	LIBRARY - MISC CONTRACT WO...	76,572.00	77,535.14	351,307.68	86,230.75	403,010.82	389,073.40	403,010.82
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	6,000.00	6,641.92	5,500.00	5,457.75	5,500.00	2,954.85	5,500.00

		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	517.06	800.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,404.50	2,384.80	2,400.00	889.97	1,500.00	627.28	1,500.00
003-4.410.2.6509	LIBRARY - REFUNDS/REIMB	0.00	0.00	0.00	0.00	0.00	2,248.87	2,248.87
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	2,500.00	2,789.02	2,500.00	2,392.73	2,200.00	1,293.05	2,200.00
003-4.410.2.6521	LIBRARY - PROG CHILDREN	2,000.00	2,355.77	5,000.00	5,629.67	6,275.00	1,424.42	6,275.00
003-4.410.2.6522	LIBRARY - PROG CHILDREN'S	5,845.00	6,012.47	2,000.00	2,021.79	2,100.00	1,836.78	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	329.42	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	856.31	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	4,190.59	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	1,427.81	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	1,002.30	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	119.51	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	479.28	1,400.00
	Expense Total:	**670,950.95**	**665,385.79**	**974,916.68**	**702,945.20**	**1,045,387.66**	**827,442.98**	**997,730.61**
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	**0.00**	**-44.30**	**0.00**	**83.60**	**-11,357.92**	**-24,493.14**	**0.00**
Fund: 011 - UTILITY FRANCHISE - GEN								
Revenue								
011-3.690.4.4065	OTHER GOVT - FRANCHISE FEES	895,000.00	930,209.06	935,000.00	827,453.91	975,000.00	604,826.62	975,000.00
011-3.910.4.4830	TRANSFER IN	9,372.00	9,372.00	1,332,925.84	1,497,229.88	2,799,104.92	1,398,393.92	3,714,054.37
	Revenue Total:	**904,372.00**	**939,581.06**	**2,267,925.84**	**2,324,683.79**	**3,774,104.92**	**2,003,220.54**	**4,689,054.37**
Expense								
011-4.690.2.6421	UTIL FRANCH - CONS & PROF F...	0.00	0.00	0.00	0.00	162.00	0.00	162.00
011-4.690.2.6428	UTIL FRANCH - MISC CONT	0.00	0.00	41,000.00	0.00	30,766.00	25,468.23	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	22,259.71	31,500.00
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	0.00	0.00	0.00	272,000.00	37,137.42	297,000.00

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
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	0.00	0.00	0.00	17,800.00	0.00	17,800.00
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	2,254,576.75	2,254,576.75	3,048,121.75
	Expense Total:	**1,287,524.11**	**1,287,524.11**	**1,289,591.00**	**1,248,591.00**	**2,747,554.75**	**2,456,695.23**	**3,566,099.75**
	Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	**-383,152.11**	**-347,943.05**	**978,334.84**	**1,076,092.79**	**1,026,550.17**	**-453,474.69**	**1,122,954.62**
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	5,433.29	5,434.00
	Revenue Total:	**7,159.00**	**7,158.47**	**6,000.00**	**4,467.68**	**5,800.00**	**5,433.29**	**5,434.00**
Expense								
103-4.410.3.6767	BOOKS	5,500.00	3,990.53	4,500.18	2,972.56	4,300.00	0.00	3,934.00
103-4.410.3.6769	AUDIO VISUAL	1,659.00	3,167.76	1,500.00	1,495.30	1,500.00	1,288.92	1,500.00
	Expense Total:	**7,159.00**	**7,158.29**	**6,000.18**	**4,467.86**	**5,800.00**	**1,288.92**	**5,434.00**
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	**0.00**	**0.18**	**-0.18**	**-0.18**	**0.00**	**4,144.37**	**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	17,690.14	25,000.00
167-3.410.4.4300	INTEREST EARNED	690.00	740.11	400.00	361.72	1,170.00	737.85	1,170.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	5,060.00	3,469.50	5,060.00
	Revenue Total:	**18,690.00**	**11,310.70**	**29,550.00**	**12,842.20**	**31,230.00**	**21,897.49**	**31,230.00**
Expense								
167-4.410.1.6230	MILEAGE & MEETING EXP	0.00	0.00	0.00	0.00	0.00	2,939.26	2,940.00
167-4.410.3.6721	FURNITURE AND FIXTURES	6,500.00	6,205.35	3,000.00	4,416.63	4,744.67	0.00	6,553.00
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	5,457.72	24,920.00	15,014.94	20,255.33	26,205.11	36,070.00
	Expense Total:	**26,500.00**	**11,663.07**	**27,920.00**	**19,431.57**	**25,000.00**	**29,144.37**	**45,563.00**
	Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	**-7,810.00**	**-352.37**	**1,630.00**	**-6,589.37**	**6,230.00**	**-7,246.88**	**-14,333.00**
Fund: 301 - CLNS FY 21-22								
Expense								
301-4.750.2.6428	CLNS FY 21-22 - POLICE CAPITAL	2,845.56	2,845.56	0.00	0.00	0.00	0.00	0.00
301-4.750.2.6513	CLNS FY 21-22 - FIRE CAPITAL	20,820.48	20,820.48	0.00	0.00	0.00	0.00	0.00
301-4.750.3.6780	CLNS FY 21-22 - PARKS	49,228.91	3,180.00	0.00	0.00	0.00	0.00	0.00
301-4.750.3.6799	CLNS FY 21-22 - PSB	0.00	0.00	44,488.38	23,040.33	21,448.05	21,448.05	21,448.05

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget (Defined Budgets)	2024-2025 YTD Activity (Defined Budgets)	2024-2025 YE (Defined Budgets)
301-4.910.5.6911	CLNS 21-22 - TRANSFERS	0.00	0.00	46,048.91	46,048.91	0.00	0.00	0.00
	Expense Total:	**72,894.95**	**26,846.04**	**90,537.29**	**69,089.24**	**21,448.05**	**21,448.05**	**21,448.05**
	Fund: 301 - CLNS FY 21-22 Total:	**72,894.95**	**26,846.04**	**90,537.29**	**69,089.24**	**21,448.05**	**21,448.05**	**21,448.05**
Fund: 303 - CLNS FY 22-23								
Revenue								
303-3.910.4.4830	CLNS FY 22-23 - TRANS IN	379,185.00	379,185.00	0.00	0.00	0.00	0.00	0.00
	Revenue Total:	**379,185.00**	**379,185.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense								
303-4.750.2.6428	CLNS FY 22-23 - POLICE	55,000.00	1,221.24	53,778.76	53,778.76	0.00	0.00	0.00
303-4.750.2.6513	CLNS FY 22-23 - FIRE	45,000.00	33,047.52	11,952.48	11,952.48	0.00	0.00	0.00
303-4.750.3.6727	CLNS FY 22-23 - LIBRARY	31,500.00	31,500.00	-5.00	-5.00	0.00	0.00	0.00
303-4.750.4.6850	CLNS FY 22-23 - CEMETERY	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00
303-4.750.4.6851	CLNS FY 22-23 - PARKS	149,500.00	55,218.49	0.00	0.00	0.00	0.00	0.00
303-4.750.4.6852	CLNS FY 22-23 - POOL	38,930.00	25,629.84	13,300.16	5,171.19	8,128.97	8,128.97	8,128.97
303-4.910.5.6911	CLNS FY 22-23 - TRANS OUT	54,255.00	54,255.00	94,281.51	94,281.51	5,005.00	5,005.00	5,005.00
	Expense Total:	**379,185.00**	**200,872.09**	**178,307.91**	**165,178.94**	**13,133.97**	**13,133.97**	**13,133.97**
	Fund: 303 - CLNS FY 22-23 Surplus (Deficit):	**0.00**	**178,312.91**	**-178,307.91**	**-165,178.94**	**-13,133.97**	**-13,133.97**	**-13,133.97**
	Report Surplus (Deficit):	**-463,857.06**	**-196,872.67**	**711,119.46**	**835,318.66**	**986,840.23**	**-515,652.36**	**1,074,039.60**

Group Summary

Defined Budgets

Account Typ…	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
Fund: 003 - LIBRARY - GENERAL FUND							
Revenue	670,950.95	665,341.49	974,916.68	703,028.80	1,034,029.74	802,949.84	997,730.61
Expense	670,950.95	665,385.79	974,916.68	702,945.20	1,045,387.66	827,442.98	997,730.61
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	**0.00**	**-44.30**	**0.00**	**83.60**	**-11,357.92**	**-24,493.14**	**0.00**
Fund: 011 - UTILITY FRANCHISE - GEN							
Revenue	904,372.00	939,581.06	2,267,925.84	2,324,683.79	3,774,104.92	2,003,220.54	4,689,054.37
Expense	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,747,554.75	2,456,695.23	3,566,099.75
Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	**-383,152.11**	**-347,943.05**	**978,334.84**	**1,076,092.79**	**1,026,550.17**	**-453,474.69**	**1,122,954.62**
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	5,433.29	5,434.00
Expense	7,159.00	7,158.29	6,000.18	4,467.86	5,800.00	1,288.92	5,434.00
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	**0.00**	**0.18**	**-0.18**	**-0.18**	**0.00**	**4,144.37**	**0.00**
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	18,690.00	11,310.70	29,550.00	12,842.20	31,230.00	21,897.49	31,230.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	25,000.00	29,144.37	45,563.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	**-7,810.00**	**-352.37**	**1,630.00**	**-6,589.37**	**6,230.00**	**-7,246.88**	**-14,333.00**
Fund: 301 - CLNS FY 21-22							
Expense	72,894.95	26,846.04	90,537.29	69,089.24	21,448.05	21,448.05	21,448.05
Fund: 301 - CLNS FY 21-22 Total:	**72,894.95**	**26,846.04**	**90,537.29**	**69,089.24**	**21,448.05**	**21,448.05**	**21,448.05**
Fund: 303 - CLNS FY 22-23							
Revenue	379,185.00	379,185.00	0.00	0.00	0.00	0.00	0.00
Expense	379,185.00	200,872.09	178,307.91	165,178.94	13,133.97	13,133.97	13,133.97
Fund: 303 - CLNS FY 22-23 Surplus (Deficit):	**0.00**	**178,312.91**	**-178,307.91**	**-165,178.94**	**-13,133.97**	**-13,133.97**	**-13,133.97**
Report Surplus (Deficit):	**-463,857.06**	**-196,872.67**	**711,119.46**	**835,318.66**	**986,840.23**	**-515,652.36**	**1,074,039.60**

Fund Summary

Fund	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
						Defined Budgets	
003 - LIBRARY - GENERAL FUND	0.00	-44.30	0.00	83.60	-11,357.92	-24,493.14	0.00
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	1,026,550.17	-453,474.69	1,122,954.62
103 - LIBRARY FUND STATE - GEN	0.00	0.18	-0.18	-0.18	0.00	4,144.37	0.00
167 - LIBRARY GIFTS - SPEC REV	-7,810.00	-352.37	1,630.00	-6,589.37	6,230.00	-7,246.88	-14,333.00
301 - CLNS FY 21-22	-72,894.95	-26,846.04	-90,537.29	-69,089.24	-21,448.05	-21,448.05	-21,448.05
303 - CLNS FY 22-23	0.00	178,312.91	-178,307.91	-165,178.94	-13,133.97	-13,133.97	-13,133.97
Report Surplus (Deficit):	**-463,857.06**	**-196,872.67**	**711,119.46**	**835,318.66**	**986,840.23**	**-515,652.36**	**1,074,039.60**

My Open Payable Report - Claims for Library Report

Grinnell, IA

As Of 04/07/2025

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: 018200	**ALLIANT ENERGY**				**Payable Count:**	**(1)**	**3,585.70**
03.11.25 DRAKE	UTILITIES	04/07/2025	3,585.70	0.00	0.00	0.00	3,585.70
Vendor: 002581	**AMAZON CAPITAL SERVICES**				**Payable Count:**	**(6)**	**162.98**
11R3-C4TD-3YPK	SUPPLIES	04/07/2025	66.98	0.00	0.00	0.00	66.98
16VV-6KFR-3C7K	BOOKS	04/07/2025	17.62	0.00	0.00	0.00	17.62
17KP-TFJ7-1T1D	BOOKS	04/07/2025	19.01	0.00	0.00	0.00	19.01
1J6J-796V-3FF6	SUPPLIES	04/07/2025	14.98	0.00	0.00	0.00	14.98
1NMF-X7GF-1X3Q	BOOKS	04/07/2025	34.40	0.00	0.00	0.00	34.40
1WV9-4L3C-3LWR	BOOKS	04/07/2025	9.99	0.00	0.00	0.00	9.99
Vendor: 001270	**AMERICAN LIBRARY ASSOCIATION**				**Payable Count:**	**(1)**	**210.00**
04.07.25	MBRSHP	04/07/2025	210.00	0.00	0.00	0.00	210.00
Vendor: 001488	**BACKFLOW PREVENTION SERVICES**				**Payable Count:**	**(1)**	**490.00**
980415	INSPECTIONS	04/07/2025	490.00	0.00	0.00	0.00	490.00
Vendor: 001700	**BAKER & TAYLOR -ENT #5103**				**Payable Count:**	**(4)**	**727.30**
2038906308	BOOKS	04/07/2025	155.01	0.00	0.00	0.00	155.01
2038916755	BOOKS	04/07/2025	105.95	0.00	0.00	0.00	105.95
2038918666	BOOKS	04/07/2025	396.81	0.00	0.00	0.00	396.81
2038928227	BOOKS	04/07/2025	69.53	0.00	0.00	0.00	69.53
Vendor: 000562	**BAKER & TAYLOR L530345**				**Payable Count:**	**(5)**	**238.85**
2038872103	BOOKS	04/07/2025	36.80	0.00	0.00	0.00	36.80
2038892535	BOOKS	04/07/2025	66.06	0.00	0.00	0.00	66.06
2038920850	BOOKS	04/07/2025	7.18	0.00	0.00	0.00	7.18
2038924821	BOOKS	04/07/2025	92.07	0.00	0.00	0.00	92.07
2038927108	BOOKS	04/07/2025	36.74	0.00	0.00	0.00	36.74
Vendor: 005030	**CAPITAL SANITARY SUPPLY**				**Payable Count:**	**(2)**	**334.05**
C402683	SUPPLIES	04/07/2025	315.04	0.00	0.00	0.00	315.04
C402683A	SUPPLIES	04/07/2025	19.01	0.00	0.00	0.00	19.01
Vendor: 002661	**CHANG, LUCY**				**Payable Count:**	**(1)**	**32.83**
04.07.25	MILEAGE REIMB	04/07/2025	32.83	0.00	0.00	0.00	32.83
Vendor: 008700	**DEMCO**				**Payable Count:**	**(1)**	**51.83**
7611183	SUPPLIES	04/07/2025	51.83	0.00	0.00	0.00	51.83
Vendor: 090192	**DES MOINES REGISTER**				**Payable Count:**	**(1)**	**1,073.83**
4.7.25 DRAKE	DSM REG SUB-ANNUAL	04/07/2025	1,073.83	0.00	0.00	0.00	1,073.83
Vendor: 002042	**ELM USA, INC.**				**Payable Count:**	**(1)**	**25.00**
74684	MONTHLY MIN	04/07/2025	25.00	0.00	0.00	0.00	25.00
Vendor: 099590	**FRIENDS OF THE GRIMES PUBLIC LIBRARY**				**Payable Count:**	**(1)**	**450.00**
04.07.25	SOFTWARE	04/07/2025	450.00	0.00	0.00	0.00	450.00
Vendor: 002628	**GIBSON, DEREK**				**Payable Count:**	**(1)**	**1,790.00**
147729	CLEANING SVC (MAR)	04/07/2025	1,790.00	0.00	0.00	0.00	1,790.00
Vendor: 099530	**GRACE ELECTRIC**				**Payable Count:**	**(1)**	**2,769.41**
1720	LED POLE HEAD INSTALL	04/07/2025	2,769.41	0.00	0.00	0.00	2,769.41
Vendor: 095001	**INGRAM LIBRARY SERVICES**				**Payable Count:**	**(7)**	**1,263.67**
86914822	BOOKS	04/07/2025	337.91	0.00	0.00	0.00	337.91

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
86951440	BOOKS	04/07/2025	61.16	0.00	0.00	0.00	61.16
86990867	BOOKS	04/07/2025	16.74	0.00	0.00	0.00	16.74
86990868	BOOKS	04/07/2025	518.35	0.00	0.00	0.00	518.35
87152729	BOOKS	04/07/2025	29.40	0.00	0.00	0.00	29.40
87163184	BOOKS	04/07/2025	20.40	0.00	0.00	0.00	20.40
87178689	BOOKS	04/07/2025	279.71	0.00	0.00	0.00	279.71
Vendor: 098028	**IOWA COMMUNICATIONS NETWORK**				**Payable Count:**	**(1)**	**8.33**
718198	NETWORK SVC	04/07/2025	8.33	0.00	0.00	0.00	8.33
Vendor: 099393	**MICHAEL ALAN BEASLEY**				**Payable Count:**	**(2)**	**1,145.00**
356	CUSTOM BUILT BOX	04/07/2025	550.00	0.00	0.00	0.00	550.00
365	LIBRARY REP	04/07/2025	595.00	0.00	0.00	0.00	595.00
Vendor: 095203	**MICRO MARKETING LLC**				**Payable Count:**	**(2)**	**37.58**
971981	PLACEMENTS	04/07/2025	17.59	0.00	0.00	0.00	17.59
976237	LP BOOK	04/07/2025	19.99	0.00	0.00	0.00	19.99
Vendor: 001650	**MIDWEST ALARM SERVICES**				**Payable Count:**	**(1)**	**235.00**
491659	EXTINGUISHER	04/07/2025	235.00	0.00	0.00	0.00	235.00
Vendor: 030690	**QUILL CORPORATION**				**Payable Count:**	**(1)**	**229.47**
43112218	INK	04/07/2025	229.47	0.00	0.00	0.00	229.47
Vendor: 032300	**SCHENDEL PEST CONTROL CO**				**Payable Count:**	**(2)**	**101.04**
281745	PEST CONTROL	04/07/2025	50.52	0.00	0.00	0.00	50.52
283479	PEST CONTROL	04/07/2025	50.52	0.00	0.00	0.00	50.52
Vendor: 002678	**STAPLES**				**Payable Count:**	**(4)**	**133.66**
6026160979	SUPPLIES	04/07/2025	29.97	0.00	0.00	0.00	29.97
6026586751	SUPPLIES	04/07/2025	40.09	0.00	0.00	0.00	40.09
6026586752	SUPPLIES	04/07/2025	38.58	0.00	0.00	0.00	38.58
6026718463	SUPPLIES	04/07/2025	25.02	0.00	0.00	0.00	25.02
Vendor: 099610	**USA TODAY**				**Payable Count:**	**(1)**	**34.00**
04.07.25	SUB	04/07/2025	34.00	0.00	0.00	0.00	34.00
Vendor: 036590	**WALMART - CAPITAL ONE**				**Payable Count:**	**(2)**	**64.98**
01135	SUPPLIES	04/07/2025	6.30	0.00	0.00	0.00	6.30
08943	SUPPLIES	04/07/2025	58.68	0.00	0.00	0.00	58.68

Payable Account 999-2020 Payable Count: (50) Total: 15,194.51

Payable Account Summary

Account		Count	Amount
999-2020 - ACCOUNTS PAYABLE		50	15,194.51
	Report Total:	**50**	**15,194.51**

Payable Fund Summary

Fund			Amount
999 - POOLED CASH		50	15,194.51
	Report Total:	**50**	**15,194.51**

Additional Payables-March

Paid Date	Vendor	Description	Amount	Acct #
3/3/2025	Heartland Business Systems	Library - Printing	$840.00	003-4.410.2.6428
3/3/2025	Heartland Business Systems	Library Printing - IT	$591.25	003-4.410.2.6428
3/3/2025	Heartland Business Systems	Microsoft 365	$60.00	003-4.410.2.6428

Drake Community Library
Bulletin Board and Pamphlet Rack Policy

Purpose

The library maintains a community bulletin board and pamphlet rack to share information about library activities, public events, and nonprofit organizations for the purpose of calling attention to local activities, events, and official notices. And, to dispense free information about local activities and non-profit organizations.

The Library Board upholds Article VI of the American Library Association's *Library Bill of Rights*, which states that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Posting Priorities

1. Library programs, services, and announcements.
2. Programs and activities organized by nonprofit organizations, including churches, schools (preschool through university), and city and county governments.

Restrictions

- The library will not accept commercial advertisements or notices promoting for-profit businesses or individuals.
- Personal notices, including lost-and-found postings, items for sale, notices for free items (such as kittens or puppies), or solicitations, will not be posted.
- ~~The library does not accept containers for collections.~~
- Campaign materials or literature related to political candidates, ballot measures, or advocacy campaigns are not allowed.
- Information to be posted or stocked in pamphlet racks must be suitable for general public viewing by all age groups.
- The library reserves the right to refuse notices or pamphlets if the content lacks current interest or informative value or otherwise fails to meet the guidelines in this policy.

Posting Duration & Size

- Event-related announcements may be posted up to one month before the event date.
- General informational posters (without specific event dates) may be removed if space is needed for time-sensitive notices.
- Large posters may be declined due to space limitations.

Approval & Liability

- Posting or stocking items does not imply Library endorsement of the content, nor will the library accept responsibility for the accuracy of statements made in such materials.
- The library is not responsible for materials that are lost, damaged, or stolen.
- All items must be approved by the Library Director or their designee before being posted or stocked in pamphlet racks.

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- Items will be added and withdrawn as space allows, with consideration given to event timing and the length of time materials have been displayed.
- The library may remove and discard materials at any time.

Reviewed 9/09
Reviewed 02/14
Reviewed 02/17
Reviewed 07/21
Revised 03/25

Drake Community Library
Social Media Policy

Purpose
Drake Community Library utilizes social media platforms to enhance its role as a community gateway to information, resources, lifelong learning, and as a hub for people, ideas, and culture. These platforms are employed to broaden awareness of the library's diverse resources, programs, and activities, fostering an interactive environment with community members.

Definition
For this policy, "social media" encompasses any web application, site, or account managed by the Library that enables users to share or obtain information, including but not limited to blogs, social networks, and media-sharing sites.

Content Creation and Management
- Content on DCL's social media channels is generated or curated by authorized library staff or designated representatives. This content pertains to library-related materials, programs, events, photos, images, and topics of interest that the Library is promoting or discussing.
- Staff are encouraged to engage positively with the community, fostering an atmosphere conducive to education and learning.

Guidelines for Posting
When posting on behalf of DCL, staff should adhere to the following guidelines:
- Professional Tone: Posts should reflect the Library's values and principles, avoiding personal opinions.
- Privacy and Consent:
  - Obtain consent before mentioning individuals by name or description.
  - Respect the privacy of patrons and colleagues; do not post identifiable information without prior consent.
  - Do not post images of minors (under 18) without consent from a parent or guardian.
- Appropriateness: Ensure content is suitable for all age groups and aligns with the Library's mission.
- Accuracy: Verify the accuracy of information before posting to maintain the Library's credibility.
- Non-Endorsement: Avoid endorsing or promoting specific commercial entities, political candidates, or ballot measures.

Guidelines for Commenting
DCL welcomes community engagement through comments on its social media platforms. To maintain a respectful and constructive environment, the following guidelines apply:
- Moderation: Comments are monitored by library staff to ensure compliance with this policy.
- Prohibited Content: The Library reserves the right to remove comments that:
  - Violate copyright laws.
  - Are off-topic.
  - Contain commercial promotions or spam.
  - Are duplicated from the same user.
  - Include obscene or offensive language.
  - Present specific and imminent threats.
  - Are libelous or defamatory.

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- Handling Negative Comments: Constructive criticism or complaints should not be deleted solely based on negativity. Staff should engage respectfully and may move discussions to private channels when appropriate.
- User Agreement: By commenting, users agree to adhere to these guidelines.

Administrative Oversight

To ensure effective management of DCL's social media presence:

- Assignment: The Library Director or department managers may designate specific employees to manage social media accounts.
- Supervised Contributions: Under supervision, interns or work-study students may create content.
- Access Control: A member of library management and/or IT personnel will be assigned as account administrators to ensure continuity and security.
- Account Transition: Departing employees will have their administrative access revoked immediately to maintain account security.

Privacy and Security Considerations

DCL acknowledges the importance of user privacy and data security on social media platforms:

- User Privacy: Exercise caution to prevent unauthorized disclosure of personal information.
- Data Security: Be aware of the potential for data aggregation and profiling on social media, and take steps to protect user information.
- Compliance: Adhere to applicable laws and regulations concerning privacy and data protection.

Policy Integration

This Social Media Policy is part of DCL's overall policy framework and should be interpreted in conjunction with other existing policies.

Adopted 06/2018
Reviewed 06/2021