



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
WEDNESDAY, MAY 28, 2025, AT 5:15 PM
IN THE LIBRARY'S ALAN & JEAN JONES BOARD ROOM AND VIA
ZOOM

Join Zoom Meeting

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

TENTATIVE AGENDA

1. Call to Order

___Guenther ___Fenner ___Hammond ___Lindley ___McFee ___Pagliai
___Saunders Others present: ___Devig___Neal___Snow

2. Inquiries: Public Comment

Visitors may address the Council/Board at this time; however, comments will be limited to 2 minutes. As per Iowa's Open Meetings Law, Council/Board can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.

3. Approve Agenda

4. Approval of the Minutes from the April 23, 2025, regular Library Board Minutes and April 30, 2025, Special Board Meeting Minutes

5. Communications: April GPFC fund reports

6. Report of Director

a. April Statistics b. Website Update c. Summer Update

7. Committee Reports

Building & Grounds- Finance & Salary- Personnel- Update about Director's yearly evaluation Policy-

8. Financial Report and Approve Bills Payable in June

9. Business

a. Approval of Sarah Wright for a Library Clerk Position. b. Approval of wages for Sarah Wright. c. Discuss and consider revisions to the Circulation Policy.

Minutes of the Drake Community Library Board of Trustees
April 23, 2025
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call X Fenner X Guenther Hammond Lindley McFee X Pagliai X_Saunders
Others present: X_Neal X_Devig

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

Public Comments: None

Approval of Agenda:

Guenther moved and Fenner seconded approval of the agenda.

Approval of Minutes:

Saunders moved and Guenther seconded approval of March 26, 2025, Board Meeting minutes.

Roll call vote:

 X_Guenther X_Fenner Hammond Lindley McFee X_Pagliai X_Saunders

Communications: The March GPCF report was reviewed and discussed.

Report of the Director:

1. Legislative update
2. Staff update
3. March Statistics were reviewed

Committee Reports:

1. Building & Grounds- no report
2. Finance & Salary- no report
3. Personnel: Pagliai made arrangement for the Director's annual review.
4. Long Range Planning- no report
5. Policy- no report

Contracts:

1. Fenner moved and Guenther seconded the approval of contracting with Library Market to include their calendar module as a feature on our new website and paying the fee.

Roll call vote:

 X_Guenther X_Fenner Hammond Lindley McFee X_Pagliai X_Saunders

Financial Report and Approval of Bills:

1. Financials were reviewed. Saunders moved and Fenner seconded the approval of bills payable in May.

Roll call vote:

_X_Guenther **X** Fenner _Hammond _Lindley _McFee _X_Pagliai _X_Saunders

Business:

1. Purchasing dedicated board email addresses was discussed. No action was taken.
2. Pagliai appointed Fenner, herself and Neal to a nominating committee that will create a slate of officers for FY26.

Trustee Continuing Education: None

Meeting adjourned by unanimous consent at 6:03 p.m.

Next regular meeting is May 28, 2025, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

Minutes of the Drake Community Library Board of Trustees
April 30, 2025
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call __Fenner _X_Guenther _X_Hammond _X_Lindley _X_McFee _X_Pagliai __X_Saunders
Others present: _X_Neal

President Pagliai called the meeting to order at 5:02 pm.

Approval of Agenda:

McFee moved and Hammiond seconded approval of the agenda.

Roll Call __Fenner _X_Guenther _X_Hammond _X_Lindley _X_McFee _X_Pagliai __X_Saunders

Business:

1. Hammond moved and Guenther seconded approval of hiring Kimberly (Robin) Ralls for a Library Assistant position.

Roll Call __Fenner _X_Guenther _X_Hammond _X_Lindley _X_McFee _X_Pagliai __X_Saunders

Lindley moved and Hammond seconded approval of wages for Kimberly (Robin) Ralls.

Roll Call __Fenner _X_Guenther _X_Hammond _X_Lindley _X_McFee _X_Pagliai __X_Saunders

Meeting adjourned by unanimous consent at 5:05 p.m.

Next regular meeting is May 28, 2025, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary



Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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
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	7,613.80	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	22,659.75	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	866,420.45	947,807.79
	Revenue Total:	670,950.95	665,341.49	974,916.68	703,028.80	1,034,029.74	906,539.80	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	251,635.54	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	188,263.38	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	1,852.19	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	339.98	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	5,809.00	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	34,572.67	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	5,152.80	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	405,548.56	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	4,919.79	5,500.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 05/31/2025
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	753.50	800.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,404.50	2,384.80	2,400.00	889.97	1,500.00	738.24	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	1,627.10	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	1,665.56	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	2,067.45	2,125.99
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG A...	1,100.00	1,048.52	1,000.00	973.86	1,050.00	1,162.40	1,163.09
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	5,597.18	6,479.52
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADU...	2,000.00	2,029.45	2,000.00	1,974.99	2,100.00	1,853.06	2,258.23
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	2,233.13	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	349.46
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	1,600.00	1,588.43	1,600.00	1,418.15	1,400.00	560.77	1,013.71
Expense Total:		670,950.95	665,385.79	974,916.68	702,945.20	1,045,387.66	935,373.33	997,730.61
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):		0.00	-44.30	0.00	83.60	-11,357.92	-28,833.53	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	866,447.18	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	3,716,242.37
Revenue Total:		904,372.00	939,581.06	2,267,925.84	2,324,683.79	3,774,104.92	2,264,841.10	4,691,242.37
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	27,264.77	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	49,953.52	70,000.00
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP P...	0.00	0.00	0.00	0.00	31,500.00	26,881.46	31,500.00
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	0.00	0.00	0.00	272,000.00	67,237.42	122,000.00

My Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 05/31/2025
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	2,267.00	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	4,848,121.75
	Expense Total:	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,747,554.75	2,498,922.52	5,191,099.75
	Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	-383,152.11	-347,943.05	978,334.84	1,076,092.79	1,026,550.17	-234,081.42	-499,857.38
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	17.59	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	1,333.96	1,500.00
	Expense Total:	7,159.00	7,158.29	6,000.18	4,467.86	5,800.00	1,351.55	5,434.00
	Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	0.00	0.18	-0.18	-0.18	0.00	4,081.74	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	18,489.13	25,000.00
167-3.410.4.4300	INTEREST EARNED	690.00	740.11	400.00	361.72	1,170.00	848.11	1,170.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	5,060.00	4,089.96	5,060.00
	Revenue Total:	18,690.00	11,310.70	29,550.00	12,842.20	31,230.00	23,427.20	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	3,914.41	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	29,550.20	36,070.00
	Expense Total:	26,500.00	11,663.07	27,920.00	19,431.57	25,000.00	36,403.87	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	-12,976.67	-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	2024-2025 YTD Activity	2024-2025 YE
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	-306,391.90	-548,772.40

Group Summary

Account Typ...	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
Fund: 003 - LIBRARY - GENERAL FUND							
Revenue	670,950.95	665,341.49	974,916.68	703,028.80	1,034,029.74	906,539.80	997,730.61
Expense	670,950.95	665,385.79	974,916.68	702,945.20	1,045,387.66	935,373.33	997,730.61
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	0.00	-44.30	0.00	83.60	-11,357.92	-28,833.53	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	2,264,841.10	4,691,242.37
Expense	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,747,554.75	2,498,922.52	5,191,099.75
Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	-383,152.11	-347,943.05	978,334.84	1,076,092.79	1,026,550.17	-234,081.42	-499,857.38
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	1,351.55	5,434.00
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	0.00	0.18	-0.18	-0.18	0.00	4,081.74	0.00
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	18,690.00	11,310.70	29,550.00	12,842.20	31,230.00	23,427.20	31,230.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	25,000.00	36,403.87	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	-12,976.67	-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	-306,391.90	-548,772.40

Fund Summary

Fund	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 - LIBRARY - GENERAL FUND	0.00	-44.30	0.00	83.60	-11,357.92	-28,833.53	0.00
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	1,026,550.17	-234,081.42	-499,857.38
103 - LIBRARY FUND STATE - GEN	0.00	0.18	-0.18	-0.18	0.00	4,081.74	0.00
167 - LIBRARY GIFTS - SPEC REV	-7,810.00	-352.37	1,630.00	-6,589.37	6,230.00	-12,976.67	-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	-306,391.90	-548,772.40



**Library Monthly Budget Report
General Fund
June 2, 2025**

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD ACTUAL	LIST	BUDGET
					6/2/2025	BALANCE
						6/2/2025
Beginning Balances		\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:						
003-3.410.1.4766	Fines, Misc.	\$ 9,049	\$ 9,864	\$ 7,614	\$ -	\$ -
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	22,660	-	-
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	866,420	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
Total Revenues		\$ 703,029	\$ 997,731	\$ 906,540	\$ -	\$ -
Expenditures:						
003-4.410.1.6010	Salaries	\$ 282,396	\$ 272,968	\$ 251,636	\$ -	\$ 21,332
003-4.410.1.6020	Part Time Salaries	191,515	217,275	188,263	-	29,012
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	1,852	129	(581)
003-4.410.1.6220	Meeting Registration	1,325	900	209	-	692
003-4.410.1.6230	Mileage & Meeting Expense	602	600	340	17	243
003-4.410.2.6310	Repair/Maintain Building	4,405	4,980	5,809	-	(829)
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	34,573	2,331	2,097
003-4.410.2.6373	Telephone	4,527	5,212	5,153	8	51
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	405,549	3,858	(6,396)
003-4.410.2.6506	Office Supplies	5,458	5,500	4,920	114	466
003-4.410.2.6507	Program Operating Supplies	473	800	754	-	47
003-4.410.2.6508	Postage & Shipping	890	1,500	738	304	458
003-4.410.2.6509	Refunds/Reimb	-	2,249	2,249	-	0
003-4.410.2.6513	Misc Supplies	2,393	2,200	1,627	-	573
003-4.410.2.6521	Prog Children	5,630	6,275	1,666	250	4,359
003-4.410.2.6522	Prog Child-	2,022	2,126	2,067	150	(91)
003-4.410.2.6523	Program Young Ad	974	1,163	1,162	84	(83)
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	0
003-4.410.3.6765	Books/Children	5,174	6,480	5,597	464	419
003-4.410.3.6766	Books/Young A	1,975	2,258	1,853	380	25
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	5,252	2,500	2,233	34	233
003-4.410.3.6769	Audio Visual	500	520	162	-	358
003-4.410.3.6770	AV/Youth	399	349	120	-	230
003-4.410.3.6771	Ebooks/Youth	1,418	1,014	561	-	453
Total Expenditures		\$ 702,945	\$ 997,731	\$ 935,373	\$ 8,826	\$ 53,531
ENDING BALANCE		\$ 84	\$ -	\$ (28,834)		



**Library Monthly Budget Report
Capital Loan Note
June 2, 2025**

	2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 6/2/2025	PROJ. BUDGET BALANCE 3/3/2025
Beginning Balances	\$ -	\$ -	\$ -	\$ -
Expenditures:				
011-4.690.3.6727 Util Franch - Library Cap Pr	\$ 31,500	\$ 26,881	\$ 288	\$ 4,330
Total Expenditures	\$ 31,500	\$ 26,881	\$ 288	\$ 4,330
ENDING BALANCE	\$ -	\$ -		



Library Monthly Budget Report
Library Fund State - General
June 2, 2025

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD ACTUAL	LIST	BUDGET
					6/2/2025	BALANCE
						6/2/2025
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	2,814	1,103
103-4.410.3.6768	Periodicals	-	-	-	-	-
103-4.410.3.6769	Audio Visual	1,495	1,500	1,334	54	112
Total Expenditures		\$ 4,468	\$ 5,434	\$ 1,352	\$ 2,868	\$ 1,214
ENDING BALANCE		\$ -	\$ -	\$ 4,082		



Library Monthly Budget Report
Library Gifts - Spec Rev Fund
June 2, 2025

		2023 - 2024	2024 - 2025	2024 - 2025	BILLS	PROJ.
		YTD ACTUAL	BUDGET	YTD	LIST	BUDGET
				ACTUAL	6/2/2025	BALANCE
						6/2/2025
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	18,489	-	-
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	848	-	-
167-3.410.4.4303	Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305	Library Gifts - INT Earned -IPAIT	4,443	5,060	4,090	-	-
167-3.410.4.4790	Transfer In (Internal)	-	-	-	-	-
Total Revenues		\$ 12,842	\$ 31,230	\$ 23,427	\$ -	-
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	3,125	(486)
167-4.410.3.6762	Capital Equipment	-	-	-	-	-
167-4.410.3.6769	Misc Supplies & Materials	15,015	36,070	29,550	50	6,470
Total Expenditures		\$ 19,432	\$ 45,563	\$ 36,404	\$ 3,175	\$ 5,984
167-4.410.5.6911	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures & Transfers		\$ 19,432	\$ 45,563	\$ 36,404	\$ 3,175	\$ 5,984
ENDING BALANCE		\$ 95,614	\$ 81,281	\$ 82,637		



Grinnell, IA

My Open Payable Report - Claims for Library Report

As Of 06/02/2025

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)		2,330.57
05.13.25 DRAKE	UTILITIES	06/02/2025	2,330.57	0.00	0.00	0.00	2,330.57
Vendor: 002581	AMAZON CAPITAL SERVICES				Payable Count: (2)		135.29
19F1-9X3T-3WFD	BOOKS	06/02/2025	29.34	0.00	0.00	0.00	29.34
1QN9-M7XQ-3VX3	BOOKS	06/02/2025	105.95	0.00	0.00	0.00	105.95
Vendor: 001700	BAKER & TAYLOR -ENT #5103				Payable Count: (5)		1,553.54
2039043373	BOOKS	06/02/2025	49.58	0.00	0.00	0.00	49.58
2039056998	BOOKS	06/02/2025	612.44	0.00	0.00	0.00	612.44
2039069775	BOOKS	06/02/2025	67.22	0.00	0.00	0.00	67.22
2039072188	BOOKS	06/02/2025	169.00	0.00	0.00	0.00	169.00
2039079133	BOOKS	06/02/2025	655.30	0.00	0.00	0.00	655.30
Vendor: 000562	BAKER & TAYLOR L530345				Payable Count: (2)		352.58
2039044722	BOOKS	06/02/2025	144.28	0.00	0.00	0.00	144.28
2039050512	BOOKS	06/02/2025	208.30	0.00	0.00	0.00	208.30
Vendor: 001701	BAKER & TAYLOR, INC				Payable Count: (1)		53.76
2039065306	BOOKS	06/02/2025	53.76	0.00	0.00	0.00	53.76
Vendor: 008700	DEMCO				Payable Count: (1)		72.96
7637689	SUPPLIES	06/02/2025	72.96	0.00	0.00	0.00	72.96
Vendor: 002042	ELM USA, INC.				Payable Count: (1)		25.00
76125	MONTHLY MIN	06/02/2025	25.00	0.00	0.00	0.00	25.00
Vendor: 002660	FIRST BOOK				Payable Count: (1)		26.60
7001722548	BOOKS	06/02/2025	26.60	0.00	0.00	0.00	26.60
Vendor: 002628	GIBSON, DEREK				Payable Count: (1)		1,790.00
147745	CLEANING SVC (MAY)	06/02/2025	1,790.00	0.00	0.00	0.00	1,790.00
Vendor: 015100	HERALD REGISTER				Payable Count: (2)		103.96
00115843	LIBRARY CLASSIFIED AD	06/02/2025	51.98	0.00	0.00	0.00	51.98
00115895	LIBRARY CLASSIFIED AD	06/02/2025	51.98	0.00	0.00	0.00	51.98
Vendor: 095001	INGRAM LIBRARY SERVICES				Payable Count: (4)		1,324.06
87938001	BOOKS	06/02/2025	251.82	0.00	0.00	0.00	251.82
87965369	BOOKS	06/02/2025	221.74	0.00	0.00	0.00	221.74
88142963	BOOKS	06/02/2025	11.55	0.00	0.00	0.00	11.55
88142964	BOOKS	06/02/2025	838.95	0.00	0.00	0.00	838.95
Vendor: 098028	IOWA COMMUNICATIONS NETWORK				Payable Count: (1)		8.41
722067	NETWORK SVC	06/02/2025	8.41	0.00	0.00	0.00	8.41
Vendor: 099529	LIBRARY FURNITURE INTERNATIONAL, LLC				Payable Count: (1)		3,125.00
10112	MOVING - SHELVING & FURNITURE	06/02/2025	3,125.00	0.00	0.00	0.00	3,125.00
Vendor: 095203	MICRO MARKETING LLC				Payable Count: (5)		513.74
979922	BOOKS	06/02/2025	109.97	0.00	0.00	0.00	109.97
979991	BOOKS	06/02/2025	78.39	0.00	0.00	0.00	78.39
980055	BOOKS	06/02/2025	178.79	0.00	0.00	0.00	178.79
980328	BOOKS	06/02/2025	80.00	0.00	0.00	0.00	80.00
980730	BOOKS	06/02/2025	66.59	0.00	0.00	0.00	66.59
Vendor: 099237	MORRISON, GRACE				Payable Count: (4)		17.01

My Open Payable Report - Claims for Library Report

As Of 06/02/2025

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
06.02.25	MILEAGE REIMB - READ PROG	06/02/2025	5.88	0.00	0.00	0.00	5.88
06.02.25	MILEAGE REIMB - READ PROG	06/02/2025	1.68	0.00	0.00	0.00	1.68
06/02/25	MILEAGE REIMB - READ PROG	06/02/2025	3.99	0.00	0.00	0.00	3.99
06-02-25	MILEAGE REIMB - READ PROG	06/02/2025	5.46	0.00	0.00	0.00	5.46
Vendor: 002016	OVERDRIVE, INC.				Payable Count: (4)		758.09
06497CO25076538	AUDIO & EBOOKS	06/02/2025	252.47	0.00	0.00	0.00	252.47
06497CO25149308	AUDIO & EBOOKS	06/02/2025	204.98	0.00	0.00	0.00	204.98
06497CP25100767	AUDIO & EBOOKS	06/02/2025	107.82	0.00	0.00	0.00	107.82
06497CP25138543	AUDIO & EBOOKS	06/02/2025	192.82	0.00	0.00	0.00	192.82
Vendor: 099799	OZ, MIKAYLA				Payable Count: (1)		400.00
INV-000045	SUMMER PERFORMER	06/02/2025	400.00	0.00	0.00	0.00	400.00
Vendor: 029201	POSTMASTER-LIB ACCT				Payable Count: (1)		200.00
06.02.25	POSTAGE	06/02/2025	200.00	0.00	0.00	0.00	200.00
Vendor: 030690	QUILL CORPORATION				Payable Count: (1)		40.89
44062255	LAMINATION	06/02/2025	40.89	0.00	0.00	0.00	40.89
Vendor: 032300	SCHENDEL PEST CONTROL CO				Payable Count: (1)		94.48
1223C	PEST & WASP CONTROL	06/02/2025	94.48	0.00	0.00	0.00	94.48
Vendor: 001317	SHUTTS, BRAD				Payable Count: (1)		220.00
APR-25 (DRAKE)	MOWING	06/02/2025	220.00	0.00	0.00	0.00	220.00
Vendor: 001530	TECH SOUP GLOBAL				Payable Count: (1)		36.00
4283364	HOTSPOTS	06/02/2025	36.00	0.00	0.00	0.00	36.00
Vendor: 002669	UNIQUE MANAGEMENT SERVICES				Payable Count: (1)		12.40
6135448	PLACEMENTS	06/02/2025	12.40	0.00	0.00	0.00	12.40
Vendor: 099338	UNIVERSITY OF MINNESOTA				Payable Count: (1)		594.00
2180003800	SUB	06/02/2025	594.00	0.00	0.00	0.00	594.00
Vendor: 099610	USA TODAY				Payable Count: (1)		34.00
06.02.25	SUB	06/02/2025	34.00	0.00	0.00	0.00	34.00
Vendor: 001452	WOODMAN CONTROLS COMPANY				Payable Count: (1)		1,122.11
4843	TECH SUPPORT	06/02/2025	1,122.11	0.00	0.00	0.00	1,122.11
			Payable Account 999-2020	Payable Count: (46)	Total:		14,944.45

Payable Account Summary

Account	Count	Amount
999-2020 - ACCOUNTS PAYABLE	46	14,944.45
Report Total:	46	14,944.45

Payable Fund Summary

Fund	Amount
999 - POOLED CASH	14,944.45
Report Total:	14,944.45

May Additional Payables

Paid Date	Vendor	Description	Amount	Acct #
4/25/2025	Mobile Beacon	SVC FEE	\$387.00	011-4.690.3.6727
5/5/2025	Access Systems Leasing	Copier Lease	\$817.53	003-4.410.2.6428
5/5/2025	Baker & Taylor #1700	Books	\$130.49	011-4.690.3.6727
5/5/2025	DEMCO	Supplies	\$182.97	003-4.410.2.6506
5/5/2025	Derek Gibson Cleaning	Cleaning SVC (APR)	\$1,790.00	003-4.410.2.6428
5/5/2025	Ingram	Books	\$38.47	011-4.690.2.6727
5/5/2025	Ingram	Books	\$34.93	011-4.690.3.6727
5/5/2025	Micro Marketing LLC	Books	\$87.98	167-4.410.3.6769
5/5/2025	Quill	Paper	\$226.60	003-4.410.2.6506
5/5/2025	Security Equipment Inc	Monitoring SVC	\$196.56	003-4.410.2.6528
5/5/2025	Staples	Stamp	\$14.54	003-4.410.2.6506
5/5/2025	Walmart	Supplies	\$10.08	003-4.410.2.6506
5/5/2025	Amazon Capital Services	Books	\$295.77	167-4.410.3.6769
5/5/2025	Amazon Capital Services	Books	\$113.09	003-4.410.2.6523
5/5/2025	Amazon Capital Services	Books	\$115.96	003-4.410.3.6765
5/5/2025	Amazon Capital Services	Supplies	\$27.25	003-4.410.2.6523
5/5/2025	Amazon Capital Services	Supplies	\$8.49	003-4.410.2.6522
5/5/2025	Amazon Capital Services	Books	\$8.54	011-4.690.3.6727
5/5/2025	Amazon Capital Services	Books	\$25.99	003-4.410.2.6522
5/5/2025	Amazon Capital Services	Books	\$136.06	003-4.410.3.6765
5/5/2025	Amazon Capital Services	Books	\$476.69	003-4.410.2.6523
5/5/2025	S & S Plumbing, Heating, & Air Conditioning, LLC	Library Geothermal RPR	\$339.00	003-4.410.2.6310
5/5/2025	Schendel Pest Control	Pest Control	\$94.48	003-4.410.2.6428

5/5/2025	Baker & Taylor #00562	Books	\$7.19	167-4.410.3.6769
5/5/2025	Mahaska Communications Group	Telephone	\$406.35	003-4.410.2.6373
5/5/2025	Arbon Equipment Corporation	Hyd Lift MNTCE	\$1,252.00	003-4.410.2.6428
5/5/2025	Library Solutions (Library Market)	Scheduling Program	\$2,000.00	167-4.410.3.6769
5/9/2025	Visa	Fish	\$44.90	167-4.410.3.6769
5/9/2025	Visa	Fish	\$14.99	003-4.410.2.6508
5/9/2025	Visa	Credit Voucher	(\$16.00)	167-4.410.3.6769
5/9/2025	Visa	Hotspots	\$54.00	011-4.690.3.6727
5/9/2025	Visa	Library Supplies	\$110.31	003-4.410.2.6523
5/9/2025	Visa	Library Supplies	\$93.53	003-4.410.2.6522

Drake Community Library Wage Approval/New Hire

Job Title: Circulation Clerk

Effective Date: June 15, 2025

Hourly Wage: \$15.84 per hour

Employee: Sarah Wright

Sarah Wright is a new hire into a vacant position.

Approved May 28, 2025

Theresa Pagliai
President, Library Board of Trustees

Drake Community Library Circulation Policy

I. Library User Eligibility

Based on the Drake Community Library's funding through the City of Grinnell and rural Poweshiek County Property taxes and its participation in Iowa's state-funded Open Access program, the following groups are eligible for free library cards at the Drake Community Library. Drake Community Library issues free library cards to any resident of Iowa who meets the eligibility criteria outlined below. Residents of a state other than Iowa are eligible for Courtesy Cards.

A. Eligible persons include:

1. Residents of the City of Grinnell and unincorporated areas of Poweshiek County.
2. Students and teachers of the Grinnell-Newburg School District.
3. ~~persons residing~~ Residents within the city limits of communities that contract with Drake Community Library for library services. ~~(Kellogg, Oakland Acres, Searsboro).~~
4. ~~persons eligible for service from a library that participates in the State Library of Iowa Open Access program.~~ Residents of other communities participating in the State Library Open Access program.
5. ~~persons who own and operate a~~ City of Grinnell business owner and operators in the City of Grinnell. Business owners who are not otherwise eligible for the Drake Community Library's services may be issued a library card in the business's name. The card shall entitle them and their designees to use the Drake Community Library.
6. ~~Persons under the age of thirteen (13) must have the permission of their legal guardian prior to the issuance of a library card.~~ Applicants who meet any of the above criteria under the age of thirteen (13) may be issued a card only with a parent or legal guardian present.

- B. Library staff require proof of eligibility via identification and proof of address before issuance of a free library card. Youth under the age of thirteen (13) will verify identity and address through their parent or legal guardian's information. Applicants who can provide proof of address at the time of application are issued their card immediately. Applicants unable to provide proof of address will be issued their card via mail to establish residency.

Acceptable identification includes:

- State ID
- Driver's license
- Passport
- Community ID
- International ID
- Student ID, including digital identification

Acceptable proof of eligible address includes:

- A piece of mail that shows ~~their~~ name and address from within the last 30 days
- A utility bill (physical or digital) that shows name and address from within the last 30 days
- A bank statement (physical or digital) that shows name and address from within the last 30 days
- A lease agreement that shows name, address, and dates that show current residency
- An active Grinnell College student ID
- The person is personally known to library staff and library staff can confirm their identity and address ~~you, you know where they live, and you can confirm their address~~

If a new user can provide proof of address at the time of application, they are issued their card at that time. If a new user is unable to provide proof of address as outlined above ~~below~~, their application will be processed, and their card will be mailed to them to establish residency.

- C. New card holders ~~are subject to have~~ a 30-day probationary period ~~during which limits the number of physical items checked out is limited to 2~~ two (2) items at a time. ~~Equipment items are not considered physical items during the probationary period.~~
- D. ~~Courtesy cards are available to individuals aged thirteen (13) and older who cannot provide proof of eligibility as outlined above. The Courtesy Card will be subject to the same limitations as cards in a probationary period and will expire in 30 days. Courtesy Card accounts in good standing may be renewed. Any person not otherwise eligible for services may be issued a library card with payment of a \$20.00 annual fee.~~

II. Library User Responsibility

Library users are expected to comply with the Library's policies and procedures.

- A. Users are expected to comply with copyright laws, and the Library assumes no responsibility for user infractions of copyright laws while using library materials.
- B. Users are expected to present a library card when checking out materials. Exception: A user may designate a caregiver to check out materials on the user's behalf. The caregiver's name must be listed within the primary user's account. The primary user is responsible for all materials checked out on the library card.
- C. Users with valid library accounts may request that circulating items be held for them; requests will be added to queue lists in the order they are received.
- D. Users may renew items up to three times if another user has not previously reserved the item.
- E. Users must notify the Library of changes in account information (name, address, phone, etc).
- F. Users must notify the Library immediately when a library card is lost or stolen; users are responsible for all account activity until the Library is notified of a lost or stolen

card.

- G. Users must not tamper with or alter library materials in any way.
- H. Users must return library materials, including all parts and packaging, in good condition.
- I. Users and adults responsible **parents and legal guardians of** for youth under the age of thirteen (13) are responsible for paying any fees owed on said accounts.

III. Fees

The Library charges fees ~~to encourage compliance with procedures which~~ promote fair and equal access to ~~limited library~~ resources for all library users. Fees are replacement charges for material loss and ~~replacement related charges.~~ **The Library will use user account information to notify** users ~~will be notified~~ of overdue materials, outstanding fees, ~~or~~ and other **account issues** ~~problems with their account by telephone, print, and/or other means.~~

- A. The Library charges for lost or damaged library materials. Items that are more than five weeks overdue are considered “lost”. The full replacement or repair cost for a lost or damaged item will be charged to the library user.
- B. The Library charges a replacement fee of \$2.00 for lost or stolen library cards.
- C. Accounts are in good standing if any accrued fees are below \$10.00.
- D. A collection agency will be utilized to facilitate the collection of fees on accounts where balances meet or exceed \$50.00.
- E. The Library may offer alternative programs ~~that allow for options~~ to pay off accrued fees. **This requires approval from the Library Director or their designee.**

IV. Circulation Periods, Renewals, and Reserves

Circulation periods exist to provide cardholders maximum use of materials.

- A. Checkout period for books and audiobooks is **three (3) weeks.** **Exceptions may be noted on items of popular interest.**
- B. Checkout period for videos and magazines is **one (1) week.**
- C. Checkout period for Interlibrary Loan materials is determined by the lending library.
- D. Checkout period for ebooks and eaudiobooks is determined by the consortium service.
- E. Items may be renewed up to three times according to the above time periods. Renewals may occur in person, by calling the Library, or online.
- F. No item may be renewed if another library user has placed it on reserve.

- G. Reserves (holds) may be placed on titles that are currently checked out or on order for the library collection. Library users will be notified by telephone or email when a reserve is available for pickup. ~~Items on a reserve list may be limited to a one week checkout period.~~

V. Circulation of Equipment

The Library lends various equipment items to DCL cardholders aged 18 or older to extend access to technologies that might otherwise be unavailable. Circulation periods for equipment vary by item.

- a. Cardholders must be in good standing and physically present their regular library card and a valid Photo ID prior to checking out equipment.
- b. Checkout privileges are suspended if equipment is not returned by the date due.
- c. A replacement fee is charged if an item of equipment has not been returned within seven (7) days of the date due.
- d. The Library may have the following equipment available for checkout or for use in the library:
 1. Mobile Hotspots
 - Available to library cardholders in good standing and with an account creation date of at least 30 days
 - One (1) week checkout period with no renewals.
 - When the hotspot is returned there is a 48-hour waiting period to checkout another hotspot device by that household.
 - One mobile hotspot per household address.
 - Hotspots will be deactivated if not returned by the due date. Cardholders who have two (2) deactivations noted on their account will not be eligible to check out a hotspot for three (3) months. Extenuating circumstances may avoid deactivation at the discretion of the director.
 2. ~~Portable LCD Projector~~
 3. Energy Library Toolkits
 4. Large Screen TV with DVD/VHS/Laptop projection capabilities (library use only)
 5. Button Machine (library use only)
 6. ~~Display Cases — display cases in the lobby may be reserved by organizations and individuals (see Display Space Policy).~~
- e. ~~Cardholders must be in good standing and physically present their regular library card and a valid Photo ID prior to checking out equipment.~~ **MOVED TO A**
- f. ~~Checkout privileges are suspended if equipment is not returned by the date due.~~ **MOVED TO B**
- g. ~~A replacement fee is charged if an item of equipment has not been returned within seven (7) days of the date due.~~ **MOVED TO C**

VI. Interlibrary Loan (ILL)

Drake Community Library seeks to broaden access to materials for DCL cardholders by participating in state-wide and national resource sharing networks.

- a. Title requests are considered for purchase with respect to the Material Selection Policy. When not purchased for the collection, an effort will be made to obtain the material through ILL.
- b. Library users are limited to **five (5) requests** per month without charge. **Requests exceeding this limit will be assessed a fee of \$3.00 per item.** ~~charge will be collected for requests exceeding this limit.~~
- c. Users will be notified ~~by email or telephone~~ when ILL materials are available for pickup. Materials will be held through the length of the lending library's loan.

VII. Confidentiality

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

- A. The records of the Library which, by themselves or when examined with other public records, would reveal the identity of the library user checking out or requesting an item or information from the Library shall be kept confidential.
- B. The lawful custodian of the records is the Director of the Library.
- C. Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library user's record. The Library will not release circulation or other records of a registered library user that are protected under Iowa Code 22.7 (13) unless it is required by court order to release such information. Circumstances which may require the Library to release the information include the following:
 1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
 2. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.
 3. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code as a result of local, state, or federal judicial review.

- D. A request for user records that does not reveal information about use of library materials or information may be honored if the request comes from a public agency or (at the staff's discretion) from any other library. Such information would be limited to a user's contact information and would not include the user's registration number assigned by Drake Community Library.
- E. Requests for information about individuals originating from private individuals or entities will be answered only with information from published sources.
- F. The Library interprets possession of a user card as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- G. Library users thirteen (13) years of age and older may extend confidentiality privileges to other persons designated by said user. Names of persons so designated must be listed within the primary user's account. A person possessing confidentiality privileges may:
 - 1. Pick up items currently on hold for the primary user.
 - 2. Access title information of currently checked out items on the primary user's account.
 - 3. Access fee information and apply payment on the primary user's account.
 - 4. Provide updates to contact information on the primary user's account.
- H. Confidentiality privileges are automatically extended to **the parent or legal guardian of adults responsible for** users under the age of thirteen (13). **Responsible adults** **Parents and legal guardians** are identified upon issuance of the card and must be listed within the underage user's account.

Adopted: 01/14

Revised: 04/16

Revised: 05/19

Revised: 08/20

Revised: 08/22

Revised: 06/23

Revised: 01/24

Revised: 06/24

Revised: 05/25