



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
WEDNESDAY, JANUARY 28, 2026, AT 5:15 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:

A. Approve Minutes from the December 22, 2025 regular board meeting.

5. Communications:

A. December GPCF Fund Report

6. Report of Director:

A. December Statistical Report
Building & Grounds Update
County Supervisor's Presentation
Strategic Planning Annual Report

7. Committee Reports:

A. Building and Grounds
Finance and Salary
Personnel
Long Range Planning
Policy

8. Financial Report and Approve Bills Payable

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.

- A. Consider and approve bills payable in February
Review 167 gift account
Consider and approve Tri-State Sprinkler to perform inspection and maintenance of the fire sprinkler system.

9. Business:

- A. Consider and approve review of the Service Animal Policy.
Consider and approve rescinding the Non-Resident Research Policy.

10. Contracts:

- A. Consider and approve a contract with Bookwhere
Consider and approve a contract with Microsoft365

11. Trustee Continuing Education:

- A. Iowa Libraries Online Conference, January 29, 6:00pm-7pm.
Building the Board Culture That Your Library Deserves
Speaker: Patty Collins

12. Adjourn:

- A. The next Board Meeting is **Wednesday, February 25th** at 5:15.

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

Trustees Present: Emily Guenther, John Hammond, Lee McFee, Theresa Pagliai, Luke Sanders

Trustees Absent: Emily Fenner, Avery Lindley

Staff Present: Karen Neal, Mallory Snow, Alyssa Devig (City Clerk)

Guests Present: Adrienne Hardin

Call to Order

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

Public Comment

One comment

Approval of Agenda

McFee moved and Guenther seconded approval of the agenda.

Motion passed 5/0

Approval of the Minutes

Hammond moved and Saunders seconded approval of November 20, 2025, minutes.

Motion passed 5/0

McFee moved and Hammond seconded approval of November 20, 2025, special board meeting minutes.

Motion passed 5/0

Communications

October and November 2025 Greater Poweshiek Community Foundation (GPCF) reports were reviewed.

Report of the Director

-November Statistics were reviewed

-2025 Annual Report was reviewed

Committee Reports

Building & Grounds: No report

Finance & Salary: Met to discuss FY27 draft budget

Personnel: No report

Long Range Planning: No report

Policy: No report

Financial Reports:

Financials were reviewed. McFee moved and Sauders seconded approval of bills payable in January.
Motion passed (5/0)

Contracts:

None

Business:

*Adrienne Hardin, Communications & Community Development Specialist for the City of Grinnell, presented a proposal for possible installation of public art at the library. The piece is part of a city-wide project.

McFee moved and Hammond seconded a motion approving the placement of a structure in the prairie as part of the public art project the city is working on.

Motion passed (5/0)

*McFee moved and Hammond seconded approval of Sara Sharkey as a Library Page and the wage assigned to the position.

Motion passed (5/0)

*Saunders moved and Guenther seconded approval of Sophie Baechtel as a Circulation Clerk and the wage assigned to the position.

Motion passed (5/0)

*Hammond moved and McFee seconded approval to move Emily Lof from Circulation Clerk to Adult Programming Library Assistant and the wage assigned to the position.

Motion passed (5/0)

*Hammond moved and McFee seconded approval of adding \$1,100 to the FY27 library budget to include library staff in the city's clothing allowance opportunity.

Motion passed (5/0)

*Hammond moved and McFee seconded approval of the FY27 draft budget proposal.

Motion passed (5/0)

Trustee Continuing Education: None

Meeting adjourned by unanimous consent at 5:43pm

Next regular meeting is January 28, 2026, at 5:15

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

Fund Balance Change

Date: 07/01/2025 to 12/31/2025

Fund: 1015BE Drake Community Library Endowment Fund Board Endowed, 1015 Drake Community Library Endowment Fund

Show Subfunds: Yes

	Begin	Investment Income(R)	Support(R)	Expense(E)	End
1015BE Drake Community Library Endowment Fund Board Endowed	1,472,763.67	126,275.95	0.00	7,363.80	1,591,675.82
1015 Drake Community Library Endowment Fund	243,932.69	20,985.22	11,494.61	1,771.88	274,640.64
Total	1,716,696.36	147,261.17	11,494.61	9,135.68	1,866,316.46

01/23/26 12:16pm CST

Statement Of Activities

Date: 12/01/2025 to 12/31/2025

Column: Fund

Show Fund Detail: Yes

Fund: 1015BE Drake Community Library Endowment Fund Board Endowed, 1015 Drake Community Library Endowment Fund

Financial View: Statement of Activities Standard View

Show Subfunds: Yes

	1015BE Drake Community Library Endowment Fund	1015 Drake Community Library Endowment Fund	Total
Revenue			
<i>Revenue</i>			
Donations & Pledges			
1015 Drake Community Library Endowment Fund	0.00	1,445.64	1,445.64
Investment Revenue			
1015BE Drake Community Library Endowment Fund Board Endowed	8,872.76	0.00	8,872.76
1015 Drake Community Library Endowment Fund	0.00	1,524.92	1,524.92
	<u>8,872.76</u>	<u>1,524.92</u>	<u>10,397.68</u>
	<u>8,872.76</u>	<u>2,970.56</u>	<u>11,843.32</u>
Total Revenue	<u>8,872.76</u>	<u>2,970.56</u>	<u>11,843.32</u>
Expenses			
<i>Expenses</i>			
Administrative Fee Expense			
1015BE Drake Community Library Endowment Fund Board Endowed	1,227.30	0.00	1,227.30
1015 Drake Community Library Endowment Fund	0.00	283.01	283.01
	<u>1,227.30</u>	<u>283.01</u>	<u>1,510.31</u>
Other Expenses			
1015 Drake Community Library Endowment Fund	0.00	10.96	10.96
	<u>1,227.30</u>	<u>293.97</u>	<u>1,521.27</u>
Total Expenses	<u>1,227.30</u>	<u>293.97</u>	<u>1,521.27</u>
Change in Net Assets	<u>7,645.46</u>	<u>2,676.59</u>	<u>10,322.05</u>

01/23/26 12:18pm CST

Statement Of Activities

Date: 07/01/2025 to 12/31/2025

Column: Fund

Show Fund Detail: Yes

Fund: 1015BE Drake Community Library Endowment Fund Board Endowed, 1015 Drake Community Library Endowment Fund

Financial View: Statement of Activities Standard View

Show Subfunds: Yes

	1015BE Drake Community Library Endowment Fund	1015 Drake Community Library Endowment Fund	Total
Revenue			
<i>Revenue</i>			
Donations & Pledges			
1015 Drake Community Library Endowment Fund	0.00	11,494.61	11,494.61
Investment Revenue			
1015BE Drake Community Library Endowment Fund Board Endowed	126,275.95	0.00	126,275.95
1015 Drake Community Library Endowment Fund	0.00	20,985.22	20,985.22
	<u>126,275.95</u>	<u>20,985.22</u>	<u>147,261.17</u>
	<u>126,275.95</u>	<u>32,479.83</u>	<u>158,755.78</u>
Total Revenue	126,275.95	32,479.83	158,755.78
Expenses			
<i>Expenses</i>			
Administrative Fee Expense			
1015BE Drake Community Library Endowment Fund Board Endowed	7,363.80	0.00	7,363.80
1015 Drake Community Library Endowment Fund	0.00	1,754.50	1,754.50
	<u>7,363.80</u>	<u>1,754.50</u>	<u>9,118.30</u>
Other Expenses			
1015 Drake Community Library Endowment Fund	0.00	17.38	17.38
	<u>7,363.80</u>	<u>1,771.88</u>	<u>9,135.68</u>
Total Expenses	7,363.80	1,771.88	9,135.68
Change in Net Assets	118,912.15	30,707.95	149,620.10

01/23/26 12:17pm CST

Borrower Type Circulation

December 2025

Btype Group		Current Month	SMPY	YTD	Previous YTD
Residents	Area Resident	2,833	2,716	18,738	19,934
	Open Access Borrower	243	246	1,809	1,366
	Grinnell College Student	44	143	542	1,330
	Youth	194	331	2,927	2,669
	Open Access Youth	0	8	122	58
	Courtesy Card (replaces Pay Card)	0	0	0	0
	3,314	3,444	24,138	25,357	
Book Delivery	Adult Homebound	90	61	553	312
	Youth Book Baskets	72	116	419	613
	162	177	972	925	
Education and Special Loans	Educator	178	114	1,987	2,173
	Interlibrary Loan	74	55	316	305
	Large Print	35	11	158	158
	287	180	2,461	2,636	
Total	3,763	3,801	27,571	28,918	

Item Type Circulation

December 2025

Itype Group		Current Month	SMPY	YTD	Previous YTD
Books	Adult Book	1,801	1,620	11,400	11,350
	Teen Book	135	223	1,397	1,576
	Children's Book	1,561	1,510	13,127	12,903
Total Books	3,497	3,353	25,924	25,829	
Audiovisual	Adult Audio	38	37	277	256
	Adult Video	131	123	670	810
	Teen Audio	1	2	9	15
	Children's Audio	9	4	79	40
	Children's Video	63	44	314	454
Total Audiovisual	7,236	6,916	1,349	1,575	
Miscellaneous Physical Formats	Periodicals	13	34	117	187
	Equipment	10	15	139	112
	Multimedia Kits	17	4	100	83
	Interlibrary Loan	46	22	225	195
Total Miscellaneous	86	75	581	577	
Total Physical Item Circ	10,819	10,344	27,854	27,981	
Bridges eBooks	Bridges eBooks	759	857	4,739	5,155
	Bridges eAudiobooks	958	828	5,943	5,174
	Bridges eMagazines	313	206	1,649	1,057
Total Bridges Circ	2,030	1,891	12,331	11,386	
Total Circulation	12,849	12,235	40,185	39,367	

Additional Services

December 2025

Service Type	Current Month	SMPY	YTD	Previous YTD
Adventure Pass (Bookings)	5	1	57	28
Ancestry Library Edition	170	62	257	1,246
Beanstack (Active Users)	77	70	452	410
Craft and Hobby (Views)	0	10	7	10
Freegal (Downloads & Streams)	256	351	2,489	1,216
Heritage Quest	0	0	4	0
Kanopy (Plays)	151	103	752	1,001
Library Speakers Cons. (Views)	1,246	661	6,851	3,892
Mango Languages	39	33	264	262
Mometrix (Replaces Brainfuse)	0	2	9	107
Niche Academy	2	23	263	116
Reference Solutions (Searches)	0	3	29	23
	1,946	1,319	11,434	8,311
Coin-Op Pages Printed	646	861	3,567	4,537
Faxes Sent	12		73	0
Black and White Pages Copied	802		4,598	0
Color Pages Copied	292		855	0
	1,752	861	9,093	4,537
Adult Logins	264	370	1,951	2,543
Kids Logins	299	221	2,041	1,667
Guest Passes Distributed	36	44	288	299
In-House Catalog Uses	309	295	2,405	2,357
Wi-Fi Sessions	592		5,031	1,844
	1,500	930	11,716	8,710
In-Person Visits	3	0	21	23
Email Reference	0	5	4	48
Phone Reference	0	2	0	12
	3	7	25	83
Total	5,201	3,110	32,243	21,558

Meeting Rooms

December 2025

Category	Current Month	SMPY	YTD	Previous YTD
Bookings	101		471	31
Attendance	753		3,921	610

Programs Offered

December 2025

Type	Current Month	SMPY	YTD	Previous YTD
Children	18	14	120	129
Teen	2	2	13	16
Adult	9	9	47	60
All Ages/ Passive	1	2	9	12
Total	30	27	189	217

Program Participation

December 2025

Type	Current Month	SMPY	YTD	Previous YTD
Children	282	287	3,285	3,371
Teen	3	5	44	66
Adult	49	57	342	434
All Ages/ Passive	51	120	158	344
Total	385	469	3,829	4,215

Door Count

December 2025

	Current Month	SMPY	YTD	Previous YTD
Door Count	4,237	4,909	27,483	28,737



Drake Community Library

2025 Strategic Plan Progress Report

Strategic Focus Area: Community Connection and Partnerships

Overview

During 2025, the Library continued to prioritize building meaningful community partnerships and expanding community-based programming. While several initiatives required adjustment or postponement, important groundwork was laid that positions the Library for strong progress in 2026.

Goal 1

Develop strong, productive partnerships with local organizations, institutions, and community groups.

Objective	Status	Notes
Collaboration with Iowa Valley Community College for college credit volunteering	Discontinued	Determined not to be feasible at this time.
Multilingual story time programs	Discontinued	Participation and capacity challenges.
Laundry & Literacy at Maytag Laundromat	Not completed	Ongoing discussions with property owner; renewed attempt planned.
Suds of Love monthly book giveaways & SEL activities	Ongoing	

Assessment

While several objectives were not completed, the year provided clarity about which partnerships are realistic and sustainable. The Library has refined its approach to focus on initiatives with stronger community readiness and organizational capacity.

2026 Direction

- Renew Laundry & Literacy conversations with clearer scope and expectations.



- Place a community fridge at DCL with defined community partners.
- Continue partnership with Grinnell Food Coalition to house the Food Cupboard.
- Continue partnership with local churches and individuals for an annual winter coat giveaway (2025 distribution: 138 hats, 94 mittens, 87 coats, and 30 additional winter items).

Goal 2

Develop community-based programming for a broad range of age groups and interests.

Objective	Status	Notes
Take-and-Make kits with Craft & Hobby	Completed	Subscription began; usage lower than expected.
Archival programming with genealogical speakers	Discontinued	Requires stronger partner coordination and participation.
Strategic archival partnership	Not completed	Remains a future priority.
Patron-led programming	Ongoing	Consistent participation and strong community response.
GRMC health courses partnership	Discontinued	Coordination and participation challenges.
Financial literacy partnerships	Discontinued	Resource reallocation.
VITA partnership	Ongoing	Successful and ongoing collaboration.

Assessment

The availability of Library space continues to be one of the most successful community engagement strategies. The Library serves as a community hub, providing safe, welcoming access to services and information.

2026 Direction

- Explore further patron-led programming models.
- Pursue a strategic partnership to expand capacity for continued archival preservation and engagement.



- Continue collaboration with the VITA Tax Program.
 - Continue working with community partners and evaluate each opportunity for best alignment with Library capacity.
-

Overall Progress – Community Connection and Partnerships

2025 provided valuable learning opportunities. The Library now has greater clarity about initiatives that align with community interest, staffing capacity, and partner readiness. This allows 2026 efforts to be more focused, realistic, and impactful.



Strategic Focus Area: Inclusive Services and Access

In 2025, the Library strengthened its commitment to inclusive services and equitable access. Progress reflects both measurable facility improvements and ongoing efforts to ensure collections, programs, and spaces represent the full diversity of our community.

Goal 1

Enhance collections, services, and programs to reflect and support diversity in our community.

Objective

Status Notes

Diversity audit of collections Ongoing Incremental and sustainable review process.

Inclusive speaker programming Ongoing Strong usage and positive feedback.

Assessment

Inclusive evaluation is embedded into daily operations, ensuring continual responsiveness rather than one-time assessment.

2026 Direction

- Continue comprehensive diversity audit.
 - Monitor collections for informational needs.
 - Maintain inclusive speaker programming.
 - Use usage data to guide future purchasing and programming.
-

Goal 2

Increase accessibility of facilities, services, and resources for individuals with disabilities.



Objective	Status
Accessible computer station	Completed
Teen shelving ADA compliant	Completed
Sensory bags for children	Completed
Sensory tools and headphones	Completed
ADA spacing evaluation	Ongoing

Assessment

Significant accessibility improvements were completed in 2025, with continued refinement underway.

2026 Direction

- Make north-side entrance and parking fully handicapped accessible.
- Expand sensory bags for adults.
- Optimize furniture placement for accessibility.

Overall Progress – Inclusive Services and Access

The Library enters 2026 well positioned to continue advancing equitable, accessible service delivery.



Strategic Focus Area: Operational Excellence and Innovation

In 2025, the Library focused on strengthening internal operations, expanding adaptable resources, and preparing for future innovation.

Goal 1

Respond to changing community needs and meet those evolving needs in staff training, resources, collections and programming.

Objective	Status	Notes
STEM circulating collection	Completed	Successfully launched.
Library of Things expansion	Ongoing	GC Mini-grant supported in-house resources.
Staff training opportunities	Ongoing	Multiple sources explored.
Staff cross-training	Ongoing	Building redundancy.

2026 Direction

- Explore expansion of Library of Things through grants.
 - Implement position-specific training outlines.
 - Continue staff cross-training for operational resiliency.
 - Explore new circulating collections.
-

Goal 2

Introduce innovative operations and systems that improve efficiency and patron experience.

Objective	Status	Notes
Skateboard rack	Discontinued	
Workflow streamlining	Ongoing	Continues as operational priority
Newsletters	Discontinued	



Objective	Status	Notes
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Communications plan	Tabled	
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2026 Direction

- Continue workflow improvements.
- Add water bottle refill station.

Overall Progress – Operational Excellence

Progress reflects intentional pacing aligned with sustainability and capacity.



Strategic Focus Area: Resource Access and Digital Empowerment

The Library prioritized digital access, website development, and digital literacy support.

Goal 1

Develop technology-related services to ensure access and relevancy.

Objective	Status
Website analysis	Completed
Website committee	Completed
Website platform evaluation	Completed

2026 Direction

- Monitor website accessibility.
 - Advance Iowa Workforce Development partnership.
 - Expand digital literacy resources.
-

Goal 2

Improve digital literacy in the community and promote appropriate use of digital resources.

Objective	Status	Notes
Newspaper database tutorials	Discontinued	Duplicate community efforts.
Technology education programming	Discontinued	Staffing capacity limitations.

2026 Direction

- Identify resources for patron technology questions/support.
 - Offer targeted tech help opportunities aligned with patron demand.
-



Goal 3

Enhance the website as an online resource hub to promote awareness and easy access to all resources and services.

Objective

Status Notes

Website photos and explanations Ongoing Meeting space photos added.

Blog-style content Ongoing Content strategy evolving.

2026 Direction

- Photograph additional library areas and expand website sections.
- Continue website content curation and development.

Overall Progress – Resource Access

The new website provides a strong foundation for continued digital empowerment.



Strategic Focus Area: Youth-Focused Programs and Engagement

The Library strengthened youth engagement through teen programming and school partnerships.

Goal 1

Develop and implement a comprehensive teen programming strategy that caters to the interests and needs of the teen demographic.

Objective	Status	Notes
Increase teen presence	Ongoing	Teen RPG and Gaming programs.
Reach teens in their environments	Ongoing	Middle and high school outreach and programs.
Improve teen communication access	Ongoing	Contact info visible in teen materials.
Add personal hygiene cabinet to teen area	Completed	Supplies available in other areas of the building.

2026 Direction

- Update teen area seating and technology.
 - Add headphones at teen computers.
 - Continue school outreach and teen engagement efforts.
 - Ensure teen information remains highly visible and accessible.
-

Goal 2

Foster stronger connections with local schools and organizations to promote youth engagement.



Objective	Status	Notes
Develop and strengthen partnerships	Ongoing	Continued collaboration with community organizations.
Davis book club	Completed	Successful when school schedule allows.
Preschool visits	Ongoing	
Book basket Deliveries	Ongoing	Expanded distribution.

2026 Direction

- Maintain and strengthen existing partnerships.
- Continue Davis book club as scheduling allows.
- Expand book basket deliveries and preschool outreach.

Overall Progress – Youth Engagement

Youth services reflect sustained relationship-building and community trust.

Submitted by Karen Neal
Library Director
January 22, 2026

Appendix 1

Usage of Board Endowed Funds — 2025

Organized by Strategic Focus Area

Strategic Focus Area	Date	Vendor	Amount	Purpose / Strategic Alignment
Resource Access and Digital Empowerment	March–October	Library Market	\$30,400.00	Website redevelopment to enhance patron experience and accessibility. Supported goals include website usability and accessibility review, staff and board committee evaluation, implementation of accessibility best practices, expanded visual content of library spaces, and addition of blog-style content such as staff picks, reviews, and program highlights.
Inclusive Services and Access	July	Library Furniture International	\$6,505.00	Shelf relocation to expand the large print collection and improve ADA compliance in the teen area. Increased display space and improved access to Spanish and graphic novel collections. Supported goals include ADA accessibility, teen engagement, resource access, and responsiveness to evolving community needs.
Operational Excellence and Innovation	September	CollectionHQ	\$6,750.00	Collection management software providing statistics and usage data to support informed purchasing and withdrawal decisions. Supported goals include streamlining collection management and cataloging workflows and conducting diversity audits to identify underrepresented subjects, authors, and genres.

**Operational
Excellence and
Innovation**

November

MCG

\$13,257.00

Installation of dual-lens cameras with enhanced management features. Supported goals include introducing innovative systems that improve operational efficiency and patron experience.

Strategic Focus Area Totals

Strategic Focus Area	Total
Resource Access and Digital Empowerment	\$30,400.00
Inclusive Services and Access	\$6,505.00
Operational Excellence and Innovation	\$20,007.00
Total	\$56,912.00



Drake Community Library Strategic Goals 2026

Strategic Focus Area: Community Connection and Partnerships

Goal 1

Develop strong, productive partnerships with local organizations, institutions, and community groups.

Objectives:

- Renew Laundry & Literacy conversations with clearer scope and expectations.
- Place a community fridge at Drake Community Library in partnership with defined community partners.
- Continue partnership with Grinnell Food Coalition to house the Food Cupboard.
- Continue partnership with local churches and individuals as a location for a yearly winter coat giveaway.

Goal 2

Develop community-based programming for a broad range of age groups and interests.

Objectives:

- Explore further patron-led programming models.
- Pursue a strategic partnership with a local organization to expand capacity for continued archival preservation and engagement.
- Continue collaboration with VITA Tax Program.
- Continue collaborating with community partners and assess each situation for the best possible fit for Drake Community Library.

Strategic Focus Area: Inclusive Services and Access

Goal 1

Enhance the library's collections, services, and programs to reflect and support diversity in our community.

Objectives:



- Continue comprehensive diversity audit of all collections.
- Monitor collections for community informational needs.
- Maintain inclusive speaker programming.
- Utilize collection usage information to guide future purchasing and programming decisions.

Goal 2

Increase accessibility of facilities, services, and resources for individuals with all types of disabilities.

Objectives:

- Ensure north-side entrance and parking are fully handicapped accessible.
 - Expand sensory bag availability for adult patrons.
 - Optimize furniture placement to maximize ADA-compliant access in children's spaces.
-

Strategic Focus Area: Operational Excellence and Innovation

Goal 1

Respond to changing community needs through staff training, resources, collections, and programming.

Objectives:

- Explore expansion of Library of Things through grants.
- Implement position-specific staff training outlines.
- Continue staff cross-training for operational resiliency.
- Explore new circulating collections.

Goal 2

Introduce innovative operations and systems that improve efficiency and patron experience.

Objectives:

- Continue workflow streamlining initiatives.



- Add a water bottle refill station.
-

Strategic Focus Area: Resource Access and Digital Empowerment

Goal 1

Develop technology-related services to ensure access and relevancy.

Objectives:

- Monitor website accessibility.
- Advance IA Workforce Development partnership.
- Expand digital literacy resources.

Goal 2

Improve digital literacy in the community and promote appropriate use of digital resources.

Objectives:

- Identify resources for patron technology questions/support.
- Offer targeted tech help opportunities aligned with patron demand.

Goal 3

Enhance the website as an online resource hub.

Objectives:

- Photograph additional library areas and expand website sections.
 - Continue website content creation and development.
-

Strategic Focus Area: Youth-Focused Programs and Engagement

Goal 1

Develop and implement a comprehensive teen programming strategy.

Objectives:



- Update teen area seating and technology.
- Add headphones at teen computers.
- Continue school outreach and teen engagement efforts.
- Ensure teen information remains highly visible and accessible.

Goal 2

Foster stronger connections with local schools and organizations.

Objectives:

- Maintain and strengthen existing partnerships.
- Continue Davis Book Club as scheduling allows.
- Expand book basket deliveries and preschool outreach.



Grinnell, IA

My Detail vs Budget Report

Account Detail

Date Range: 12/23/2025 - 01/28/2026

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	-8,509.66	-206.11	-8,715.77	1,715.77	24.51%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/09/2026	CLPKT10086	R00664768		01-09-26 LIBRARY LIBRARY - FEES, MISC 01...			-206.11	
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUTION	0.00	-30,212.00	-7,555.00	-7,555.00	-15,110.00	-15,102.00	-49.99%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/23/2025	CLPKT09958	R00663614		COUNTY CONTRIBUTIONS - FY26 2ND QTR ...			-7,555.00	
003-3.410.2.4715	LIBRARY - REFUNDS	0.00	0.00	0.00	-378.48	-378.48	378.48	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/02/2026	CLPKT10035	R00663976		01-02-26 MIDWEST ALARM SERVICES REF...			-378.48	
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	0.00	-701,423.00	-271,965.13	-60,002.49	-331,967.62	-369,455.38	-52.67%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/31/2025	GLPKT14050	8150		MONTHLY LIBRARY TRANSFER			-60,002.49	
Revenue Totals:		0.00	-738,635.00	-288,029.79	-68,142.08	-356,171.87	-382,463.13	-51.78%
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	0.00	248,581.00	109,502.19	20,915.81	130,418.00	118,163.00	47.54%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/31/2025	PYPKT01147	PYPKT01147 - 12/11/25 -...		PYPKT01147 - 12/11/25 - 12/25/25 - Pay 1...			14,864.44	
01/15/2026	PYPKT01161	PYPKT01161 - 12/26/20...		PYPKT01161 - 12/26/2025 - 01/10/2026 - ...			6,051.37	
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALARIES	0.00	253,365.00	107,833.60	20,304.65	128,138.25	125,226.75	49.43%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/31/2025	PYPKT01147	PYPKT01147 - 12/11/25 -...		PYPKT01147 - 12/11/25 - 12/25/25 - Pay 1...			9,912.27	
01/15/2026	PYPKT01161	PYPKT01161 - 12/26/20...		PYPKT01161 - 12/26/2025 - 01/10/2026 - ...			10,392.38	
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING INCENTIVES	0.00	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/31/2025	PYPKT01147	PYPKT01147 - 12/11/25 -...		PYPKT01147 - 12/11/25 - 12/25/25 - Pay 1...			5,000.00	

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Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING & OTHER CKS	0.00	400.00	359.00	30.00	389.00	11.00	2.75%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/14/2026	APPKT01536	12.18.25	126797	BACKGROUND CK (SB)	099759 - VISA		15.00	
01/14/2026	APPKT01536	12.22.25	126797	BACKGROUND CK (SS)	099759 - VISA		15.00	
003-4.410.1.6210	LIBRARY - DUES/MBRPS/SUBS	0.00	1,450.00	370.00	609.00	979.00	471.00	32.48%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	10936	126694	MBRSHP (MS)	017800 - IOWA LIBRARY ASSOCIATION		184.00	
01/05/2026	APPKT01487	10939	126694	MBRSHP (LC)	017800 - IOWA LIBRARY ASSOCIATION		80.00	
01/05/2026	APPKT01487	10941	126694	MBRSHP (WB)	017800 - IOWA LIBRARY ASSOCIATION		80.00	
01/28/2026	APPKT01545	10854	126844	MBRSHP (GM)	017800 - IOWA LIBRARY ASSOCIATION		155.00	
01/28/2026	APPKT01545	10985	126844	MBRSHP (LS)	017800 - IOWA LIBRARY ASSOCIATION		30.00	
01/28/2026	APPKT01545	11021	126844	MBRSHP (EL)	017800 - IOWA LIBRARY ASSOCIATION		80.00	
003-4.410.1.6220	LIBRARY - MTG & CONF REGISTRATION	0.00	930.00	753.00	0.00	753.00	177.00	19.03%
003-4.410.1.6230	LIBRARY - MILEAGE/MTG EXPENSES	0.00	620.00	885.62	0.00	885.62	-265.62	-42.84%
003-4.410.2.6310	LIBRARY - REP/MTNCE BLDG	0.00	7,500.00	642.57	0.00	642.57	6,857.43	91.43%
003-4.410.2.6332	LIBRARY - REP/MTNCE EQUIP	0.00	7,500.00	6,749.42	395.50	7,144.92	355.08	4.73%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/28/2026	APPKT01545	2021-7688	126849	DUCT WORK	001201 - S & S PLUMBING, HEATING & AIR C...		395.50	
003-4.410.2.6371	LIBRARY - UTILITIES	0.00	46,000.00	22,717.34	7,369.66	30,087.00	15,913.00	34.59%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	12.10.25 DRAKE	126632	UTILITIES	018200 - ALLIANT ENERGY		3,383.74	
01/28/2026	APPKT01545	01.12.26 DRAKE	126835	UTILITIES	018200 - ALLIANT ENERGY		3,985.92	
003-4.410.2.6373	LIBRARY - TELEPHONE	0.00	5,212.00	2,966.58	483.38	3,449.96	1,762.04	33.81%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	12.15.25 DRAKE	126713	TELEPHONE	002707 - MAHASKA COMMUNICATIONS GRO...		406.42	
01/05/2026	APPKT01487	6131953941	126764	WIRELESS SVC	001441 - VERIZON WIRELESS		76.96	
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	52,226.25	36,029.81	88,256.06	42,039.94	32.26%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	072352	126668	CLEANING SVC (DEC)	002628 - GIBSON, DEREK		1,790.00	

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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	52,226.25	36,029.81	88,256.06	42,039.94	32.26%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	072353	126668	SNOW REMOVAL	002628 - GIBSON, DEREK		500.00	
01/05/2026	APPKT01487	303407	126743	PEST CONTROL	032300 - SCHENDEL PEST CONTROL CO		52.04	
01/05/2026	APPKT01487	40850000	126627	COPIER LEASE	002445 - ACCESS SYSTEMS LEASING		817.53	
01/05/2026	APPKT01487	850351-H	126680	IT SERVICES	099591 - HEARTLAND BUSINESS SYSTEMS, LLC		4,211.74	
01/28/2026	APPKT01545	072361	126840	CLEANING SVC (JAN)	002628 - GIBSON, DEREK		1,790.00	
01/28/2026	APPKT01545	072362	126840	WINDOW CLEANING	002628 - GIBSON, DEREK		325.00	
01/28/2026	APPKT01545	072362	126840	SNOW REMOVAL	002628 - GIBSON, DEREK		200.00	
01/28/2026	APPKT01545	304606	126850	PEST CONTROL	032300 - SCHENDEL PEST CONTROL CO		52.04	
01/28/2026	APPKT01545	82134	126839	MONTHLY MIN	002042 - ELM USA, INC.		25.00	
01/28/2026	APPKT01545	977902	126851	ALARM MONITORING	001194 - SECURITY EQUIPMENT INC		206.40	
01/28/2026	APPKT01545	INV20705	126852	LIBRARY SOFTWARE	021033 - SIRSI CORPORATION		26,060.06	
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	0.00	5,500.00	2,694.62	745.04	3,439.66	2,060.34	37.46%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	1QNH-YT3L-9W6P	126633	BOOKS & LAMINATION	002581 - AMAZON CAPITAL SERVICES		136.04	
01/05/2026	APPKT01487	1VJD-J6YQ-7QFL	126633	SUPPLIES	002581 - AMAZON CAPITAL SERVICES		9.69	
01/05/2026	APPKT01487	6048444162	126747	SUPPLIES	002678 - STAPLES		54.85	
01/05/2026	APPKT01487	7008049933	126747	SUPPLIES	002678 - STAPLES		50.42	
01/05/2026	APPKT01487	C8EB31D2	126757	SUPPLIES	099853 - TREVIPAY - WALMART		26.42	
01/14/2026	APPKT01536	12952534	126797	AWARD LABELS	099759 - VISA		102.83	
01/28/2026	APPKT01545	1MMQ-47FY-HXW1	126836	SUPPLIES	002581 - AMAZON CAPITAL SERVICES		21.57	
01/28/2026	APPKT01545	1P6K-R66X-DGQF	126836	DOOR GUARDS	002581 - AMAZON CAPITAL SERVICES		17.98	
01/28/2026	APPKT01545	21757	126837	NAME TAGS	088376 - AWARDS UNLIMITED INC		24.00	
01/28/2026	APPKT01545	47036576	126848	INK	030690 - QUILL CORPORATION		72.69	
01/28/2026	APPKT01545	6051671885	126853	STAPLES	002678 - STAPLES		1.10	
01/28/2026	APPKT01545	6051671887	126853	FOLDERS	002678 - STAPLES		13.09	
01/28/2026	APPKT01545	6052037040	126853	SUPPLIES	002678 - STAPLES		29.99	
01/28/2026	APPKT01545	6052037041	126853	PENCILS	002678 - STAPLES		14.06	
01/28/2026	APPKT01545	7741175	126838	LAMINATE & LABELS	008700 - DEMCO		84.40	
01/28/2026	APPKT01545	7746188	126838	TAPE	008700 - DEMCO		78.77	
01/28/2026	APPKT01545	F9BC2496	126854	FISH WATER	099853 - TREVIPAY - WALMART		7.14	
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	0.00	900.00	414.19	0.00	414.19	485.81	53.98%
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	0.00	1,300.00	490.41	100.19	590.60	709.40	54.57%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	93074695	126688	BOOKS	095001 - INGRAM LIBRARY SERVICES		7.35	
01/28/2026	APPKT01545	00117151	126841	CIRC CLERK AD	015100 - HERALD REGISTER		52.88	
01/28/2026	APPKT01545	00117164	126841	CIRC CLERK AD	015100 - HERALD REGISTER		37.13	

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Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING - Continued	0.00	1,300.00	490.41	100.19	590.60	709.40	54.57%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/28/2026	APPKT01545	93215556	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		2.83	
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	0.00	2,200.00	1,431.99	161.32	1,593.31	606.69	27.58%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	1VJD-J6YQ-7QFL	126633	SUPPLIES	002581 - AMAZON CAPITAL SERVICES		9.52	
01/05/2026	APPKT01487	C417186A	126646	SOAP	005030 - CAPITAL SANITARY SUPPLY		75.90	
01/05/2026	APPKT01487	C417186B	126646	SOAP	005030 - CAPITAL SANITARY SUPPLY		75.90	
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	1,350.93	162.70	1,513.63	796.37	34.47%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	1CQ7-DTG4-7F7X	126633	SUPPLIES - CHILDRENS PARTY	002581 - AMAZON CAPITAL SERVICES		49.93	
01/05/2026	APPKT01487	C8EB31D2	126757	SUPPLIES	099853 - TREVIPAY - WALMART		69.22	
01/28/2026	APPKT01545	1L3W-L1TF-FG1G	126836	SUPPLIES	002581 - AMAZON CAPITAL SERVICES		8.96	
01/28/2026	APPKT01545	1MJY-76WN-4FJC	126836	SUPPLIES	002581 - AMAZON CAPITAL SERVICES		-9.96	
01/28/2026	APPKT01545	1NDR-NHHW-4TF1	126836	EVENT SUPPLIES	002581 - AMAZON CAPITAL SERVICES		44.55	
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG ADULT	0.00	1,150.00	77.00	0.00	77.00	1,073.00	93.30%
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	0.00	1,840.00	1,164.38	439.54	1,603.92	236.08	12.83%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	06497CO25399737	126724	AUDIO & EBOOKS	002016 - OVERDRIVE, INC.		422.98	
01/28/2026	APPKT01545	06497CP25411091	126846	AUDIOBOOKS	002016 - OVERDRIVE, INC.		16.56	
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	0.00	6,531.00	2,756.50	465.38	3,221.88	3,309.12	50.67%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	93074695	126688	BOOKS	095001 - INGRAM LIBRARY SERVICES		69.53	
01/14/2026	GLPKT14183	8168		01.14.26 VISA RETURNED CHECK			-61.23	
01/14/2026	GLPKT14183	8168		01.14.26 VISA RETURNED CHECK			-10.20	
01/14/2026	APPKT01538	7001952734.	126798	BOOKS	099759 - VISA		61.23	
01/14/2026	APPKT01538	7001971364.	126798	BOOKS	099759 - VISA		10.20	
01/28/2026	APPKT01545	93215556	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		395.85	
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADULTS	0.00	2,250.00	1,095.92	0.00	1,095.92	1,154.08	51.29%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/14/2026	GLPKT14183	8168		01.14.26 VISA RETURNED CHECK			-6.75	
01/14/2026	GLPKT14183	8168		01.14.26 VISA RETURNED CHECK			-3.75	

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Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADULTS - Continued	0.00	2,250.00	1,095.92	0.00	1,095.92	1,154.08	51.29%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/14/2026	APPKT01538	7001952734.	126798	BOOKS	099759 - VISA		6.75	
01/14/2026	APPKT01538	7001971364.	126798	BOOKS	099759 - VISA		3.75	
003-4.410.3.6768	LIBRARY - PERIODICALS	0.00	2,500.00	424.96	108.98	533.94	1,966.06	78.64%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/28/2026	APPKT01545	01.28.26	126845	MAGAZINE SUB	002023 - OUR IOWA MAGAZINE		24.98	
01/28/2026	APPKT01545	01.28.26	126847	YEAR SUB	001162 - POWESHIEK COUNTY CHRONICLE RE...		40.00	
01/28/2026	APPKT01545	01.28.26	126855	SUB	099610 - USA TODAY		44.00	
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	0.00	400.00	90.78	0.00	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	566.31	0.00	566.31	1,023.69	64.38%
Expense Totals:		0.00	738,635.00	318,898.85	93,320.96	412,219.81	326,415.19	-44.19%
003 - LIBRARY - GENERAL FUND Totals:		0.00	0.00	30,869.06	25,178.88	56,047.94	-56,047.94	0.00%

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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	-426,190.51	0.00	-426,190.51	-637,309.49	-59.93%
011-3.910.4.4830	TRANSFER IN	0.00	-1,730,652.00	-2,984,905.12	0.00	-2,984,905.12	1,254,253.12	72.47%
Revenue Totals:		0.00	-2,794,152.00	-3,411,095.63	0.00	-3,411,095.63	616,943.63	22.08%

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	2,389.62	398.27	2,787.89	27,978.11	90.94%
011-4.690.3.6725	UTIL FRANCH - POLICE CAP PROJ	0.00	105,339.00	111,702.68	0.00	111,702.68	-6,363.68	-6.04%
011-4.690.3.6726	UTIL FRANCH - FIRE/EMS CAP PROJ	0.00	47,000.00	38,363.00	0.00	38,363.00	8,637.00	18.38%
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP PROJ	0.00	25,000.00	17,124.75	1,481.59	18,606.34	6,393.66	25.57%

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
01/05/2026	APPKT01487	01.05.26	126631	JAN LEASE - GARC	000739 - AHRENS PARK FOUNDATION		398.27
01/05/2026	APPKT01487	11NV-JNHR-6DXF	126633	BOOKS	002581 - AMAZON CAPITAL SERVICES		20.40
01/05/2026	APPKT01487	1QNH-YT3L-9W6P	126633	BOOKS & LAMINATION	002581 - AMAZON CAPITAL SERVICES		23.25
01/05/2026	APPKT01487	1RVP-X7CC-67NG	126633	BOOKS	002581 - AMAZON CAPITAL SERVICES		6.67
01/05/2026	APPKT01487	92556641	126688	BOOKS	095001 - INGRAM LIBRARY SERVICES		25.67
01/05/2026	APPKT01487	93074696	126688	BOOKS	095001 - INGRAM LIBRARY SERVICES		17.75
01/05/2026	APPKT01487	93161968	126688	BOOKS	095001 - INGRAM LIBRARY SERVICES		36.54
01/05/2026	APPKT01487	93161969	126688	BOOKS	095001 - INGRAM LIBRARY SERVICES		62.12
01/05/2026	APPKT01487	B7128761	126642	BOOKS	003700 - BRODART CO		28.28
01/07/2026	APPKT01535	10.07.24-R	123637	ACORN HOST Reversal	001229 - ACORN HOST		-155.40
01/28/2026	APPKT01545	11FY-PTDW-FL79	126836	BOOKS	002581 - AMAZON CAPITAL SERVICES		9.55
01/28/2026	APPKT01545	11FY-PTDW-HYKX	126836	BOOKS	002581 - AMAZON CAPITAL SERVICES		16.77
01/28/2026	APPKT01545	1DQ3-HN3W-J4D9	126836	BOOKS	002581 - AMAZON CAPITAL SERVICES		177.39
01/28/2026	APPKT01545	93215557	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		17.41
01/28/2026	APPKT01545	93266698	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		308.79
01/28/2026	APPKT01545	93366088	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		21.58
01/28/2026	APPKT01545	93366089	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		49.42
01/28/2026	APPKT01545	93366090	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		42.08
01/28/2026	APPKT01545	93567512	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		64.06
01/28/2026	APPKT01545	93567513	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		18.84

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Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP PROJ - Continued	0.00	25,000.00	17,124.75	1,481.59	18,606.34	6,393.66	25.57%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/28/2026	APPKT01545	93703166	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		18.52	
01/28/2026	APPKT01545	93703167	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		139.18	
01/28/2026	APPKT01545	93703168	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		366.98	
01/28/2026	APPKT01545	93703169	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		17.33	
01/28/2026	APPKT01545	93703170	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		25.58	
01/28/2026	APPKT01545	93775407	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		88.79	
01/28/2026	APPKT01545	93775409	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		17.30	
01/28/2026	APPKT01545	93775410	126842	BOOKS	095001 - INGRAM LIBRARY SERVICES		16.74	
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	14,000.00	21,892.29	13,232.82	35,125.11	-21,125.11	-150.89%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	61840	126738	DAVIS PARK - ENGINEERING	000927 - RDG PLANNING & DESIGN		13,232.82	
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	29,000.00	17,260.57	0.00	17,260.57	11,739.43	40.48%
011-4.690.3.6730	UTIL FRANCH - LAND PURCH	0.00	0.00	636,547.00	1,350.00	637,897.00	-637,897.00	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	1724-1724148303	126664	TITLE COMMITMENT - 610 INDUSTRIAL	099881 - FIRST AMERICAN TITLE INSURANCE ...		1,350.00	
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	0.00	3,172,382.54	1,825,490.12	0.00	1,825,490.12	1,346,892.42	42.46%
Expense Totals:		0.00	3,423,487.54	2,670,795.03	16,462.68	2,687,257.71	736,229.83	-21.51%
011 - UTILITY FRANCHISE - GEN Totals:		0.00	629,335.54	-740,300.60	16,462.68	-723,837.92	1,353,173.46	-215.02%

My Detail vs Budget Report

Date Range: 12/23/2025 - 01/28/2026

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	-2,682.29	-5,996.77	561.77	10.34%	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
12/29/2025	CLPKT10003	R00663771		12-29-25 LIBRARY LIBRARY STATE REVENU...			-2,682.29		
		Revenue Totals:	0.00	-5,435.00	-3,314.48	-2,682.29	-5,996.77	561.77	10.34%
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	5,435.00	-100.00%	
		103 - LIBRARY FUND STATE - GEN Totals:	0.00	0.00	-3,314.48	-2,682.29	-5,996.77	5,996.77	0.00%

My Detail vs Budget Report

Date Range: 12/23/2025 - 01/28/2026

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	-2,409.97	-1,970.00	-4,379.97	-20,620.03	-82.48%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/23/2025	CLPKT09958	R00663613		12.23.25 LIBRARY CONTRIBUTIONS CITY OF..			-1,720.00	
12/29/2025	CLPKT10003	R00663770		12-29-25 LIBRARY CONTRIBUTIONS MICH...			-150.00	
01/09/2026	CLPKT10079	R00664769		01-09-26 LIBRARY CONTRIBUTIONS S.M. W..			-100.00	
167-3.410.4.4300	INTEREST EARNED	0.00	-850.00	-11.96	-131.45	-143.41	-706.59	-83.13%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/31/2025	GLPKT14094	8157		DEC 2025 CKING INT			-131.45	
167-3.410.4.4305	INT EARNED - IPAIT	0.00	-3,850.00	-2,992.76	0.00	-2,992.76	-857.24	-22.27%
Revenue Totals:		0.00	-29,700.00	-5,414.69	-2,101.45	-7,516.14	-22,183.86	-74.69%
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	0.00	0.00	16,888.72	343.20	17,231.92	-17,231.92	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	253358218981	126661	PLAY SETS	099375 - FAT BRAIN HOLDINGS, LLC		343.20	
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	0.00	25,000.00	34,141.32	1,059.40	35,200.72	-10,200.72	-40.80%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
01/05/2026	APPKT01487	14RM-W3J7-41R7	126633	TOYS - CHILDRENS DEPT	002581 - AMAZON CAPITAL SERVICES		426.57	
01/05/2026	APPKT01487	1L7R-FQLK-91RH	126633	PLAY SET	002581 - AMAZON CAPITAL SERVICES		25.99	
01/05/2026	APPKT01487	1R4D-7JFP-61VQ	126633	STORAGE & FLASH CARDS	002581 - AMAZON CAPITAL SERVICES		161.51	
01/05/2026	APPKT01487	1RVP-X7CC-4QYC	126633	TOYS - CHILDRENS DEPT	002581 - AMAZON CAPITAL SERVICES		215.51	
01/14/2026	GLPKT14183	8168		01.14.26 VISA RETURNED CHECK			-660.79	
01/14/2026	APPKT01536	7420133534310001428...	126797	CHILDRENS ACTIVITIES - TRANS FEE	099759 - VISA		5.44	
01/14/2026	APPKT01536	M152898	126797	CHILDRENS ACTIVITIES	099759 - VISA		194.40	
01/14/2026	APPKT01538	50039065800.	126798	LEARNING TOYS	099759 - VISA		660.79	
01/28/2026	APPKT01545	1V3R-CGCR-3M96	126836	TOYS - CHILDRENS DEPT	002581 - AMAZON CAPITAL SERVICES		29.98	
Expense Totals:		0.00	25,000.00	51,030.04	1,402.60	52,432.64	-27,432.64	109.73%
167 - LIBRARY GIFTS - SPEC REV Totals:		0.00	-4,700.00	45,615.35	-698.85	44,916.50	-49,616.50	-1,055.67%
Report Total:		0.00	624,635.54	-667,130.67	38,260.42	-628,870.25	1,253,505.79	-200.68%

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	-8,509.66	-206.11	-8,715.77	1,715.77	24.51%
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUTION	0.00	-30,212.00	-7,555.00	-7,555.00	-15,110.00	-15,102.00	-49.99%
003-3.410.2.4715	LIBRARY - REFUNDS	0.00	0.00	0.00	-378.48	-378.48	378.48	0.00%
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	0.00	-701,423.00	-271,965.13	-60,002.49	-331,967.62	-369,455.38	-52.67%
	Revenue Totals:	0.00	-738,635.00	-288,029.79	-68,142.08	-356,171.87	-382,463.13	-51.78%
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	0.00	248,581.00	109,502.19	20,915.81	130,418.00	118,163.00	47.54%
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALARIES	0.00	253,365.00	107,833.60	20,304.65	128,138.25	125,226.75	49.43%
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING INCENTIVES	0.00	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00%
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING & OTHER CKS	0.00	400.00	359.00	30.00	389.00	11.00	2.75%
003-4.410.1.6210	LIBRARY - DUES/MBRPS/SUBS	0.00	1,450.00	370.00	609.00	979.00	471.00	32.48%
003-4.410.1.6220	LIBRARY - MTG & CONF REGISTRATION	0.00	930.00	753.00	0.00	753.00	177.00	19.03%
003-4.410.1.6230	LIBRARY - MILEAGE/MTG EXPENSES	0.00	620.00	885.62	0.00	885.62	-265.62	-42.84%
003-4.410.2.6310	LIBRARY -REP/MTNCE BLDG	0.00	7,500.00	642.57	0.00	642.57	6,857.43	91.43%
003-4.410.2.6332	LIBRARY - REP/MTNCE EQUIP	0.00	7,500.00	6,749.42	395.50	7,144.92	355.08	4.73%
003-4.410.2.6371	LIBRARY - UTILITIES	0.00	46,000.00	22,717.34	7,369.66	30,087.00	15,913.00	34.59%
003-4.410.2.6373	LIBRARY - TELEPHONE	0.00	5,212.00	2,966.58	483.38	3,449.96	1,762.04	33.81%
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	52,226.25	36,029.81	88,256.06	42,039.94	32.26%
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	0.00	5,500.00	2,694.62	745.04	3,439.66	2,060.34	37.46%
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	0.00	900.00	414.19	0.00	414.19	485.81	53.98%
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	0.00	1,300.00	490.41	100.19	590.60	709.40	54.57%
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	0.00	2,200.00	1,431.99	161.32	1,593.31	606.69	27.58%
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	1,350.93	162.70	1,513.63	796.37	34.47%
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG ADULT	0.00	1,150.00	77.00	0.00	77.00	1,073.00	93.30%
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	0.00	1,840.00	1,164.38	439.54	1,603.92	236.08	12.83%
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	0.00	6,531.00	2,756.50	465.38	3,221.88	3,309.12	50.67%
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADULTS	0.00	2,250.00	1,095.92	0.00	1,095.92	1,154.08	51.29%
003-4.410.3.6768	LIBRARY - PERIODICALS	0.00	2,500.00	424.96	108.98	533.94	1,966.06	78.64%
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	0.00	400.00	90.78	0.00	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	566.31	0.00	566.31	1,023.69	64.38%
	Expense Totals:	0.00	738,635.00	318,898.85	93,320.96	412,219.81	326,415.19	44.19%
	003 - LIBRARY - GENERAL FUND Totals:	0.00	0.00	30,869.06	25,178.88	56,047.94	-56,047.94	

My Detail vs Budget Report

Date Range: 12/23/2025 - 01/28/2026

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	-426,190.51	0.00	-426,190.51	-637,309.49	-59.93%
011-3.910.4.4830	TRANSFER IN	0.00	-1,730,652.00	-2,984,905.12	0.00	-2,984,905.12	1,254,253.12	72.47%
	Revenue Totals:	0.00	-2,794,152.00	-3,411,095.63	0.00	-3,411,095.63	616,943.63	22.08%
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	2,389.62	398.27	2,787.89	27,978.11	90.94%
011-4.690.3.6725	UTIL FRANCH - POLICE CAP PROJ	0.00	105,339.00	111,702.68	0.00	111,702.68	-6,363.68	-6.04%
011-4.690.3.6726	UTIL FRANCH - FIRE/EMS CAP PROJ	0.00	47,000.00	38,363.00	0.00	38,363.00	8,637.00	18.38%
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP PROJ	0.00	25,000.00	17,124.75	1,481.59	18,606.34	6,393.66	25.57%
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	14,000.00	21,892.29	13,232.82	35,125.11	-21,125.11	-150.89%
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	29,000.00	17,260.57	0.00	17,260.57	11,739.43	40.48%
011-4.690.3.6730	UTIL FRANCH - LAND PURCH	0.00	0.00	636,547.00	1,350.00	637,897.00	-637,897.00	0.00%
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	0.00	3,172,382.54	1,825,490.12	0.00	1,825,490.12	1,346,892.42	42.46%
	Expense Totals:	0.00	3,423,487.54	2,670,795.03	16,462.68	2,687,257.71	736,229.83	21.51%
	011 - UTILITY FRANCHISE - GEN Totals:	0.00	629,335.54	-740,300.60	16,462.68	-723,837.92	1,353,173.46	

My Detail vs Budget Report

Date Range: 12/23/2025 - 01/28/2026

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	-2,682.29	-5,996.77	561.77	10.34%
	Revenue Totals:	0.00	-5,435.00	-3,314.48	-2,682.29	-5,996.77	561.77	10.34%
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	-2,682.29	-5,996.77	5,996.77	

My Detail vs Budget Report

Date Range: 12/23/2025 - 01/28/2026

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	-2,409.97	-1,970.00	-4,379.97	-20,620.03	-82.48%
167-3.410.4.4300	INTEREST EARNED	0.00	-850.00	-11.96	-131.45	-143.41	-706.59	-83.13%
167-3.410.4.4305	INT EARNED - IPAIT	0.00	-3,850.00	-2,992.76	0.00	-2,992.76	-857.24	-22.27%
	Revenue Totals:	0.00	-29,700.00	-5,414.69	-2,101.45	-7,516.14	-22,183.86	-74.69%
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	0.00	0.00	16,888.72	343.20	17,231.92	-17,231.92	0.00%
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	0.00	25,000.00	34,141.32	1,059.40	35,200.72	-10,200.72	-40.80%
	Expense Totals:	0.00	25,000.00	51,030.04	1,402.60	52,432.64	-27,432.64	-109.73%
	167 - LIBRARY GIFTS - SPEC REV Totals:	0.00	-4,700.00	45,615.35	-698.85	44,916.50	-49,616.50	
	Report Total:	0.00	624,635.54	-667,130.67	38,260.42	-628,870.25	1,253,505.79	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003 - LIBRARY - GENERAL FUND	0.00	0.00	30,869.06	25,178.88	56,047.94	-56,047.94	
011 - UTILITY FRANCHISE - GEN	0.00	629,335.54	-740,300.60	16,462.68	-723,837.92	1,353,173.46	
103 - LIBRARY FUND STATE - GEN	0.00	0.00	-3,314.48	-2,682.29	-5,996.77	5,996.77	
167 - LIBRARY GIFTS - SPEC REV	0.00	-4,700.00	45,615.35	-698.85	44,916.50	-49,616.50	
Report Total:	0.00	624,635.54	-667,130.67	38,260.42	-628,870.25	1,253,505.79	

Donations to DCL Gift Account-167

July 1, 2025-December 31, 2025

Gifts	Giftor	Gift Date	Check #	Designation Notes
\$20.00	Iowa Art Quilters	13-Sep	Cash	Donation for Room Usage
\$30.00	Kamal Hammouda	19-Sep	1490	Replace damaged book
\$84.00	Levart Club	25-Sep	164	Donation for book purchases
\$35.97	LINK	24-Sep	1180	Lost Books
\$150.00	Natasha Simkovich	17-Oct	2464	Undesignated Donation
\$50.00	Brenda Ewing	28-Oct	12228	Memorial for Alice Breemer
\$10.00	Linda Hoops	3-Nov	5074	Memorial for Gerald "Jay" Lohman
\$50.00	Richard Lohman	5-Nov	7773	Memorial for Gerald "Jay" Lohman
\$100.00	Sarah Chandler	5-Nov	4794	Memorial for Gerald "Jay" Lohman
\$200.00	Pamela Geyer	5-Nov	1925	Memorial for Alice Breemer
\$20.00	Unknown	24-Nov	Cash	Memorial for Gerald "Jay" Lohman
\$100.00	Nicolas Abouassaly	9-Nov	7106	Memorial for Gerald "Jay" Lohman
\$50.00	Karen Schoell	7-Nov	2426	Memorial for Gerald "Jay" Lohman
\$50.00	Sarah Purcell	9-Nov	1539	Memorial for Gerald "Jay" Lohman
\$50.00	Brian Carter	9-Nov	6734	Memorial for Gerald "Jay" Lohman
\$30.00	Betty Harris	7-Nov	3515	Memorial for Gerald "Jay" Lohman
\$100.00	Karen Phomoisay	9-Nov	504	Memorial for Gerald "Jay" Lohman
\$50.00	Michelle Mackey	31-Oct	425	Memorial for Gerald "Jay" Lohman
\$50.00	Lee Staroska	9-Nov	10521	Memorial for Gerald "Jay" Lohman

\$50.00	Mark Hempen	9-Nov	11063	Memorial for Gerald "Jay" Lohman
\$375.00	Greg Meyer	9-Nov	163	Memorial for Gerald "Jay" Lohman
\$50.00	Dwayne Wright	9-Nov	12085	Memorial for Gerald "Jay" Lohman
\$50.00	Delwin Van Wyk	9-Nov	8537	Memorial for Gerald "Jay" Lohman
\$25.00	William Gallagher	9-Nov	7503	Memorial for Gerald "Jay" Lohman
\$500.00	Lions Club	2-Dec	2136	Annual donation for Large Print materials
\$16.00	Josh	16-Dec	Cash	Undesignated
\$100.00	Swisher PL	10-Dec	24058	Undesignated-bought adirondack chairs
\$50.00	Nancy Sanderson	27-Oct	4362	Memorial for Alice Breemer
\$50.00	Karna Converse	29-Oct	1146	Memorial for Alice Breemer
\$20.00	Susan Schoen	3-Nov	14645	Memorial for Alice Breemer
\$2,515.97				

Expenditures from DCL Gift Account-167
 July 1, 2025-December 31, 2025

Expense	Vendor	Invoice Date	Invoice #	Notes
\$400.00	Centerpoint Standing Order LP	1-Jul	2183006	Lions donation for LP
\$656.75	OverDrive	12-Jun	25187936	Overdrive order from FY25 that was missed
\$89.99	OverDrive	4/28/2025	25131449	Overdrive order from FY25 that was missed
\$3,125.50	Library Furniture Inter.	7/24/2025	2025-158	Move shelves, end caps
\$195.00	Latitude	7/28/2025	Iowa 214175	Memorial wall panel for Marilyn Peery
\$255.23	Demco	8/7/2025	7679445	Slatwall book holders and folding easels
\$55.99	Amazon	9/1/2025	13TM-KFJG- FTLK	Acrylic slatwall book holders

\$250.00	Blank Park Zoo	15-Sep	25034	Adventure Pass
\$266.25	First Book Marketplace	17-Sep	7001915492	Trunk or Treat Handouts (part 1)
\$221.50	First Book Marketplace	9/18/2025	7001915492	Trunk or Treat handouts (part 2)
\$7,220.00	Advantage Archives	31-Aug	43231	Microfilming for Montezuma Record/Rep. and Pow CR-grant will reimburse \$4813.00
\$6,750.00	CollectionHQ	22-Sep	474979	One year subscription
\$15,950.00	Library Market	10/22/2025	3928	Remainder of Library Website
\$660.79	Lakeshore Learning	4-Nov	Order 50039065800	Grinnell College Mini-Grant Expense
\$784.70	Amazon	10-Nov	1C43-KHL3-3M7X	Grinnell College Mini-Grant Expense
\$13,257.00	MCG	5-Nov	1691	Replace all security cameras includes access to AXIS to monitor
\$214.55	Amazon	11/24/2025	11G6-JHQT-4YCX	Grinnell College Mini-Grant Expense
\$9.49	Amazon	12/8/2025	1RYX-94RF-3HGR	Grinnell College Mini-Grant Expense

\$667.30	Amazon	12/8/2025	14HT-D3HD-4J3V	Grinnell College Mini-Grant Expense
\$194.40	MakeDo	12/9/2025	city cc	Grinnell College Mini-Grant Expense
\$426.57	Amazon	12/22/2025	14RM-W3J7-41R7	Grinnell College Mini-Grant Expense
\$161.57	Amazon	12/22/2025	1R4D-7JFP-61VQ	Grinnell College Mini-Grant Expense
\$215.51	Amazon	12/22/2025	1RVP-X7CC-4QYC	Grinnell College Mini-Grant Expense
\$25.99	Amazon	12/22/2025	1L7R-FQLK-91RH	Grinnell College Mini-Grant Expense
\$343.20	Fat Brain Toys	12/22/2025	2.53358E+11	Grinnell College Mini-Grant Expense
\$52,397.28				



Tri-State AUTOMATIC Sprinkler

January 21, 2026

Drake Community Library
930 Park St
Grinnell, IA 50112

Phone: (641) 236-2661
Email: KNeal@grinnelliowa.gov

Re: Annual Fire Sprinkler Inspection Deficiencies

During the recent sprinkler inspection dated 1/20/2026 the following items were identified as NFPA 25 and/or NFPA 13 deficient and need to be addressed.

Tri-State Automatic Sprinkler, Inc. would provide all necessary labor, equipment, material, fabrication, etc...to complete the following:

1. The fire department connection check valve is currently due for the required every five year internal inspection.
2. The sprinkler system piping is currently due for the required every five year internal obstruction investigation.
3. The sprinkler system gauges are currently due for the required every five year replacement or calibration. This proposal is for the replacement of the gauges which is a lower cost.
4. The pre-action sprinkler systems are currently due for the every three year air leak test and full flow trip test.

Total Price: _____ (\$3,075.00)

Accepted By: _____ Date: _____

Again, thank you for your consideration and choosing Tri-State for your fire protection needs.

Sincerely,

Andrew Spencer
Service Sales Representative
aspencer@tri-statesprinkler.com

Protect Your World

5570 Carey Avenue • Davenport, Iowa 52807 • 563.386.8707 • 563.386.8769 fax • www.tri-statesprinkler.com

General Clarifications

SCOPE OF WORK:

Customer has requested Tri-State to perform the above services as detailed in the attached quotation. All work shall be in accordance with the applicable NFPA Standards, and the terms and conditions contained herein.

PRICING:

Unless otherwise noted, this proposal is good for 60 days. After 60 days this proposal can be considered null and void at Tri-State Automatic Sprinkler Corporation's discretion. This proposal is priced based on the assumption that individual items are being performed as one project. If completed separately additional charges may apply.

CLARIFICATIONS:

Alarms: It is the customer's responsibility to silence/disable the building fire alarm and contact any company or entity which receives alarm signals. Tri-State shall not be responsible for any costs or fees assessed by local fire departments or municipalities from unintended emergency calls or signals.

Existing System Modifications: New sprinklers to be piped from existing outlets. Modifications to existing piping to accommodate other trades are not included.

WATER SUPPLY:

Tri-State Sprinkler cannot be held responsible for the condition of the underground water supply or the quality of the water after operating any underground valve. This would also include any debris getting lodged inside a backflow device or check valve.

Handling Fees: Necessary shipping, handling, and freight charges are included unless specified otherwise.

Hydraulic Calculations: Tri-State has not included hydraulic calculations. New pipe sizes will be based on existing pipe schedule.

Materials: Necessary materials are included unless specified otherwise.

Notifications: It is the customer's responsibility to notify the local fire departments and insurance company if the fire protection system is shut down or out-of-service.

Painting: Tri-State has not included any painting, including cleaning of piping and protection of the installed sprinkler heads from paint.

Pressure Tests: Hydrostatic testing is not included for new or existing piping.

Renovation: The overhead sprinkler system will be returned to service at the end of each workday. It will be the responsibility of the customer to provide temporary Fire Protection measures in the event any agency requires this service.

Working Hours: United Association Local Union No. 669 Sprinkler Fitters and apprentices would perform all work during our normal working hours of Monday through Friday, 7:00am to 3:30pm.

Approval: It will be considered a signed proposal if approved by a fax or an email referencing this proposal and/or the date of this proposal.

GENERAL TERMS AND CONDITIONS

1. The terms of payment for invoices rendered against this order shall be net 30 days from invoice date. Any past due invoices are subject to one and one half percent interest per month (equal to eighteen percent annually).
2. Travel time will be included in the billable hours on all time and material orders.
3. "Tri-State" cannot insure the operational condition of the existing fire protection system and therefore is not responsible for it.
4. This proposal was based upon only the work described. Any additional work required will be done only as a change order to this agreement.
5. "Tri-State" is responsible for new work only. Testing required of the old or existing fire protection system will be done as an additional charge unless otherwise specified.
6. The purchaser assumes full responsibility for the condition of existing equipment and for water and other damage resulting directly or indirectly from such condition of the application of test or flushing procedures.
7. All loss or damage from any cause, not the fault of "Tri-State", to the workmen, work, materials, tools and equipment of "Tri-State" or its agent while in or about the premise of the purchaser shall be borne and paid for by the purchaser.
8. "Tri-State" warrants that all new equipment and material used in this agreement are to be free from defects in workmanship and materials for one year from date of acceptance of the work. No other express warranty is given and no affirmation of "Tri-State" by words or actions shall constitute a warranty. THIS LIMITED WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES – INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.
9. "Tri-State" shall maintain its work area in an orderly and clean condition and shall remove its rubbish and debris to an on-site area designated by the purchaser.
10. This agreement shall constitute a personal contract between "Tri-State" and the purchaser and shall not be assignable by either party, except with written consent of the other party.
11. The purchaser is to provide any interim or fire protection required during the shutdown of the existing fire protection system unless prior arrangements are made before work is to begin and agreed upon by all parties included.

Service Animal Policy

Purpose

Drake Community Library is committed to providing a safe, welcoming, and accessible environment for all patrons. In accordance with the Americans with Disabilities Act (ADA), the Library permits service animals to accompany individuals with disabilities in all areas of the Library where the public is normally allowed.

Definition of a Service Animal

Under the ADA, a **service animal** is defined as a **dog** that is **individually trained to do work or perform tasks** for the benefit of a person with a disability. The work or task must be **directly related to the person's disability**.

Examples of service animal tasks include, but are not limited to:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hard of hearing
- Pulling a wheelchair or assisting with mobility
- Alerting and protecting a person who is having a seizure
- Reminding a person to take prescribed medications
- Calming a person with Post-Traumatic Stress Disorder (PTSD) during an anxiety attack

Service animals are **working animals, not pets**.

Dogs whose sole function is to provide comfort, emotional support, or companionship **do not qualify as service animals under the ADA**.

Animals Not Permitted in the Library

The following are **not permitted** in the Library:

- Pets
- Therapy animals
- Emotional support or comfort animals

- Animals carried in arms, carriers, bags, purses, or backpacks

Only service animals, as defined by the ADA, are permitted inside the Library.

Miniature Horses

In addition to service dogs, the ADA includes a separate provision for **miniature horses** that are individually trained to do work or perform tasks for people with disabilities.

The Library will make reasonable modifications to allow a miniature horse if all of the following assessment factors are met:

1. The miniature horse is housebroken
 2. The miniature horse is under the handler's control
 3. The Library can reasonably accommodate the animal's type, size, and weight
 4. The animal's presence does not compromise legitimate safety requirements necessary for the safe operation of the Library
-

Responsibilities of the Handler

Handlers are responsible for the care and supervision of their service animal at all times.

Service animals must:

- Be under the handler's control (harnessed, leashed, tethered, or controlled by voice or signal)
- Be housebroken
- Not pose a direct threat to the health or safety of others

The Library is not responsible for the care, feeding, or supervision of service animals.

Permissible Questions

If the service an animal provides is **not obvious**, Library staff may ask **only the following two questions**:

1. *Is the animal a service animal required because of a disability?*
2. *What work or task has the animal been trained to perform?*

Staff may not:

- Ask about the person’s disability
- Require medical documentation
- Require special identification or training documentation for the animal
- Ask that the animal demonstrate its work or task

Until staff are familiar with a patron and their service animal, these questions may be asked as needed.

To help patrons feel welcome, staff should preface questions with a brief explanation, such as:

“I apologize for the inconvenience, but we ask these questions to ensure that service animals can do their job without interference from untrained animals.”

Removal of an Animal

A patron may be asked to remove an animal from the Library if:

- The animal is not a service animal
- The animal is out of control and the handler does not take effective action to control it
- The animal is not housebroken

If an animal is removed, the patron is welcome to remain in the Library and access services **without the animal.**

Library Programs Involving Animals

The Library may host programs that include animals, such as trained reading dogs, visits from professional animal handlers, or educational naturalist programs.

These programs will follow these guidelines:

- Programs will be scheduled for a specific date and time and advertised in advance
- Animals will remain within the designated program space
- A trained handler will accompany the animal(s) at all times

Authority

This policy is based on the U.S. Department of Justice ADA regulations.

Reference: *ADA Requirements: Service Animals* (2010)

Approved by the Drake Community Library Board: [Date]

**DRAKE COMMUNITY LIBRARY
NON-RESIDENT REQUESTS FOR RESEARCH**

A minimal amount of research will be done on research requests received by mail, fax, telephone, or email from non-residents.

Agreed upon fees may be assessed to cover postage and printing to cover minimal research requests.

If more research is required, the Library will communicate via postal mail or email stating the Library's policy and suggesting a list of names of persons or organizations which might do the requested research. The Library will not recommend a researcher. It is up to the researcher to set his or her own terms.

Reviewed 9/09

Revised 02/14

Reviewed 02/17

Reviewed 07/21

8-431 Huronia Rd
 Barrie
 Ontario
 Canada L4N 9B3

Quote

Date: 14/01/2026
 Valid Until: 14/02/2026

Quote Number : 987320000024791120

BILL TO:	SHIP TO:
Drake Community Library 930 Park St Grinnell, Iowa United States 50112	Drake Community Library 930 Park St Grinnell, Iowa United States 50112

Contact Name : Mallory Snow	Email : msnow@grinnelliowa.gov
Title : Assistant Director	Phone : 6416596922

S.No.	Product Details	Qty	List Price	Total
1	BookWhere Suite - Site License (LSL1) LSL1	1	\$ 2,301.00	\$ 2,301.00
This entry level site license is provided to a small library, for use in one building (site), with an expected number of users (installed copies of the software) of four (4) and not to exceed five. Annual maintenance program renewal (applies in year 2) = \$908				
			Sub Total	\$ 2,301.00
			Discount	\$ 0.00
			Tax	\$ 0.00
			Adjustment	\$ 0.00
			Grand Total	\$ 2,301.00

Terms and Conditions

1. The information contained in this proposal, including all pricing, is to remain confidential and may not be distributed to any outside individual, institution or company without prior written permission from WebClarity Software Inc.
2. All prices are in US dollars. Duties and tariffs are excluded and are the responsibility of the Customer.
3. Prices are valid for 30 days and thereafter are subject to change without notice.
4. The Library is responsible for all applicable taxes.

Payment Terms:

North American Customers: Order is invoiced in full upon receipt of order. Check payment from approved organizations to be received in full within 30 days from date of invoice. Credit card payment (Visa and MasterCard) is accepted. Please provide details below.

International Customers: Credit card payment only accepted at time of order.

Credit card payment details: () Visa () MasterCard PO# _____ Signature: _____

_____ expiry date CSC/CVV

card number