



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
THURSDAY, NOVEMBER 20, 2025, AT 5:00 PM
IN THE LIBRARY'S ALAN & JEAN JONES BOARD ROOM AND VIA
ZOOM

Join Zoom Meeting

<https://zoom.us/j/97381569601?pwd=OXgU8Jb0OhMMHvahsELECpymulC93p.1>

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:

Approve Minutes from the regular board meeting, October 22, 2025

5. Communications:

A. FY25 Annual GPCF Fund Statements

6. Report of Director:

A. Endowment Guidance

B. October Statistics

C. Building & Grounds Report: Video cameras installed ; Explore handicap accessibility on the north side of the building

D. Annual Survey to State Library

7. Committee Reports:

A. Building & Grounds - Met with MCG

B. Finance and Salary

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (641) 236-2600 or adevig@grinnelliowa.gov, no fewer than two business days prior to the meeting to enable the City of Grinnell to make reasonable arrangements to assure accessibility or language assistance for the meeting.

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**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. Personnel

D. Long Range Planning

E. Policy—Security Camera Policy Review

8. Financial Report and Approve Bills Payable

A. December Bills — including contract payments to Woodman (\$1,211.11) and Arbon (\$1252.00)

9. Business:

A. Consider approval of Arbon repairs

B. Consider approval of Security Camera Policy

C. Consider approval of a community refrigerator

10. Contracts:

A. Consider approval of the yearly contract with SirsiDynix

11. Adjourn:

Minutes of the Drake Community Library Board of Trustees
October 22, 2025
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call:

XFenner XGuenther XHammond(arrived at 5:20) XLindley McFee XPagliai
XSaunders Others present: XDevig XNeal XSnow XArment

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

Public Comments: There were 2 public comments with 3 attendees

Approval of Agenda:

Lindley moved and Saunders seconded approval of the agenda.

Roll call vote:

XFenner XGuenther XHammond XLindley McFee XPagliai XSaunders

Approval of Minutes:

Lindley moved and Saunders seconded approval of September 24, 2025, Board Meeting minutes.

Roll call vote:

XFenner XGuenther XHammond XLindley McFee XPagliai XSaunders

Communications:

The August and September 2025 GPCF Endowment fund reports were reviewed.

Report of the Director:

1. September Statistics
2. New website complete
3. Picked dates for the November and December meeting: November 19 & December 22.

Committee Reports:

1. Building & Grounds- no report
2. Finance & Salary- no report
3. Personnel: no report
4. Long Range Planning- no report
5. Policy- Fenner and Saunders reported on reviewing the proposed Archive Policy

Financial Report and Approval of Bills:

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

Roll call vote:

McFenner XGuenther McHammond XLindley McFee XPagliai XSaunders

Business:

1. Trent Arment from MCG presented an estimate for a new video camera system to replace the current system. No action was taken.
2. Saunders moved and Lindley seconded to approve up to \$14,500 to MCG for a new security camera system pending the approval of the Building & Grounds committee.

Roll call vote:

X_Fenner *_X_Guenther* *_X_Hammond* *_X_Lindley* *_McFee* *_X_Pagliai* *_X_Saunders*

3. Lindley moved and Hammond seconded approval of the Archive Policy as drafted.

Roll call vote:

X_Fenner *_X_Guenther* *_X_Hammond* *X_Lindley* *_McFee* *_X_Pagliai* *_X_Saunders*

Contracts: No contracts to approve.

Trustee Continuing Education:

1. Pagliai presented “From Planning to Impact: Strategic Planning Essentials for Library Boards”.

Meeting adjourned by unanimous consent at 6:27 p.m.

Next regular meeting is November 19, 2025, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund Board Endowed
June 01, 2025 through June 30, 2025

Fund Activity Summary

	<u>Jun 2025</u>	<u>Jul 2024</u>
Beginning Balance	1,421,130.52	1,292,287.69

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	0	62,639.41
Investment Revenue	52,710.06	145,759.49
Totals	52,710.06	208,398.90

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,076.91	12,922.92
Distributions	0	15,000.00
Totals	1,076.91	27,922.92

Net Change	\$51,633.15	\$180,475.98
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Ending Balance	\$1,472,763.67	\$1,472,763.67
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Investments	1,472,763.67
Total	1,472,763.67

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Statement of Activity
Drake Community Library Endowment Fund
June 01, 2025 through June 30, 2025

Fund Activity Summary

	<u>Jun 2025</u>	<u>Jul 2024</u>
Beginning Balance	1,654,448.19	1,503,622.15

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	2,235.38	74,339.10
Investment Revenue	61,359.35	169,561.88
Totals	63,594.73	243,900.98

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	1,341.76	15,798.63
Distributions	0	15,000.00
Other Expenses	4.80	28.14
Totals	1,346.56	30,826.77

Net Change	\$62,248.17	\$213,074.21
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Ending Balance	\$1,716,696.36	\$1,716,696.36
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	7,000.23
Investments	1,709,696.13
Total	1,716,696.36

Outstanding Fund Liabilities

No outstanding liabilities for the fund



Greater Poweshiek Community Foundation

We Grow Community Through Giving

FY2025

Library Endowment Total: **\$243,932.69**

Bd Endowed (Peery Gift) Total: **\$1,472,763.67**

Grand Total: \$1,716,696.36

DRAKE COMMUNITY LIBRARY ENDOWMENT FUND BOARD ENDOWED

The Drake Community Library Endowment Fund Board Endowed is dedicated to providing financial support for initiatives and projects that support the library's strategic plan. The fund was established in 2024 using a \$1.2 million gift from the Marilyn Peery Estate, and is administered as part of the Greater Poweshiek Community Foundation (GPCF).

Annual Administration Fee:

GPCF assesses an annual Administration Fee Expense of 1 %.

The monthly fee is calculated by applying the formula: (June 30 fund balance) x 1 % / 12.

This expense is billed monthly and is itemized on the *Statement of Activity* report under Disbursements > Activity > Administrative Fee Expense.

Donations:

No new donations are being accepted for this fund.

Available Disbursements:

Fund disbursements are available at any time.

GPCF asks that the Drake Community Library (DCL) Board of Directors give some notice (2-3 months) if the disbursement is larger than \$100K.

Disbursement Policy:

The Drake Community Library (DCL) Board of Directors makes all disbursement decisions.

Should the disbursement be withdrawn, the funds are transferred from GPCF to the Library Gift fund maintained by the City.

The DCL Board of Directors retains sole authority for determining how the fund disbursements are utilized.

DRAKE COMMUNITY LIBRARY ENDOWMENT FUND

The Drake Community Library Endowment Fund is dedicated to providing financial support for library programming and community outreach initiatives. The fund was established in honor of the long-time library director, Lorna Calukins, and is administered as part of the Greater Poweshiek Community Foundation (GPCF).

Annual Administration Fee:

GPCF assesses an annual Administration Fee Expense of 1.25%.

The monthly fee is calculated by applying the formula: (June 30 fund balance) x 1.25% / 12.

This expense is billed monthly and is itemized on the *Statement of Activity* report under Disbursements > Activity > Administrative Fee Expense.

Donations:

Contributions to the fund can be made through GPCF.

GPCF imposes an administrative fee of 2% on all donations, which is reflected on the *Statement of Activity* Report under Disbursements > Activity > Other Expenses.

The Endow Iowa Tax Credit is available for eligible fund donations.

Available Annual Disbursements:

Fund disbursements are available one time per year.

The percentage of the annual disbursement amount is determined by the GPCF Board of Directors.

The maximum disbursement amount is up to 5%, in compliance with the regulations established by the Endow Iowa Tax Credit program.

Disbursement Policy:

The Drake Community Library (DCL) Board of Directors determines whether the available disbursement will be withdrawn or reinvested. As of 2025, the board of directors has resolved to reinvest the available disbursement amount.

Should the disbursement be withdrawn, the funds are transferred from GPCF to the Library Gift fund maintained by the City.

The DCL Board of Directors retains sole authority for determining how the fund disbursements are utilized.

Borrower Type Circulation

October 2025

Btype Group		Current Month	SMPY	YTD	Previous YTD
Residents	Area Resident	3,079	3,367	13,199	14,269
	Open Access Borrower	305	225	1,352	910
	Grinnell College Student	102	217	415	830
	Youth	323	351	2,338	1,981
	Open Access Youth	5	5	86	41
	Courtesy Card (replaces Pay Card)	0	0	0	0
	3,814	4,165	17,390	18,031	
Book Delivery	Adult Homebound	116	57	423	196
	Youth Book Baskets	86	104	256	410
	202	161	679	606	
Education and Special Loans	Educator	298	240	1,521	1,793
	Interlibrary Loan	29	48	184	196
	Large Print	16	105	93	137
	343	393	1,798	2,126	
Total	4,359	4,719	19,867	20,763	

Item Type Circulation

October 2025

Itype Group		Current Month	SMPY	YTD	Previous YTD
Books	Adult Book	1,971	2,032	7,952	7,971
	Teen Book	187	279	1,063	1,143
	Children's Book	1,954	1,966	9,701	9,575
Total Books	4,112	4,277	18,716	18,689	
Audiovisual	Adult Audio	39	40	210	189
	Adult Video	101	117	458	577
	Teen Audio	0	2	7	11
	Children's Audio	8	10	61	25
	Children's Video	31	53	210	343
Total Audiovisual	8,403	8,776	946	1,145	
Miscellaneous Physical Formats	Periodicals	14	38	77	136
	Equipment	24	21	107	72
	Multimedia Kits	11	12	70	75
	Interlibrary Loan	45	32	155	151
Total Miscellaneous	94	103	409	434	
Total Physical Item Circ	12,609	13,156	20,071	20,268	
Bridges eBooks	Bridges eBooks	805	872	3,165	3,518
	Bridges eAudiobooks	985	884	4,041	3,510
	Bridges eMagazines	316	163	1,062	615
Total Bridges Circ	2,106	1,919	8,268	7,643	
Total Circulation	14,715	15,075	28,339	27,911	

Additional Services

October 2025

Service Type	Current Month	SMPY	YTD	Previous YTD	
Subscription Services	Adventure Pass (Bookings)	11	1	48	27
	Ancestry Library Edition	23	204	87	1,162
	Beanstack (Active Users)	46	17	339	314
	Craft and Hobby (Views)	0	0	7	0
	Freegal (Downloads & Streams)	332	228	1,885	496
	Heritage Quest	0	0	4	0
	Kanopy (Plays)	131	88	466	694
	Library Speakers Cons. (Views)	1,612	575	4,401	2,528
	Mango Languages	37	60	155	189
	Mometrix (Replaces Brainfuse)	0	86	9	99
	Niche Academy	77	10	245	90
	Reference Solutions (Searches)	1	0	29	12
		2,270	1,269	7,675	5,611
Document Services	Coin-Op Pages Printed	768	914	2,437	3,036
	Faxes Sent	19		45	0
	Black and White Pages Copied	1,160		2,969	0
	Color Pages Copied	221		375	0
	2,168	914	5,826	3,036	
Computers	Adult Logins	336	435	1,411	1,777
	Kids Logins	285	261	1,435	1,218
	Guest Passes Distributed	65	59	223	228
	In-House Catalog Uses	380	385	1,765	1,824
	Wi-Fi Sessions	988		3,475	1,844
	2,054	1,140	8,309	6,891	
Archive	In-Person Visits	7	2	15	22
	Email Reference	1	15	4	41
	Phone Reference	0	1	0	8
	8	18	19	71	
Total	6,500	3,323	21,810	15,538	

Meeting Rooms

October 2025

Category	Current Month	SMPY	YTD	Previous YTD
Bookings	116	14	276	31
Attendance	1,051	365	2,291	610

Programs Offered

October 2025

Type	Current Month	SMPY	YTD	Previous YTD
Children	23	31	86	99
Teen	2	2	9	13
Adult	10	11	30	40
All Ages	1	3	7	9
Total	36	47	132	161

Program Participation

October 2025

Type	Current Month	SMPY	YTD	Previous
Children	1,086	977	2,664	2,824
Teen	2	6	37	58
Adult	89	52	240	258
All Ages	33	70	33	165
Total	1,210	1,105	2,974	3,305

Door Count

October 2025

	Current Month	SMPY	YTD	Previous YTD
Door Count	4,958	6,222	19,179	19,707



Grinnell, IA

My Detail vs Budget Report

Account Detail

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	0.00	-7,000.00	-7,359.02	-725.11	-8,084.13	1,084.13	15.49%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/27/2025	CLPKT09530	R00659118		10-27-25 LIBRARY LIBRARY - FEES, MISC 10...			-267.67	
10/27/2025	CLPKT09542	R00659119		10-27-25 LIBRARY LIBRARY - FEES, MISC IV...			-50.00	
11/10/2025	CLPKT09639	R00660182		11-10-25 LIBRARY LIBRARY - FEES, MISC 11...			-278.10	
11/10/2025	CLPKT09640	R00660183		11-10-25 LIBRARY LIBRARY - FEES, MISC ER...			-129.34	
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUTION	0.00	-30,212.00	-7,555.00	0.00	-7,555.00	-22,657.00	-74.99%
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	0.00	-701,423.00	-154,794.41	-58,663.42	-213,457.83	-487,965.17	-69.57%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/31/2025	GLPKT13505	8113		EOM LIBRARY			-58,663.42	
Revenue Totals:		0.00	-738,635.00	-169,708.43	-59,388.53	-229,096.96	-509,538.04	-68.98%
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	0.00	248,581.00	68,404.42	20,002.19	88,406.61	160,174.39	64.44%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/31/2025	PYPKT01101	PYPKT01101 - 10.11.25 -...		PYPKT01101 - 10.11.25 - 10.25.25 - Pay 10...			14,259.15	
11/14/2025	PYPKT01120	PYPKT01120 - 10.26.25 -...		PYPKT01120 - 10.26.25 - 11.10.25 - Pay 11...			5,743.04	
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALARIES	0.00	253,365.00	69,290.58	19,294.18	88,584.76	164,780.24	65.04%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/31/2025	PYPKT01101	PYPKT01101 - 10.11.25 -...		PYPKT01101 - 10.11.25 - 10.25.25 - Pay 10...			9,307.03	
11/14/2025	PYPKT01120	PYPKT01120 - 10.26.25 -...		PYPKT01120 - 10.26.25 - 11.10.25 - Pay 11...			9,987.15	
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING INCENTIVES	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING & OTHER CKS	0.00	400.00	359.00	0.00	359.00	41.00	10.25%
003-4.410.1.6210	LIBRARY - DUES/MBRPS/SUBS	0.00	1,450.00	0.00	0.00	0.00	1,450.00	100.00%

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003-4.410.1.6220	LIBRARY - MTG & CONF REGISTRATION	0.00	930.00	25.00	728.00	753.00	177.00	19.03%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/14/2025	APPKT01467	1829	126415	PLA REG (KN)	099759 - VISA		364.00	
11/14/2025	APPKT01467	1835	126415	PLA REG (MS)	099759 - VISA		364.00	
003-4.410.1.6230	LIBRARY - MILEAGE/MTG EXPENSES	0.00	620.00	106.54	779.08	885.62	-265.62	-42.84%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	11.03.25	126377	REIMB - PLANE TICKET (PLA)	099248 - SNOW, MALLORY		298.96	
11/03/2025	APPKT01435	11.03.25	126353	REIMB - PLANE TICKET (PLA)	000848 - NEAL, KAREN		298.96	
11/19/2025	APPKT01472	11.19.25	126425	MILEAGE REIMB - ILA CONF	099248 - SNOW, MALLORY		181.16	
003-4.410.2.6310	LIBRARY -REP/MTNCE BLDG	0.00	7,500.00	432.09	160.00	592.09	6,907.91	92.11%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/19/2025	APPKT01472	406	126424	DOOR RPR	099393 - MICHAEL ALAN BEASLEY		160.00	
003-4.410.2.6332	LIBRARY - REP/MTNCE EQUIP	0.00	7,500.00	6,549.42	200.00	6,749.42	750.58	10.01%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	1868	126301	RESTROOM LIGHT RPR	099530 - GRACE ELECTRIC		200.00	
003-4.410.2.6371	LIBRARY - UTILITIES	0.00	46,000.00	16,147.89	3,329.34	19,477.23	26,522.77	57.66%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	10.09.25 DRAKE	126259	UTILITIES	018200 - ALLIANT ENERGY		3,329.34	
003-4.410.2.6373	LIBRARY - TELEPHONE	0.00	5,212.00	1,983.30	491.64	2,474.94	2,737.06	52.51%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	10.15.25 DRAKE	126342	TELEPHONE	002707 - MAHASKA COMMUNICATIONS GRO...		406.35	
11/06/2025	APPKT01463	6126937227	126408	WIRELESS SVC	001441 - VERIZON WIRELESS		76.96	
11/19/2025	APPKT01472	733687	126421	NETWORK SVC (OCT 2025)	098028 - IOWA COMMUNICATIONS NETWORK		8.33	
003-4.410.2.6414	LIBRARY - PRINTING AND COPIES	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
003-4.410.2.6428	LIBRARY - MISC CONTRACT WORK	0.00	130,296.00	31,821.42	11,280.45	43,101.87	87,194.13	66.92%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	10.26.25	126332	GROUNDS MNTCE	002685 - JP GARDENING		278.25	
11/03/2025	APPKT01435	299613	126372	PEST CONTROL	032300 - SCHENDEL PEST CONTROL CO		94.48	
11/03/2025	APPKT01435	40397361	126253	COPIER LEASE	002445 - ACCESS SYSTEMS LEASING		817.53	
11/03/2025	APPKT01435	822391-H	126316	WINDOWS 11	099591 - HEARTLAND BUSINESS SYSTEMS, LLC		390.00	
11/03/2025	APPKT01435	822391-H	126316	IT - LIBRARY	099591 - HEARTLAND BUSINESS SYSTEMS, LLC		262.50	
11/03/2025	APPKT01435	836431-H	126316	IT SERVICES	099591 - HEARTLAND BUSINESS SYSTEMS, LLC		4,140.76	
11/03/2025	APPKT01435	872334	126299	CLEANING SVC (OCT)	002628 - GIBSON, DEREK		1,790.00	

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account		Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003-4.410.2.6428		LIBRARY - MISC CONTRACT WORK - Continued	0.00	130,296.00	31,821.42	11,280.45	43,101.87	87,194.13	66.92%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/03/2025	APPKT01435	IN00392390	126282	SECURITY ALARM	002081 - CONVERGINT TECHNOLOGIES LLC		360.00		
11/03/2025	APPKT01435	INV-32054	126354	NEOGOV PERFORM	099545 - GOVERNMENTJOBS.COM		478.47		
11/03/2025	APPKT01435	SEP-25 DRAKE	126269	MOWING	001317 - SHUTTS, BRAD		220.00		
11/19/2025	APPKT01472	3397861	126418	HYD LIFT WORK	001370 - ARBON EQUIPMENT CORPORATION		1,252.00		
11/19/2025	APPKT01472	5722	126429	TECH SUPPORT	001452 - WOODMAN CONTROLS COMPANY		1,122.11		
11/19/2025	APPKT01472	6145942	126427	PLACEMENTS	002669 - UNIQUE MANAGEMENT SERVICES		49.35		
11/19/2025	APPKT01472	80731	126419	MONTHLY MIN	002042 - ELM USA, INC.		25.00		
003-4.410.2.6506		LIBRARY - OFFICE SUPPLIES	0.00	5,500.00	2,132.43	94.54	2,226.97	3,273.03	59.51%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/03/2025	APPKT01435	21681	126264	NAME TAGS	088376 - AWARDS UNLIMITED INC		16.00		
11/03/2025	APPKT01435	7716321	126287	CALENDAR/FILE FOLDERS	008700 - DEMCO		71.47		
11/14/2025	APPKT01467	12911864	126415	SALES TAX RFD	099759 - VISA		-3.89		
11/19/2025	APPKT01472	4584C75F	126426	FISH WATER	099853 - TREVIPAY - WALMART		10.96		
003-4.410.2.6507		LIBRARY - PROG OPER SUPPLIES	0.00	900.00	395.00	19.19	414.19	485.81	53.98%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/19/2025	APPKT01472	1D6L-Y3QH-4QXD	126417	WRAPPING PAPER	002581 - AMAZON CAPITAL SERVICES		19.19		
003-4.410.2.6508		LIBRARY - POSTAGE & SHIPPING	0.00	1,300.00	0.00	12.00	12.00	1,288.00	99.08%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/19/2025	APPKT01472	91806333	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		3.00		
11/19/2025	APPKT01472	91836073	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		9.00		
003-4.410.2.6513		LIBRARY - MISC SUPPLIES	0.00	2,200.00	903.31	3.28	906.59	1,293.41	58.79%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/03/2025	APPKT01435	D7B37B8C	126387	PROG SUPPLIES	099853 - TREVIPAY - WALMART		3.28		
003-4.410.2.6521		LIBRARY - PROG CHILDREN	0.00	2,310.00	1,272.12	0.00	1,272.12	1,037.88	44.93%
003-4.410.2.6522		LIBRARY - PROG CHILDREN'S	0.00	2,310.00	1,129.91	221.02	1,350.93	959.07	41.52%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/03/2025	APPKT01435	D7B37B8C	126387	PROG SUPPLIES	099853 - TREVIPAY - WALMART		17.00		
11/19/2025	APPKT01472	1FVV-3D7H-3HMD	126417	ACTIVITY SUPPLIES - LIB	002581 - AMAZON CAPITAL SERVICES		93.09		
11/19/2025	APPKT01472	1R6J-74G6-3JPF	126417	HALLOWEEN SUPPLIES	002581 - AMAZON CAPITAL SERVICES		110.93		

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG ADULT	0.00	1,150.00	22.28	6.44	28.72	1,121.28	97.50%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/19/2025	APPKT01472	1FVV-3D7H-3HMD	126417	ACTIVITY SUPPLIES - LIB	002581 - AMAZON CAPITAL SERVICES		6.44	
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	0.00	1,840.00	698.31	0.00	698.31	1,141.69	62.05%
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	0.00	6,531.00	2,009.73	506.03	2,515.76	4,015.24	61.48%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/14/2025	APPKT01467	7001925908	126415	BOOKS	099759 - VISA		61.35	
11/19/2025	APPKT01472	13GT-7MKN-3XXY	126417	BOOKS	002581 - AMAZON CAPITAL SERVICES		79.84	
11/19/2025	APPKT01472	91806333	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		312.56	
11/19/2025	APPKT01472	91836073	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		52.28	
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADULTS	0.00	2,250.00	805.62	206.79	1,012.41	1,237.59	55.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	1GMH-D7XK-JJ9D	126260	BOOKS	002581 - AMAZON CAPITAL SERVICES		-5.87	
11/03/2025	APPKT01435	1NQ7-GH39-3LD4	126260	BOOKS	002581 - AMAZON CAPITAL SERVICES		6.19	
11/14/2025	APPKT01467	7001925908	126415	BOOKS	099759 - VISA		14.50	
11/19/2025	APPKT01472	13GT-7MKN-3XXY	126417	BOOKS	002581 - AMAZON CAPITAL SERVICES		60.58	
11/19/2025	APPKT01472	1XWJ-DD3M-37QM	126417	BOOKS	002581 - AMAZON CAPITAL SERVICES		10.19	
11/19/2025	APPKT01472	91806333	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		121.20	
003-4.410.3.6768	LIBRARY - PERIODICALS	0.00	2,500.00	308.36	44.00	352.36	2,147.64	85.91%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/19/2025	APPKT01472	11.19.25	126428	SUB	099610 - USA TODAY		44.00	
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	0.00	400.00	72.00	18.78	90.78	309.22	77.31%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/19/2025	APPKT01472	1KYD-PQCX-3HQT	126417	DVD	002581 - AMAZON CAPITAL SERVICES		18.78	
003-4.410.3.6770	LIBRARY - AV/YOUTH	0.00	400.00	63.17	0.00	63.17	336.83	84.21%
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	0.00	1,590.00	191.44	0.00	191.44	1,398.56	87.96%
Expense Totals:		0.00	738,635.00	205,123.34	57,396.95	262,520.29	476,114.71	-64.46%
003 - LIBRARY - GENERAL FUND Totals:		0.00	0.00	35,414.91	-1,991.58	33,423.33	-33,423.33	0.00%

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
011 - UTILITY FRANCHISE - GEN								
Revenue								
011-3.690.4.4065	OTHER GOVT - FRANCHISE FEES	0.00	-1,063,500.00	-168,515.99	-257,674.52	-426,190.51	-637,309.49	-59.93%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/27/2025	CLPKT09542	R00659105		MEDIACOM - FRANCHISE FEES 7/1/25 - 9/...			-8,036.44	
11/03/2025	CLPKT09594	R00659433		ALLIANT ENERGY OTHER GOVT - FRANCHI...			-249,638.08	
011-3.910.4.4830	TRANSFER IN	0.00	-1,730,652.00	-2,233,553.36	0.00	-2,233,553.36	502,901.36	29.06%
Revenue Totals:		0.00	-2,794,152.00	-2,402,069.35	-257,674.52	-2,659,743.87	-134,408.13	-4.81%
Expense								
011-4.690.2.6421	UTIL FRANCH - CONS & PROF FEES	0.00	0.00	25.00	0.00	25.00	-25.00	0.00%
011-4.690.2.6428	UTIL FRANCH - MISC CONT	0.00	30,766.00	1,593.08	398.27	1,991.35	28,774.65	93.53%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	11.03.25	126256	NOV LEASE - GARC	000739 - AHRENS PARK FOUNDATION		398.27	
011-4.690.3.6725	UTIL FRANCH - POLICE CAP PROJ	0.00	105,339.00	90,997.50	20,705.18	111,702.68	-6,363.68	-6.04%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	166448645	126374	COMPUTERS - PL1 & PL6	099784 - SECTOR, LLC		9,200.18	
11/03/2025	APPKT01435	2021-7180	126370	HEAT PUMP REPLACEMENT	001201 - S & S PLUMBING, HEATING & AIR C...		11,505.00	
011-4.690.3.6726	UTIL FRANCH - FIRE/EMS CAP PROJ	0.00	47,000.00	22,744.00	12,739.00	35,483.00	11,517.00	24.50%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	INV14493	126291	BOOTS (JOHNSON)	089056 - ED M FELD EQUIPMENT CO., INC.		491.00	
11/03/2025	APPKT01435	INV15977	126291	FIRE HOSE	089056 - ED M FELD EQUIPMENT CO., INC.		12,248.00	
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP PROJ	0.00	25,000.00	12,093.89	2,141.98	14,235.87	10,764.13	43.06%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	1M76-JJIT-VY7W	126260	BOOKS	002581 - AMAZON CAPITAL SERVICES		102.94	
11/03/2025	APPKT01435	1TPX-J6WY-XFH4	126260	BOOKS	002581 - AMAZON CAPITAL SERVICES		277.24	
11/03/2025	APPKT01435	91269179	126323	BOOKS	095001 - INGRAM LIBRARY SERVICES		1,151.91	
11/03/2025	APPKT01435	91339408	126323	BOOKS	095001 - INGRAM LIBRARY SERVICES		385.78	
11/19/2025	APPKT01472	11.19.25	126422	LYRICAL IOWA (2025)	088370 - IOWA POETRY ASSOCIATION		12.75	
11/19/2025	APPKT01472	1MDC-CG44-3QD4	126417	BOOKS	002581 - AMAZON CAPITAL SERVICES		16.50	
11/19/2025	APPKT01472	91583643	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		27.40	
11/19/2025	APPKT01472	91872216	126420	BOOKS	095001 - INGRAM LIBRARY SERVICES		167.46	

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	14,000.00	20,669.75	740.00	21,409.75	-7,409.75	-52.93%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	61246	126363	PARKS & REC MASTER PLAN	000927 - RDG PLANNING & DESIGN		740.00	
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	29,000.00	2,722.76	14,537.81	17,260.57	11,739.43	40.48%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	2379	126298	PAINT BATHHOUSE	099608 - JTL VENTURES LLC		14,537.81	
011-4.690.3.6730	UTIL FRANCH - LAND PURCH	0.00	0.00	636,547.00	0.00	636,547.00	-636,547.00	0.00%
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	0.00	3,172,382.54	1,225,224.00	0.00	1,225,224.00	1,947,158.54	61.38%
Expense Totals:		0.00	3,423,487.54	2,012,616.98	51,262.24	2,063,879.22	1,359,608.32	-39.71%
011 - UTILITY FRANCHISE - GEN Totals:		0.00	629,335.54	-389,452.37	-206,412.28	-595,864.65	1,225,200.19	-194.68%

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
103 - LIBRARY FUND STATE - GEN								
Revenue								
103-3.410.2.4442	LIBRARY STATE REVENUES	0.00	-5,435.00	-3,314.48	0.00	-3,314.48	-2,120.52	-39.02%
Revenue Totals:		0.00	-5,435.00	-3,314.48	0.00	-3,314.48	-2,120.52	-39.02%
Expense								
103-4.410.3.6767	BOOKS	0.00	4,935.00	0.00	0.00	0.00	4,935.00	100.00%
103-4.410.3.6769	AUDIO VISUAL	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
Expense Totals:		0.00	5,435.00	0.00	0.00	0.00	5,435.00	-100.00%
103 - LIBRARY FUND STATE - GEN Totals:		0.00	0.00	-3,314.48	0.00	-3,314.48	3,314.48	0.00%

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
167 - LIBRARY GIFTS - SPEC REV								
Revenue								
167-3.410.2.4700	CONTRIBUTIONS	0.00	-25,000.00	-180.00	-379.97	-559.97	-24,440.03	-97.76%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/27/2025	CLPKT09542	R00659120		10-27-25 LIBRARY CONTRIBUTIONS LINK,...			-269.97	
11/10/2025	CLPKT09640	R00660184		11-10-25 LIBRARY CONTRIBUTIONS LINDA...			-110.00	
167-3.410.4.4300	INTEREST EARNED	0.00	-850.00	-11.96	0.00	-11.96	-838.04	-98.59%
167-3.410.4.4305	INT EARNED - IPAIT	0.00	-3,850.00	-1,972.53	-669.54	-2,642.07	-1,207.93	-31.37%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/31/2025	GLPKT13551	8119		OCT 2025 IPAIT INT			-669.54	
Revenue Totals:		0.00	-29,700.00	-2,164.49	-1,049.51	-3,214.00	-26,486.00	-89.18%
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	0.00	0.00	3,631.72	13,257.00	16,888.72	-16,888.72	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/19/2025	APPKT01472	1358	126423	CAMERA SYSTEM	002707 - MAHASKA COMMUNICATIONS GRO...		13,257.00	
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	0.00	25,000.00	15,854.49	16,734.70	32,589.19	-7,589.19	-30.36%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/03/2025	APPKT01435	3928	126340	LIBRARY WEBSITE	099757 - LIBRARY SOLUTIONS, LLC		15,950.00	
11/19/2025	APPKT01472	1C43-KHL3-3M7X	126417	CHILDREN'S AREA - SUPPLIES	002581 - AMAZON CAPITAL SERVICES		784.70	
Expense Totals:		0.00	25,000.00	19,486.21	29,991.70	49,477.91	-24,477.91	97.91%
167 - LIBRARY GIFTS - SPEC REV Totals:		0.00	-4,700.00	17,321.72	28,942.19	46,263.91	-50,963.91	-1,084.34%
Report Total:		0.00	624,635.54	-340,030.22	-179,461.67	-519,491.89	1,144,127.43	-183.17%

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	0.00	-7,000.00	-7,359.02	-725.11	-8,084.13	1,084.13	15.49%
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUTION	0.00	-30,212.00	-7,555.00	0.00	-7,555.00	-22,657.00	-74.99%
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	0.00	-701,423.00	-154,794.41	-58,663.42	-213,457.83	-487,965.17	-69.57%
Revenue Totals:		0.00	-738,635.00	-169,708.43	-59,388.53	-229,096.96	-509,538.04	-68.98%
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	0.00	248,581.00	68,404.42	20,002.19	88,406.61	160,174.39	64.44%
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALARIES	0.00	253,365.00	69,290.58	19,294.18	88,584.76	164,780.24	65.04%
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING INCENTIVES	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING & OTHER CKS	0.00	400.00	359.00	0.00	359.00	41.00	10.25%
003-4.410.1.6210	LIBRARY - DUES/MBRPS/SUBS	0.00	1,450.00	0.00	0.00	0.00	1,450.00	100.00%
003-4.410.1.6220	LIBRARY - MTG & CONF REGISTRATION	0.00	930.00	25.00	728.00	753.00	177.00	19.03%
003-4.410.1.6230	LIBRARY - MILEAGE/MTG EXPENSES	0.00	620.00	106.54	779.08	885.62	-265.62	-42.84%
003-4.410.2.6310	LIBRARY -REP/MTNCE BLDG	0.00	7,500.00	432.09	160.00	592.09	6,907.91	92.11%
003-4.410.2.6332	LIBRARY - REP/MTNCE EQUIP	0.00	7,500.00	6,549.42	200.00	6,749.42	750.58	10.01%
003-4.410.2.6371	LIBRARY - UTILITIES	0.00	46,000.00	16,147.89	3,329.34	19,477.23	26,522.77	57.66%
003-4.410.2.6373	LIBRARY - TELEPHONE	0.00	5,212.00	1,983.30	491.64	2,474.94	2,737.06	52.51%
003-4.410.2.6414	LIBRARY - PRINTING AND COPIES	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
003-4.410.2.6428	LIBRARY - MISC CONTRACT WORK	0.00	130,296.00	31,821.42	11,280.45	43,101.87	87,194.13	66.92%
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	0.00	5,500.00	2,132.43	94.54	2,226.97	3,273.03	59.51%
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	0.00	900.00	395.00	19.19	414.19	485.81	53.98%
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	0.00	1,300.00	0.00	12.00	12.00	1,288.00	99.08%
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	0.00	2,200.00	903.31	3.28	906.59	1,293.41	58.79%
003-4.410.2.6521	LIBRARY - PROG CHILDREN	0.00	2,310.00	1,272.12	0.00	1,272.12	1,037.88	44.93%
003-4.410.2.6522	LIBRARY - PROG CHILDREN'S	0.00	2,310.00	1,129.91	221.02	1,350.93	959.07	41.52%
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG ADULT	0.00	1,150.00	22.28	6.44	28.72	1,121.28	97.50%
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	0.00	1,840.00	698.31	0.00	698.31	1,141.69	62.05%
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	0.00	6,531.00	2,009.73	506.03	2,515.76	4,015.24	61.48%
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADULTS	0.00	2,250.00	805.62	206.79	1,012.41	1,237.59	55.00%
003-4.410.3.6768	LIBRARY - PERIODICALS	0.00	2,500.00	308.36	44.00	352.36	2,147.64	85.91%
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	0.00	400.00	72.00	18.78	90.78	309.22	77.31%
003-4.410.3.6770	LIBRARY - AV/YOUTH	0.00	400.00	63.17	0.00	63.17	336.83	84.21%
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	0.00	1,590.00	191.44	0.00	191.44	1,398.56	87.96%
Expense Totals:		0.00	738,635.00	205,123.34	57,396.95	262,520.29	476,114.71	64.46%
003 - LIBRARY - GENERAL FUND Totals:		0.00	0.00	35,414.91	-1,991.58	33,423.33	-33,423.33	

My Detail vs Budget Report

Date Range: 10/23/2025 - 11/19/2025

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
011 - UTILITY FRANCHISE - GEN								
Revenue								
011-3.690.4.4065	OTHER GOVT - FRANCHISE FEES	0.00	-1,063,500.00	-168,515.99	-257,674.52	-426,190.51	-637,309.49	-59.93%
011-3.910.4.4830	TRANSFER IN	0.00	-1,730,652.00	-2,233,553.36	0.00	-2,233,553.36	502,901.36	29.06%
	Revenue Totals:	0.00	-2,794,152.00	-2,402,069.35	-257,674.52	-2,659,743.87	-134,408.13	-4.81%
Expense								
011-4.690.2.6421	UTIL FRANCH - CONS & PROF FEES	0.00	0.00	25.00	0.00	25.00	-25.00	0.00%
011-4.690.2.6428	UTIL FRANCH - MISC CONT	0.00	30,766.00	1,593.08	398.27	1,991.35	28,774.65	93.53%
011-4.690.3.6725	UTIL FRANCH - POLICE CAP PROJ	0.00	105,339.00	90,997.50	20,705.18	111,702.68	-6,363.68	-6.04%
011-4.690.3.6726	UTIL FRANCH - FIRE/EMS CAP PROJ	0.00	47,000.00	22,744.00	12,739.00	35,483.00	11,517.00	24.50%
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP PROJ	0.00	25,000.00	12,093.89	2,141.98	14,235.87	10,764.13	43.06%
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	14,000.00	20,669.75	740.00	21,409.75	-7,409.75	-52.93%
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	29,000.00	2,722.76	14,537.81	17,260.57	11,739.43	40.48%
011-4.690.3.6730	UTIL FRANCH - LAND PURCH	0.00	0.00	636,547.00	0.00	636,547.00	-636,547.00	0.00%
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	0.00	3,172,382.54	1,225,224.00	0.00	1,225,224.00	1,947,158.54	61.38%
	Expense Totals:	0.00	3,423,487.54	2,012,616.98	51,262.24	2,063,879.22	1,359,608.32	39.71%
	011 - UTILITY FRANCHISE - GEN Totals:	0.00	629,335.54	-389,452.37	-206,412.28	-595,864.65	1,225,200.19	

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
103 - LIBRARY FUND STATE - GEN								
Revenue								
103-3.410.2.4442	LIBRARY STATE REVENUES	0.00	-5,435.00	-3,314.48	0.00	-3,314.48	-2,120.52	-39.02%
	Revenue Totals:	0.00	-5,435.00	-3,314.48	0.00	-3,314.48	-2,120.52	-39.02%
Expense								
103-4.410.3.6767	BOOKS	0.00	4,935.00	0.00	0.00	0.00	4,935.00	100.00%
103-4.410.3.6769	AUDIO VISUAL	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
	Expense Totals:	0.00	5,435.00	0.00	0.00	0.00	5,435.00	100.00%
	103 - LIBRARY FUND STATE - GEN Totals:	0.00	0.00	-3,314.48	0.00	-3,314.48	3,314.48	

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
167 - LIBRARY GIFTS - SPEC REV								
Revenue								
167-3.410.2.4700	CONTRIBUTIONS	0.00	-25,000.00	-180.00	-379.97	-559.97	-24,440.03	-97.76%
167-3.410.4.4300	INTEREST EARNED	0.00	-850.00	-11.96	0.00	-11.96	-838.04	-98.59%
167-3.410.4.4305	INT EARNED - IPAIT	0.00	-3,850.00	-1,972.53	-669.54	-2,642.07	-1,207.93	-31.37%
	Revenue Totals:	0.00	-29,700.00	-2,164.49	-1,049.51	-3,214.00	-26,486.00	-89.18%
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	0.00	0.00	3,631.72	13,257.00	16,888.72	-16,888.72	0.00%
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	0.00	25,000.00	15,854.49	16,734.70	32,589.19	-7,589.19	-30.36%
	Expense Totals:	0.00	25,000.00	19,486.21	29,991.70	49,477.91	-24,477.91	-97.91%
	167 - LIBRARY GIFTS - SPEC REV Totals:	0.00	-4,700.00	17,321.72	28,942.19	46,263.91	-50,963.91	
	Report Total:	0.00	624,635.54	-340,030.22	-179,461.67	-519,491.89	1,144,127.43	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003 - LIBRARY - GENERAL FUND	0.00	0.00	35,414.91	-1,991.58	33,423.33	-33,423.33	
011 - UTILITY FRANCHISE - GEN	0.00	629,335.54	-389,452.37	-206,412.28	-595,864.65	1,225,200.19	
103 - LIBRARY FUND STATE - GEN	0.00	0.00	-3,314.48	0.00	-3,314.48	3,314.48	
167 - LIBRARY GIFTS - SPEC REV	0.00	-4,700.00	17,321.72	28,942.19	46,263.91	-50,963.91	
Report Total:	0.00	624,635.54	-340,030.22	-179,461.67	-519,491.89	1,144,127.43	

QUOTE: QT-785603

11/04/2025

PREPARED FOR:
Drake Library
930 Park Street
Grinnell, Iowa 50112, United States

Karen Neal

SEND PURCHASE ORDER TO:
Arbon Equipment Corporation - Northcentral
722 E. Price Street
Eldridge, Iowa 52748, United States
Craig Tucker
ctucker1@ritehite.com
319-499-8007 (mobile)

LINE	PRODUCT DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1	9760-0010 FILTER 10 MICRON OIL	1	\$36.74	\$36.74
2	8625-0014 HOSE ASSY, HIGH	1	\$145.92	\$145.92
3	10113-0000 KIT, PLUMBING, HYDRAULIC	1	\$249.00	\$249.00
4	OIL HYD. (IN 1 QT. CANS) (MIL 5606)	4	\$46.08	\$184.32
5	Labor	1	\$1,100.00	\$1,100.00

Freight and Handling
Tax
TOTAL

ADD
Tax Exempt
\$ 1,715.98

Quote Summary:

Job Scope:
Replace oil, filter and hoses for hydraulic power unit on Pflow lift.

Due to the possibility of new tariffs and their potential impact on equipment/material costs, the prices in this proposal must be validated prior to the acceptance of an order. Furthermore, any new tariffs which may be levied on the goods when they are imported into Countries outside of the US shall be the responsibility of the customer.

Drake Community Library Security Camera Policy

1. Policy Statement

Drake Community Library uses security cameras for the limited and specific purpose of enhancing the physical security of the Library, its property, its staff, and its users. Cameras serve as a deterrent to policy violations and criminal activity, assist staff in investigating incidents affecting safety or property, and support law enforcement when appropriate.

The Library values patron privacy and upholds the confidentiality of Library records as required by **Iowa Code 22.7(13)**. Although individuals in public spaces may be recorded, any information that identifies a patron in connection with their use of library materials or services remains confidential.

2. Purpose

The purpose of this policy is to do the following:

- Establish guidelines for the placement and use of video security cameras.
- Define who may access and view footage.
- Ensure compliance with applicable privacy and confidentiality laws.
- Promote transparency regarding how surveillance footage is managed and retained.

3. Signage and Notice

- The Library will post signs at all public entrances notifying visitors that security cameras are in use.
- Cameras will not record audio and will not be monitored continuously.
- Patrons and staff are responsible for their personal safety and belongings. The presence of cameras should not be interpreted as a guarantee of safety or protection.

4. Placement and Coverage

- Cameras may be installed in public areas of the Library and on exterior property for the purpose of protecting people, property, and library assets.
- Camera placement is determined by the Library Director or designee. Exterior placement may be determined in coordination with City staff.

- Cameras will not be installed in areas where there is a reasonable expectation of privacy, such as restrooms, private offices, or staff work areas.

5. Access and Monitoring

- Access to live or recorded video footage is limited to the Library Director and designated staff authorized by the Director.
- Designated staff may review footage for the following purposes:
 - Investigating incidents of injury, theft, vandalism, or other violations of law or policy.
 - Protecting Library property and maintaining a safe environment.
 - Identifying banned or disruptive individuals.
 - Cooperating with law enforcement when permitted by law.
- Camera footage may be viewed in real time or in recorded form as needed for security purposes.

6. Data Storage and Retention

- Recorded video footage will be stored in a secure, access-controlled location.
- Footage will be retained for up to **30 days** or until storage capacity is reached, whichever occurs first.
- Footage related to specific incidents may be retained longer if needed for investigation or legal purposes.
- Once footage is no longer required, it will be permanently deleted or destroyed in accordance with record retention procedures and applicable law.

7. Confidentiality and Release of Footage

- Any footage that could identify a library user in connection with their use of materials or services is considered confidential under **Iowa Code section 22.7(13)**.
- Such footage will not be released except in the following circumstance:
 - Pursuant to a valid court order, subpoena, or search warrant;
 - When required by law; or
 - When necessary to protect life or safety.
- The Library Director must authorize all releases of footage. If the Director is unavailable, authorization may be given by a designated staff member.

- The Library will consult legal counsel before releasing any footage that may include confidential information.

8. Requests for Access

- All requests from law enforcement or other agencies to view or obtain security camera footage must be submitted in writing to the Library Director.
- Public disclosure of security camera footage shall follow the procedures outlined by the Library Director in accordance with **Iowa Code chapter 22**.

9. Compliance

This policy shall be interpreted in accordance with **Iowa Code section 22.7(13) and (14)** and all other applicable federal, state, and local laws governing library confidentiality and records.

Adopted: 11/2025

DRAFT

Proposal Summary: Establishing a Community Fridge at Drake Community Library

Purpose:

The community fridge aims to combat food insecurity and reduce food waste by providing free, 24/7 access to perishable foods for anyone in need. Unlike traditional food pantries, it operates on the principles of mutual aid, trust, and equal access, encouraging donations from local businesses, producers, and individuals.

Need in Grinnell:

- In 2022, 8.2% of Poweshiek County residents (≈1,500 people) faced food insecurity, including 570 children.
- Existing local food resources (MICA, Grinnell Community Meal, Iowa Kitchen, Drake Library food cupboard, Food Recovery Network) have limited hours or capacity, leaving gaps in access to perishable foods.
- With recent SNAP benefit cuts, the demand for community support is expected to rise, making the fridge a timely and necessary resource.

Library's Role:

- Host the fridge and cover utility costs (if unable a funding support is possible through crowd-sourcing).
- No responsibility for maintenance or monitoring usage—the Grinnell Organizing Collective (GOC) volunteers manage these aspects.

Management:

- A GOC planning team (Rachel Rudacille, Ryan Solomon, Jordan Scheibel, Alec Barnum, Vanessa Preast) will coordinate funding, donations, and ongoing maintenance.
- Daily checks by volunteers ensure food safety and cleanliness; weekly deep cleaning is conducted.

Donation Guidelines:

- Initially invite selected businesses and organizations, later open to all donors.
- Food must be sealed, labeled containers noting contents, allergens, and expiration (prepared foods: 7 days).
- Proper shelving to prevent cross-contamination (prepared food top, produce middle, meat bottom).

Maintenance Guidelines:

- Volunteers ensure daily cleanliness, remove expired items, and check labeling.
- Weekly thorough cleaning of shelves and fridge interior.
- Signage posted with usage expectations and accepted food types.

Overall Goal:

The fridge fosters community solidarity, reduces food waste, and ensures equitable access to nutritious food for Grinnell residents in need, while placing minimal responsibility on the library.