Tentative Agenda
Drake Community Library Board of Trustees
January 29, 2025, 5:15 p.m.
In-person attendees meet in the Library's Alan & Jean Jones Board Room
Remote attendees may connect electronically
made available via Zoom from the online City Agenda Center

Join Zoom Meeting
https://zoom.us/j/92222844462?pwd=TmZCYVp1UnVIbXVyZithVU0wQjRvUT09

Meeting ID: 922 2284 4462
Passcode: 651913

A. **Members present**: __Fenner __*Guenther* __*Hammond* __*Lindley* __*McFee* __*Pagliai* __*Saunders* Others present: __Neal __Snow __Wingerter

B. **Approval of Agenda**

C. **Approval of Minutes**
1. Approval of December 18, 2024, Board Meeting minutes.

D. **Communications**

E. **Report of Director**
1. Statistical Reports
2. Building and Grounds Report
3. Presentation to County Supervisors
4. LibLearnX

F. **Committee reports**
Building and grounds
Finance and salary
Personnel-
Long range planning –
Policy –

H. **Trustee report –**

I. **Financial report and approval of bills payable in February .**

J. **Contracts-**

K. **Business-**
1. Discuss and consider Tri-State sprinkler repair
2. Discuss and consider S&S Plumbing bill
3. Discuss and consider revision of the DCL Bylaws

L. **Trustee Continuing Education-**

1. Open Meeting Laws Video
2. Sunshine Laws Flier

Next regular board meeting February 26, 2025, at 5:15pm

Minutes of the Drake Community Library Board of Trustees
December 18, 2024
Drake Community Library Board Room
Meeting also made available via Zoom from the online City Agenda Center

Roll Call: _X_*Guenther* ___*Fenner* _*X_Hammond* _*X_Lindley* _*X_McFee* _*X_Pagliai* _X_Saunders Others present: _X_Neal _X_Snow _X_Devig

President Pagliai called the meeting to order at 5:16pm.

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

Approval of Minutes:
Lindley moved and Guenther seconded approval of the November 20, 2024, Board Meeting minutes.

Roll call vote:
_X_*Guenther* __*Fenner* _*X_Hammond* _*X_Lindley* _*X_McFee* _*X_Pagliai* _X_Saunders

Communications:
1. The November DCL Endowment report from GPCF was received and discussed.

Report of the Director:
1. Statistical reports for November were reviewed.
2. Brief Building Report
3. Reviewed adjustments to the Annual Report
4. January's board meeting was rescheduled to January 29, 2024.

Committee Reports:
Building & Grounds-none
Finance & Salary-none
Personnel-none
Long Range Planning-none
Policy-none

Trustee Report: None

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

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

Contract Approvals:

1. Guenther moved and McFee seconded approval of a contract with Wowbrary.

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

2. Lindley moved and Guenther seconded approval of continuing a contract with Minitex.

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

Business:

1. Lindley moved and McFee seconded a motion to take the motion regarding DCL Bylaws off the table.

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

2. Guenther moved to strike Article 6, Section 3 from the Bylaws draft. The motion did not receive a second and, therefore, was not considered.

3. Lindley motioned and McFee seconded to table the bylaws discussion to the January 29th meeting.

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

Trustee Continuing Education: None

Meeting adjourned by unanimous consent at 6:17 p.m.

Next regular meeting is January 29, 2025, at 5:15p.m.

Theresa Pagliai
Library Board President

Karen Neal, Director
Recording Secretary

DCL Circulation Stats by Item Types
Dec-24

Item Type Group		Current Month Total	Same Month Previous Year	Current FY YTD	Previous YTD
	Book	**1263**	1092	**8434**	8427
	Special Bk	**0**	0	**0**	0
	Large Print	**357**	341	**2145**	2268
	YA Book	**223**	182	**1618**	1436
	Children's Bks	**1510**	1700	**13528**	13858
	Adult Audio	**37**	0	**205**	213
	Adult Video	**0**	25	**0**	150
	YA Audio	**2**	6	**15**	34
	Children's Audio	**4**	7	**36**	53
	Children's Video	**44**	61	**453**	512
	Periodicals	**34**	41	**176**	235
	Equipment	**15**	22	**112**	77
	Multimedia Kits	**14**	0	**33**	0
Total Physcial Items Circ		**3503**	3477	**26755**	27263
Digital Downloads					
	Bridges eMagazines	**206**	156	**1062**	642
	Bridges eAudiobooks	**828**	815	**5183**	5146
	Bridges eBooks	**857**	886	**5133**	5078
Total Digital Checkouts		**1891**	1857	**11378**	10866
Total Circulation		**5,394**	5,334	**38,133**	38,129
DCL Onsite Usage					
	Door Count	**4909**	4651	**28737**	29144
WhoFi began collecting 11/19/2024	Wireless Users	**1021**	1377	**4834**	9420
	Computer Use by Public	**867**	1141	**3988**	4074
	Unique Visitors	**393**	483	**1626**	

Building and Grounds Report for Drake Community Library

January 2025

Drake Community Library opened in 2009 as the public library for Grinnell. The building has become an important city asset functioning as a community hub. The building is 16 years old and requires some maintenance. This report will include what repairs/maintenance have recently been done and two projects that are still outstanding.

In FY24 $170,000 in Capital Funds was spent on the following repairs:

Total	Contractor	Repairs Made
$1,631.00	Convergint Tech	Security Software and Hardware work
$7,639.15	Grace Electric	Lighting Corrections
$2,933.70	Grace Electric	Lighting Corrections
$1,574.88	Grace Electric	Emergency Ballast
$6,432.19	Grace Electric	Emergency Ballast
$7,558.00	Grace Electric	Emergency Ballast
$8,200.00	Line Pros	Metal work cleaned and painted
	Geothermal	
$6,983.00	S&S Heating & Cooling	Geothermal Compressor replaced
$6,366.45	S&S Heating & Cooling	Geothermal Compressor replaced
$64,782.00	Woodman	Controls Upgrade
$51,330.00	Garling Construction	Straighten/flatten the existing damaged 4 panels and re fasten the 4 panels per proposal revised 4-23-24 Remove existing caulking, clean, apply new. Steel panel joint caulking 4,375 feet Lift included for work to be completed.
$4,623.50	Sears Construction	Replace Community Room Window

The work completed by Garling and Woodman was only a portion of the repairs needed. The original estimates/quotes and current estimate/quotes for the remainder of the work are located in Appendix A (Garling) and Appendix B (Woodman).

Submitted by
Karen Neal
Library Director

Appendix A

GARLING CONSTRUCTION, INC.
GENERAL CONTRACTORS SINCE 1971

Proposal

GARLING CONSTRUCTION, INC
1120 11th Street
Belle Plaine, IA 52208
(319) 444-3409
Fax (319) 444-2437

PROPOSAL SUBMITTED TO	PHONE	DATE
Grinnell Drake Library	**641-236-2661**	**3/28/2024**
930 Park St.	**Monique Shore/ Karen Neal**	
CITY, STATE, ZIP CODE	JOB LOCATION	
Grinell, IA	**Grinnell**	

We hereby submit specifications and estimates for:

PAINT:

Prep and paint lintel above window, north elevation
Prep and paint lintel above basement double doors, SE elevation
Prep and paint areas of concern between windows on Aluminum store front panels E and N elevations
Boom lift figured to reach work safely on windows. ***$4,600.00***

SOFFIT PANELS:

Rremove and replace the 4 damaged panels in the soffit area of the north elevation above tall windows ***$21,901.75***
Lift included to measure and order panels and another trip to R/R the panels. (no caulking incl.)
Alt. option would be just to straighten/flatten the existing panels and re fasten the 4 pan ***ALT:*** *$9,000.00*
Lift included in this option as well.
This option could result in creased/unfavorable looking panels, but would be fastened in place. (no caulking incl.)

CAULKING:

Remove existing caulking, clean, apply new

Masonry control joint caulking	*est. 3,000 feet*		*$28,091.67*
Steel panel joint caulking	*est. 5,200 feet*		*$56,955.58*
Sidewalk to building expansion joint caulking	*est. 1,050 feet*		*$11,271.00*
lift included where necessary		*Tot. section*	***$96,318.25***

All project management, admin. costs, disposal of old material costs included.

Exclusions:

any unforseen issues while making repairs
window frame to stone caulking (its in good shape yet)
door frame to stone caulking (its in good shape yet)
porta jon
temp power/utilities

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars _____

plus applicable sales tax

Payment to be made as follows: *100% ten days after completion*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimates. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature
Loren Klenk

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature _____ Date _____

GARLING CONSTRUCTION, INC.
GENERAL CONTRACTORS SINCE 1971

Proposal

GARLING CONSTRUCTION, INC
1120 11th Street
Belle Plaine, IA 52208
(319) 444-3409
Fax (319) 444-2437

PROPOSAL SUBMITTED TO	PHONE	DATE
Grinnell Drake Library	**641-236-2661**	**12/17/2024**
930 Park St.	**Karen Neal**	
CITY, STATE, ZIP CODE	JOB LOCATION	
Grinnell, IA	**Grinnell**	

We hereby submit specifications and estimates for:

REVISED 12-17-2024

PAINT:

Prep and paint lintel above (1)window (north elevation) above basement double doors (SE elevation) areas of concern between windows on alumnimun store front panels (E and N elevations) lift figured into price. ***$4,500.00***

SOFFIT PANELS:

Straighten/flatten the existing damaged 4 panels and re fasten the 4 panels ***Work is complete***
This could result in creased/unfavorable looking panels, but would be fastened in place.

CAULKING:

Remove existing caulking, clean, apply new

Masonry control joint caulking	*est. 3,000 feet*	***$27,500.00***
Steel panel joint caulking	*est. 1,075 feet*	***$10,662.00***
Sidewalk to building expansion joint caulking lift included where necessary	*est. 1,050 feet*	***$10,050.00***

This work would be completed between 4/2025-6/2025 during satisfactory weather conditions
All project management, admin. costs, disposal of old material costs included.

Exclusions:

any unforseen issues while making repairs
window frame to stone caulking (it's in good shape yet)
door frame to stone caulking (it's in good shape yet)
any amount of caulking over the footage listed above
temp power/utilities/porta jon
metal panel joints under all entrances (in good shape)

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Not to exceed pricing. **$52,712.00**
plus applicable sales tax

Payment to be made as follows: *100% ten days after completion*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimates. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature
Loren Klenk

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature _____ Date _____

Appendix B

WOODMAN CONTROLS COMPANY
Iowa's Intelligent Building Solution

Urbandale: Phone: 515-964-0904
Fax: 515-964-1243
Fort Dodge: Phone: 515-955-1800
Fax: 515-964-1243

TO: Grinnell Drake Library
RE: Controls Upgrade
Grinnell, IA

QUOTATION
WOODMAN BUILDING AUTOMATION SYSTEM

PRICING IS GOOD FOR 30-DAYS FROM DATE OF BID

BASE BID
$148,142 (One Hundred Forty-Eight Thousand One Hundred Forty-Two Dollars)

Base Bid Included items:

- Front End Network Manager Including:
  - Tridium/Niagara 4.x network manager with web capability
  - Embedded software and licenses property of owner
  - 1-year software maintenance agreement
  - 3D Floor Plan
  - HTML Graphics for all controlled equipment
  - Alarming and scheduling capability from remote locations through phone/tablet/computer
  - Ability to access system from any web enabled device
  - Computer
- ERV
  - Distech controller in existing ERV cabinet / enclosure
  - Graphics for ERV
  - Control accessories/sensors:
    - [2] Duct temperature sensors
    - Fan current transmitter
- [25] Heat Pump
  - Distech controller in enclosure
  - Graphics for heat pump
  - Relocate 3 thermostats that are not in optimum locations
  - Control accessories/sensors:
    - Room sensor – temperature, CO2 Humidity
    - Duct sensor – temperature
- Geothermal System
  - Distech controller in enclosure
  - Graphics for boilers and pumps
  - Control accessories/sensors:
    - Reuse all existing sensors and wiring
    - Provide new 2-way valve for radiant floor isolation (Install by others)
- [3] In-Floor Radiant
  - Distech controller in enclosure
  - Graphics for radiant zones
  - Control accessories/sensors:
    - Reuse all existing sensors
- [2] Cabinet Unit Heater
  - Distech controller in enclosure
  - Graphics for cabinet unit heater
  - Control accessories/sensors:
    - Reuse room sensor

Standard Control System Provided Items:

- Removal of existing controllers, sensors and actuators that are to be replaced
- Controller programming
- Communication wiring between controllers
- Full system graphics – latest version
- Remote login – on or off-site – with availability and required owner IT assistance
- Trending of all desired points
- Email and text alarms – with availability and required owner IT assistance
- Owner training
- Attend construction meetings as necessary
- Unlimited usernames and passwords
- A fully unlocked and open controls system
- Ongoing free future owner training in our office
- Woodman Controls Labor Including:
  - Engineering hours for control drawings
  - Software programming of new controllers and sensors
  - Installation of new controllers and sensors including wiring
  - Commissioning assistance at current hourly rate (not figured in quote)
  - Technician start-up

Items Not Included (unless specifically noted above):

- Sales tax is not included
- Credit card fees - a 4% surcharge will be added to all credit card purchases
- Integration/control of any other equipment including stand-alone control devices
- Lighting controls
- Installation of pipe mounted sensors, meters and valves
- VFD's or installation of VFD's
- Installation of dampers
- Dampers or damper actuators
- DX safeties and control
- Changes to existing control system
- Graphics changes
- Rigid conduit
- Replacement of controllers/sensors/valves/actuators in the building
- IP address for outside access
- Internal network troubleshooting
- Computer
- Overtime and/or after-hours work

Thank you,

Dan Ponxs
515-689-2540 (m)
515-964-0904 (o)
Dan@woodmaninc.com

We look forward to providing service to you!

Summary: A selection and signature below by an authorized representative will authorize the work outlined above.

Accepted: ☐ Controls Upgrade..... **$148,142**

PRICING IS GOOD FOR 30-DAYS FROM DATE OF BID

GRINNELL DRAKE LIBRARY

or

_____ **(Company)**

By: _____ Title: _____

Sign: _____ Date: _____

Woodman Controls Company

By: Dan Ponxs Title: Business Development

Sign: Date: November 17, 2023

WOODMAN CONTROLS COMPANY
Iowa's Intelligent Building Solution

Urbandale: Phone: 515-964-0904
Fax: 515-964-1243
Fort Dodge: Phone: 515-955-1800
Fax: 515-964-1243

TO: Grinnell Drake library
RE: Remaining Controls
Grinnell, IA

QUOTATION

WOODMAN BUILDING AUTOMATION SYSTEM

PRICING IS GOOD FOR 30-DAYS FROM DATE OF BID

BASE BID

$78,812 (Seventy-Eight Thousand Eight Hundred Twelve Dollars)

Base Bid Included items:

- [19] Heat Pump
  - Distech controller in enclosure
  - Graphics for heat pump
  - Relocate 3 thermostats that are not in optimum locations
  - Control accessories/sensors:
    - Room sensor – temperature, CO2 Humidity
    - Duct sensor – temperature
- [2] Cabinet Unit Heaters
  - Distech controller in enclosure
  - Graphics for CUH
  - Control accessories/sensors:
    - Room sensor – temperature, CO2 Humidity
- [3] Radiant Floor Zones
  - Distech controller in enclosure
  - Graphics for radiant floor zone

ALTERNATE 1
Heat Pumps Each
$4,350 (Four Thousand Three Hundred Fifty Dollars)

Alternate 1 Included Items: Heat Pumps Each

- Heat Pump
  - Distech controller in enclosure
  - Graphics for heat pump
  - Relocate 3 thermostats that are not in optimum locations
  - Control accessories/sensors:
    - Room sensor – temperature, CO2 Humidity
    - Duct sensor – temperature

ALTERNATE 2
Cabinet Unit Heater
$4,242 (Four Thousand Two Hundred Forty-Two Dollars)

Alternate 2 Included Items: Cabinet Unit Heater

-] Cabinet Unit Heaters
  - Distech controller in enclosure
  - Graphics for CUH
  - Control accessories/sensors:
    - Room sensor – temperature, CO2 Humidity

ALTERNATE 3
In Floor Heat Each
$2,500 (Four Thousand Two Hundred Forty-Two Dollars)

Alternate 3 Included Items: In Floor Heat Each

- [1] Radiant Floor Zones
  - Distech controller in enclosure
  - Graphics for radiant floor zone

Standard Control System Provided Items:

- Removal of existing controllers, sensors and actuators that are to be replaced
- Controller programming
- Communication wiring between controllers
- Full system graphics – latest version
- Remote login – on or off-site – with availability and required owner IT assistance
- Trending of all desired points
- Email and text alarms – with availability and required owner IT assistance
- Owner training
- Attend construction meetings as necessary
- Unlimited usernames and passwords
- A fully unlocked and open controls system
- Ongoing free future owner training in our office
- Woodman Controls Labor Including:
  - Engineering hours for control drawings
  - Software programming of new controllers and sensors
  - Installation of new controllers and sensors including wiring
  - Commissioning assistance at current hourly rate (not figured in quote)
  - Technician start-up

Items Not Included (unless specifically noted above):

- Sales tax is not included
- Credit card fees - a 4% surcharge will be added to all credit card purchases
- Integration/control of any other equipment including stand-alone control devices
- Lighting controls
- Installation of pipe mounted sensors, meters and valves
- VFD's or installation of VFD's
- Installation of dampers
- Dampers or damper actuators
- DX safeties and control
- Changes to existing control system
- Graphics changes
- Rigid conduit
- Replacement of controllers/sensors/valves/actuators in the building
- IP address for outside access
- Internal network troubleshooting
- Computer
- Overtime and/or after-hours work

Thank you,

Dan Ponxs
515-689-2540 (m)
515-964-0904 (o)
Dan@woodmaninc.com

We look forward to providing service to you!

Summary: A selection and signature below by an authorized representative will authorize the work outlined above.

Accepted:

- ☐ Remaining Controls **$78,812**
- ☐ Heat Pumps Each **$4,350**
- ☐ Cabinet Unit Heater **$4,242**
- ☐ In Floor Heat Each **$2,500**

PRICING IS GOOD FOR 30-DAYS FROM DATE OF BID

GRINNELL DRAKE LIBRARY

or

_____ **(Company)**

By: _____ Title: _____

Sign: _____ Date: _____

Woodman Controls Company

By: Dan Ponxs Title: Business Development

Sign: Date: January 6, 2025

DRAKE COMMUNITY LIBRARY RECEIPTS

December 31, 2024

	Previous balance	MTD	YTD
County tax	$7,553.25	$7,553.25	$15,106.50
Donations (incl. mtg room donations)	$861.49	$532.00	$1,393.49
Fees (Contracting Cities, State Money)	$5,679.77	$2,149.02	$7,828.79
Lost materials	$384.22	$25.00	$409.22
Photocopy	$692.23	$297.89	$990.12
Miscellaneous (replacement cards)	$40.00	$4.00	$44.00
Total		**$10,561.16**	**$25,772.12**

Carryover from November 30, 2024	$75.00
Plus total from December 31, 2024	$10,561.16
Less undeposited receipts	$75.00
Total recorded at City Office	**$10,561.16**

GIFT ACCOUNT (167 detail)

Balance as of December 31, 2024	**$97,291.51**

RECEIPTS

Nancy & Warren Reinecke	$200.00
Theresa Pagliai	$250.00
Michelle Shaffer	$75.00
Total Gift Revenue	**$97,816.51**

EXPENDITURES

Amazon	Fish Supplies	$4.99
Baker & Taylor	Entre Nous Donation	$11.39
IDHHS-Iowa Department of Health and Human Services	Host Site Fee for AmeriCorps Service Member	$323.00
	Total Gift Expenditure	$339.38

Balance on December 31, 2024 **$97,477.13**

Grinnell, IA

My Budget Worksheet

Account Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

							Defined Budgets	
		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
Fund: 003 - LIBRARY - GENERAL FUND								
Revenue								
003-3.410.1.4766	LIBRARY - FEES, MISC	7,000.00	7,858.84	9,000.00	9,049.41	7,000.00	5,572.51	9,863.82
003-3.410.2.4461	LIBRARY - NON GOV/COLLEGE/...	13,845.00	15,200.34	3,000.00	3,000.00	0.00	3,000.00	3,000.00
003-3.410.2.4470	LIBRARY - COUNTY CONTRIBUT...	21,638.00	16,578.50	28,503.00	28,503.00	30,213.00	15,106.50	30,213.00
003-3.410.2.4715	LIBRARY - REFUNDS	140.00	137.45	1,000.00	1,000.00	0.00	480.00	0.00
003-3.410.2.4720	LIBRARY - INS COLLECTIONS	17.00	16.72	342,600.00	342,581.99	0.00	6,365.80	6,366.00
003-3.410.4.4311	LIBRARY - RENT	125.00	5,884.50	0.00	0.00	0.00	0.00	0.00
003-3.410.4.4790	LIBRARY - TRANS IN (INTERNAL)	628,185.95	619,665.14	590,813.68	318,894.40	984,586.92	648,004.77	984,586.92
	Revenue Total:	**670,950.95**	**665,341.49**	**974,916.68**	**703,028.80**	**1,021,799.92**	**678,529.58**	**1,034,029.74**
Expense								
003-4.410.1.6010	LIBRARY - SALARIES	269,399.52	269,234.58	287,986.00	282,396.13	298,307.92	175,898.95	284,325.84
003-4.410.1.6020	LIBRARY - PT/SEASONAL SALAR...	185,640.00	183,519.35	195,495.00	191,515.24	217,275.00	116,913.85	217,275.00
003-4.410.1.6180	LIBRARY - HSG/REFER/HIRING I...	4,000.00	4,000.00	7,000.00	7,000.00	7,000.00	5,000.00	5,000.00
003-4.410.1.6186	LIBRARY - PRE-EMP TESTING &...	720.00	584.00	1,100.00	1,721.00	170.00	1,077.00	1,100.00
003-4.410.1.6210	LIBRARY - DUES/MEMBERSHIPS	1,343.00	1,342.91	1,860.00	2,543.95	1,400.00	119.52	1,400.00
003-4.410.1.6220	LIBRARY - MTG REGISTRATIONS	845.00	845.00	1,250.00	1,325.00	900.00	173.50	900.00
003-4.410.1.6230	LIBRARY -MILEAGE & MTG EXP	600.00	456.07	600.00	601.62	600.00	183.25	600.00
003-4.410.2.6310	LIBRARY -REP/MTNCE BLDG	7,296.54	7,288.86	4,280.00	4,405.03	4,500.00	4,980.00	4,500.00
003-4.410.2.6332	LIBRARY - REP/MTNCE EQMT	7,500.00	6,149.46	5,220.00	7,324.71	4,228.00	4,015.12	4,228.00
003-4.410.2.6371	LIBRARY - UTILITIES	40,000.00	35,403.02	40,000.00	39,282.30	39,000.00	20,261.22	39,000.00
003-4.410.2.6373	LIBRARY - TELEPHONE	5,980.96	5,872.63	4,552.00	4,526.96	5,212.00	3,183.57	5,212.00
003-4.410.2.6409	LIBRARY - GENERAL INSURANCE	19,858.43	19,858.43	36,516.00	36,515.00	39,165.00	0.00	39,165.00
003-4.410.2.6414	LIBRARY - PRINTING AND COPI...	700.00	749.33	600.00	262.40	500.00	811.13	1,251.00
003-4.410.2.6421	LIBRARY - CONS/PROF FEES	90.00	85.11	532.00	532.00	1,325.00	4,175.00	4,175.00
003-4.410.2.6428	LIBRARY - MISC CONTRACT WO...	76,572.00	77,535.14	351,307.68	86,230.75	372,147.00	352,450.23	403,010.82
003-4.410.2.6506	LIBRARY - OFFICE SUPPLIES	6,000.00	6,641.92	5,500.00	5,457.75	5,500.00	2,050.86	5,500.00

		Defined Budgets						
		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
003-4.410.2.6507	LIBRARY - PROG OPER SUPPLIES	500.00	443.02	500.00	473.05	800.00	425.78	800.00
003-4.410.2.6508	LIBRARY - POSTAGE & SHIPPING	2,404.50	2,384.80	2,400.00	889.97	1,500.00	492.13	1,500.00
003-4.410.2.6513	LIBRARY - MISC SUPPLIES	2,500.00	2,789.02	2,500.00	2,392.73	2,200.00	1,277.02	2,200.00
003-4.410.2.6521	LIBRARY - PROG CHILDREN	2,000.00	2,355.77	5,000.00	5,629.67	2,100.00	1,424.42	6,275.00
003-4.410.2.6522	LIBRARY - PROG CHILDREN'S	5,845.00	6,012.47	2,000.00	2,021.79	2,100.00	1,593.18	2,100.00
003-4.410.2.6523	LIBRARY - PROGRAM YOUNG A...	1,100.00	1,048.52	1,000.00	973.86	1,050.00	223.23	1,050.00
003-4.410.3.6721	LIBRARY - FURNITURE & FIXTU...	5,316.00	5,217.90	1,660.00	1,659.83	0.00	0.00	0.00
003-4.410.3.6762	LIBRARY - COMPUTER	0.00	0.00	1,340.00	807.42	0.00	0.00	0.00
003-4.410.3.6763	LIBRARY - EBOOKS/ADULT	1,500.00	2,790.58	1,500.00	1,734.01	1,560.00	459.34	1,560.00
003-4.410.3.6765	LIBRARY - BOOKS/CHILDREN	10,900.00	11,726.84	5,613.00	5,173.98	6,220.00	3,174.47	6,220.00
003-4.410.3.6766	LIBRARY - BOOKS/YOUNG ADU...	2,000.00	2,029.45	2,000.00	1,974.99	2,100.00	982.64	2,100.00
003-4.410.3.6767	LIBRARY - BOOKS	2,740.00	4,161.60	5.00	5.00	0.00	0.00	0.00
003-4.410.3.6768	LIBRARY - PERIODICALS	5,000.00	2,387.87	3,000.00	5,251.86	2,500.00	785.30	2,500.00
003-4.410.3.6769	LIBRARY - AUDIO VISUAL	500.00	375.70	500.00	500.00	520.00	162.10	520.00
003-4.410.3.6770	LIBRARY - AV/YOUTH	500.00	508.01	500.00	399.05	520.00	55.98	520.00
003-4.410.3.6771	LIBRARY - EBOOKS/YOUTH	1,600.00	1,588.43	1,600.00	1,418.15	1,400.00	479.28	1,400.00
	Expense Total:	**670,950.95**	**665,385.79**	**974,916.68**	**702,945.20**	**1,021,799.92**	**702,828.07**	**1,045,387.66**
	Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	**0.00**	**-44.30**	**0.00**	**83.60**	**0.00**	**-24,298.49**	**-11,357.92**
Fund: 011 - UTILITY FRANCHISE - GEN								
Revenue								
011-3.690.4.4065	OTHER GOVT - FRANCHISE FEES	895,000.00	930,209.06	935,000.00	827,453.91	975,000.00	415,081.05	975,000.00
011-3.910.4.4830	TRANSFER IN	9,372.00	9,372.00	1,332,925.84	1,497,229.88	1,959,764.82	1,260,965.82	2,660,965.82
	Revenue Total:	**904,372.00**	**939,581.06**	**2,267,925.84**	**2,324,683.79**	**2,934,764.82**	**1,676,046.87**	**3,635,965.82**
Expense								
011-4.690.2.6421	UTIL FRANCH - CONS & PROF F...	0.00	0.00	0.00	0.00	0.00	0.00	-162.00
011-4.690.2.6428	UTIL FRANCH - MISC CONT	0.00	0.00	41,000.00	0.00	30,766.00	17,556.89	30,766.00
011-4.690.3.6725	UTIL FRANCH - POLICE CAP PROJ	0.00	0.00	0.00	0.00	70,750.00	70,741.60	70,750.00
011-4.690.3.6726	UTIL FRANCH - FIRE/EMS CAP P...	0.00	0.00	0.00	0.00	70,000.00	46,511.52	70,000.00
011-4.690.3.6727	UTIL FRANCH - LIBRARY CAP P...	0.00	0.00	0.00	0.00	31,500.00	19,458.21	31,500.00
011-4.690.3.6728	UTIL FRANCH - PARKS CAP PROJ	0.00	0.00	0.00	0.00	272,000.00	21,737.42	272,000.00
011-4.690.3.6729	UTIL FRANCH - POOL CAP PROJ	0.00	0.00	0.00	0.00	17,800.00	0.00	17,800.00

		Defined Budgets						
		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
011-4.910.5.6911	UTIL FRANCH - TRANS OUT	1,287,524.11	1,287,524.11	1,248,591.00	1,248,591.00	2,173,714.13	1,743,714.13	2,173,714.13
	Expense Total:	**1,287,524.11**	**1,287,524.11**	**1,289,591.00**	**1,248,591.00**	**2,666,530.13**	**1,919,719.77**	**2,666,368.13**
Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):		**-383,152.11**	**-347,943.05**	**978,334.84**	**1,076,092.79**	**268,234.69**	**-243,672.90**	**969,597.69**
Fund: 103 - LIBRARY FUND STATE - GEN								
Revenue								
103-3.410.2.4442	LIBRARY STATE REVENUES	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	5,433.29	5,800.00
	Revenue Total:	**7,159.00**	**7,158.47**	**6,000.00**	**4,467.68**	**5,800.00**	**5,433.29**	**5,800.00**
Expense								
103-4.410.3.6767	BOOKS	5,500.00	3,990.53	4,500.18	2,972.56	4,300.00	0.00	4,300.00
103-4.410.3.6769	AUDIO VISUAL	1,659.00	3,167.76	1,500.00	1,495.30	1,500.00	1,164.45	1,500.00
	Expense Total:	**7,159.00**	**7,158.29**	**6,000.18**	**4,467.86**	**5,800.00**	**1,164.45**	**5,800.00**
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):		**0.00**	**0.18**	**-0.18**	**-0.18**	**0.00**	**4,268.84**	**0.00**
Fund: 167 - LIBRARY GIFTS - SPEC REV								
Revenue								
167-3.410.2.4461	GRANTS - NON GOVERNMENT...	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
167-3.410.2.4700	CONTRIBUTIONS	15,000.00	7,570.59	25,000.00	8,037.91	25,000.00	1,879.51	25,000.00
167-3.410.4.4300	INTEREST EARNED	690.00	740.11	400.00	361.72	350.00	614.74	1,170.00
167-3.410.4.4305	INT EARNED - IPAIT	0.00	0.00	4,150.00	4,442.57	3,850.00	2,771.27	5,060.00
	Revenue Total:	**18,690.00**	**11,310.70**	**29,550.00**	**12,842.20**	**29,200.00**	**5,265.52**	**31,230.00**
Expense								
167-4.410.3.6721	FURNITURE AND FIXTURES	6,500.00	6,205.35	3,000.00	4,416.63	4,744.67	4,824.16	4,744.67
167-4.410.3.6769	MISC SUPPLIES & MATERIALS	20,000.00	5,457.72	24,920.00	15,014.94	15,255.33	7,273.56	20,255.33
	Expense Total:	**26,500.00**	**11,663.07**	**27,920.00**	**19,431.57**	**20,000.00**	**12,097.72**	**25,000.00**
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):		**-7,810.00**	**-352.37**	**1,630.00**	**-6,589.37**	**9,200.00**	**-6,832.20**	**6,230.00**
Fund: 314 - CLN FY 23-24								
Revenue								
314-3.910.4.4830	CLNS FY 23-24 - TRANSFER IN	0.00	0.00	183,540.00	183,540.00	0.00	0.00	0.00
	Revenue Total:	**0.00**	**0.00**	**183,540.00**	**183,540.00**	**0.00**	**0.00**	**0.00**
Expense								
314-4.750.2.6428	CLNS FY 23-24 - POLICE CAPITAL	0.00	0.00	60,000.00	60,000.00	0.00	0.00	0.00
314-4.750.2.6513	CLNS FY 23-24 - FIRE CAPITAL	0.00	0.00	45,000.00	36,922.52	8,077.48	8,077.48	8,077.48
314-4.750.3.6727	CLNS FY 23-24 - LIBRARY BOOKS	0.00	0.00	31,500.00	29,705.96	1,794.04	1,794.04	1,794.04
314-4.750.3.6780	CLNS FY 23-24 - PARKS CAPITAL	0.00	0.00	32,580.00	15,186.77	17,393.23	12,632.44	17,393.23

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
314-4.750.4.6790	CLNS FY 23-24 - TRANS OUT INT	0.00	0.00	0.00	0.00	4,760.79	0.00	4,760.79
314-4.910.5.6911	CLNS FY 23-24 - TRANS OUT	0.00	0.00	14,460.00	14,460.00	0.00	4,760.79	4,761.00
	Expense Total:	**0.00**	**0.00**	**183,540.00**	**156,275.25**	**32,025.54**	**27,264.75**	**36,786.54**
	Fund: 314 - CLN FY 23-24 Surplus (Deficit):	**0.00**	**0.00**	**0.00**	**27,264.75**	**-32,025.54**	**-27,264.75**	**-36,786.54**
	Report Surplus (Deficit):	**-390,962.11**	**-348,339.54**	**979,964.66**	**1,096,851.59**	**245,409.15**	**-297,799.50**	**927,683.23**

Group Summary

Account Typ…	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
					Defined Budgets		
Fund: 003 - LIBRARY - GENERAL FUND							
Revenue	670,950.95	665,341.49	974,916.68	703,028.80	1,021,799.92	678,529.58	1,034,029.74
Expense	670,950.95	665,385.79	974,916.68	702,945.20	1,021,799.92	702,828.07	1,045,387.66
Fund: 003 - LIBRARY - GENERAL FUND Surplus (Deficit):	**0.00**	**-44.30**	**0.00**	**83.60**	**0.00**	**-24,298.49**	**-11,357.92**
Fund: 011 - UTILITY FRANCHISE - GEN							
Revenue	904,372.00	939,581.06	2,267,925.84	2,324,683.79	2,934,764.82	1,676,046.87	3,635,965.82
Expense	1,287,524.11	1,287,524.11	1,289,591.00	1,248,591.00	2,666,530.13	1,919,719.77	2,666,368.13
Fund: 011 - UTILITY FRANCHISE - GEN Surplus (Deficit):	**-383,152.11**	**-347,943.05**	**978,334.84**	**1,076,092.79**	**268,234.69**	**-243,672.90**	**969,597.69**
Fund: 103 - LIBRARY FUND STATE - GEN							
Revenue	7,159.00	7,158.47	6,000.00	4,467.68	5,800.00	5,433.29	5,800.00
Expense	7,159.00	7,158.29	6,000.18	4,467.86	5,800.00	1,164.45	5,800.00
Fund: 103 - LIBRARY FUND STATE - GEN Surplus (Deficit):	**0.00**	**0.18**	**-0.18**	**-0.18**	**0.00**	**4,268.84**	**0.00**
Fund: 167 - LIBRARY GIFTS - SPEC REV							
Revenue	18,690.00	11,310.70	29,550.00	12,842.20	29,200.00	5,265.52	31,230.00
Expense	26,500.00	11,663.07	27,920.00	19,431.57	20,000.00	12,097.72	25,000.00
Fund: 167 - LIBRARY GIFTS - SPEC REV Surplus (Deficit):	**-7,810.00**	**-352.37**	**1,630.00**	**-6,589.37**	**9,200.00**	**-6,832.20**	**6,230.00**
Fund: 314 - CLN FY 23-24							
Revenue	0.00	0.00	183,540.00	183,540.00	0.00	0.00	0.00
Expense	0.00	0.00	183,540.00	156,275.25	32,025.54	27,264.75	36,786.54
Fund: 314 - CLN FY 23-24 Surplus (Deficit):	**0.00**	**0.00**	**0.00**	**27,264.75**	**-32,025.54**	**-27,264.75**	**-36,786.54**
Report Surplus (Deficit):	**-390,962.11**	**-348,339.54**	**979,964.66**	**1,096,851.59**	**245,409.15**	**-297,799.50**	**927,683.23**

Fund Summary

Fund	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
					Defined Budgets		
003 - LIBRARY - GENERAL FUND	0.00	-44.30	0.00	83.60	0.00	-24,298.49	-11,357.92
011 - UTILITY FRANCHISE - GEN	-383,152.11	-347,943.05	978,334.84	1,076,092.79	268,234.69	-243,672.90	969,597.69
103 - LIBRARY FUND STATE - GEN	0.00	0.18	-0.18	-0.18	0.00	4,268.84	0.00
167 - LIBRARY GIFTS - SPEC REV	-7,810.00	-352.37	1,630.00	-6,589.37	9,200.00	-6,832.20	6,230.00
314 - CLN FY 23-24	0.00	0.00	0.00	27,264.75	-32,025.54	-27,264.75	-36,786.54
Report Surplus (Deficit):	**-390,962.11**	**-348,339.54**	**979,964.66**	**1,096,851.59**	**245,409.15**	**-297,799.50**	**927,683.23**

Library Monthly Budget Report
Library Gifts - Spec Rev Fund
February 3, 2025

		2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 2/3/2025	PROJ. BUDGET BALANCE 2/3/2025
Beginning Balances		$ 104,764	$ -	$ -		-
Revenues:						
167-3.410.2.4400	Federal Grant	$ -	$ -	$ -	$ -	-
167-3.410.2.4440	State Grant	-	-	-	-	-
167-3.410.2.4461	Grants - Non Government	-	-	-	-	-
167-3.410.2.4700	Contributions	25,000	25,000	1,880	-	-
167-3.410.2.4701	Grants - Non Government			-	-	
167-3-410.2.4705	Private Donation	-	-	-	-	-
167-3.410.4.4300	Interest Earned	400	1,170	615	-	-
167-3.410.4.4303	Interest Earned (CD's)	-	-	-	-	-
167-3.410.4.4305	Library Gifts - INT Earned -IPAIT	4,150	5,060	2,771	-	
167-3.410.4.4790	Transfer In (Internal)	-	-	-	-	-
	Total Revenues	$ 29,550	$ 31,230	$ 5,266	$ -	-
Expenditures:						
167-4.410-1.6010	Salaries	$ -	$ -	$ -	$ -	-
167-4.410.1.6020	Part Time Salaries	-	-	-	-	-
167-4.410.1.6040	Overtime Salaries	-	-	-	-	-
167-4.410.1.6110	FICA	-	-	-	-	-
167-4.410.1.6130	IPERS	-	-	-	-	-
167-4.410.1.6180	Employee Utility Reimburse	-	-	-	-	-
167-4.410.2.6421	Consulting/Professional Fees	-	-	-	-	-
167-4.410.3.6721	Furniture & Fixtures	3,000	4,745	4,824	-	(79)
167-4.410.3.6762	Capital Equipment	-	-	-	-	-
167-4.410.3.6769	Misc Supplies & Materials	24,920	20,255	7,274	564	12,418
	Total Expenditures	$ 27,920	$ 25,000	$ 12,098	$ 564	$ 12,338
167-4.410.5.6911	TRANSFERS	$ -	$ -	$ -	$ -	$ -
	Total Transfers	$ -	$ -	$ -	$ -	$ -
	Total Expenditures & Transfers	$ 27,920	$ 25,000	$ 12,098	$ 564	$ 12,338
ENDING BALANCE		**$ 106,394**	**$ 6,230**	**$ (6,832)**		

Library Monthly Budget Report
General Fund
February 3, 2025

		2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 2/3/2025	PROJ. BUDGET BALANCE 2/3/2025
Beginning Balances		$ -	$ -	$ -	$ -	$ -
Revenues:						
003-3.410.1.4766	Fines, Misc.	$ 9,000	$ 9,864	$ 5,573	$ -	$ -
003-3.410.2.4440	State Grants	-	-	-	-	-
003-3.410.2.4461	Grinnell College	3,000	3,000	3,000	-	-
003-3.410.2.4470	County Contributions	28,503	30,213	15,107	-	-
003-3.410.2.4715	Refunds	1,000	-	480	-	-
003-3.410.2.4720	Ins Collections	342,600	6,366	6,366	-	-
003-3.410.4.4311	Rent	-	-	-	-	
003-3.410.4.4705	Non Gov/College/	-	-			
003-3.410.4.4790	Property Taxes	590,814	984,587	648,005	-	-
003-3.910.4.4830	Transfer In	-	-	-	-	-
	Total Revenues	$ 974,917	$ 1,034,030	$ 678,530	$ -	$ -
Expenditures:						
003-4.410.1.6010	Salaries	$ 287,986	$ 284,326	$ 175,899	$ 750	$ 107,677
003-4.410.1.6020	Part Time Salaries	195,495	217,275	116,914	-	100,361
003-4.410.1.6040	Overtime Salaries	-	-	-	-	0
003.4.410.1.6051	FEMA Disaster Salaries	-	-	-	-	0
003-4.410.1.6110	FICA	-	-	-	-	0
003-4.410.1.6130	IPERS	-	-	-	-	0
003-4.410.1.6180	Ee Utility Reimb/Housing Allow	7,000	5,000	5,000	-	0
003-4.410.1.6181	Allowances	-	-	-	-	0
003-4.410.1.6185	Health Program	-	-	-	-	0
003-4.410.1.6186	Pre-Emp Testing & Other	1,100	1,100	1,077	-	23
003-4.410.1.6210	Dues/Memberships	1,860	1,400	120	-	1,280
003-4.410.1.6220	Meeting Registration	1,250	900	174	-	727
003-4.410.1.6230	Mileage & Meeting Expense	600	600	183	35	382
003-4.410.2.6310	Repair/Maintain Building	4,280	4,500	4,980	-	(480)
003-4.410.2.6332	Repair/Maintain Equipment	5,220	4,228	4,015	8	204
003-4.410.2.6371	Utilities	40,000	39,000	20,261	3,994	14,744
003-4.410.2.6373	Telephone	4,552	5,212	3,184	8	2,020
003-4.410.2.6409	General Insurance	36,516	39,165	-	-	39,165
003-4.410.2.6414	Printing and	600	1,251	811	-	440
003-4.410.2.6421	Consulting/Professional Fees	532	4,175	4,175	-	0
003-4.410.2.6426	Safety Program	-	-	-	-	0
003-4.410.2.6428	Misc Contractual Work	351,308	403,011	352,450	1,052	49,509
003-4.410.2.6506	Office Supplies	5,500	5,500	2,051	573	2,876
003-4.410.2.6507	Program Operating Supplies	500	800	426	45	329
003-4.410.2.6508	Postage & Shipping	2,400	1,500	492	-	1,008
003-4.410.2.6513	Misc Supplies	2,500	2,200	1,277	16	907
003-4.410.2.6521	Prog Children	5,000	6,275	1,424	-	4,851
003-4.410.2.6522	Prog Child-	2,000	2,100	1,593	-	507
003-4.410.2.6523	Program Young Ad	1,000	1,050	223	16	811
003-4.410.3.6721	Furniture & Fixtures	1,660	-	-	-	0
003-4.410.3.6750	Bldg Improvements	-	-	-	-	0
003-4.410.3.6762	Computer	1,340	-	-	-	0
003-4.410.3.6763	Ebooks/Adult	1,500	1,560	459	23	1,078
003-4.410.3.6765	Books/Children	5,613	6,220	3,174	504	2,541
003-4.410.3.6766	Books/Young A	2,000	2,100	983	122	995
003-4.410.3.6767	Books	5	-	-	-	0
003-4.410.3.6768	Periodicals	3,000	2,500	785	94	1,621
003-4.410.3.6769	Audio Visual	500	520	162	-	358
003-4.410.3.6770	AV/Youth	500	520	56	64	400
003-4.410.3.6771	Ebooks/Youth	1,600	1,400	479	-	921
	Total Expenditures	$ 974,917	$ 1,045,388	$ 702,828	$ 7,305	$ 335,255
ENDING BALANCE		**$ -**	**$ (11,358)**	**$ (24,298)**		

Library Monthly Budget Report
Capital Loan Note
February 3, 2025

		2024 - 2025 CURRENT BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 2/3/2025	PROJ. BUDGET BALANCE 7/1/2024
Beginning Balances		$ -	$ -	$ -	$ -
Expenditures:					
011-4.690.3.6727	Util Franch - Library Cap Pr	$ 31,500	$ 19,458	$ 1,167	$ 10,875
	Total Expenditures	$ 31,500	$ 19,458	$ 1,167	$ 10,875
ENDING BALANCE		**$ -**	**$ -**		

Library Monthly Budget Report
Library Fund State - General
February 3, 2025

		2023 - 2024 YTD ACTUAL	2024 - 2025 BUDGET	2024 - 2025 YTD ACTUAL	BILLS LIST 2/3/2025	PROJ. BUDGET BALANCE 2/3/2025
Beginning Balances		$ -	$ -	$ -		$ -
Revenues:						
103-3.410.2.4432	Population Allocations	$ -	$ -	$ -	$ -	$ -
103-3.410.2.4440	State Grants	-	-	-	-	-
103-3.410.2.4442	Library State Revenues	6,000	5,800	5,433	-	367
103-3.410.4.4300	Interest Earned	-	-	-	-	-
103-3.410.4.4790	Trans In - Internal	-	-	-	-	-
	Total Revenues	$ 6,000	$ 5,800	$ 5,433	$ -	$ 367
Expenditures:						
103-4.410-1.6010	Salaries	$ -	$ -	$ -	$ -	$ -
103-4.410.1.6020	Part Time Salaries	-	-	-	-	-
103-4.410.1.6040	Overtime Salaries	-	-	-	-	-
103-4.410.1.6110	FICA	-	-	-	-	-
103-4.410.1.6130	IPERS	-	-	-	-	-
103-4.410.1.6180	Employee Utility Reimburse	-	-	-	-	-
103-4.410.2.6310	Repair/Maintain Building	-	-	-	-	-
103-4.410.2.6332	Repair/Maintain Equipment	-	-	-	-	-
103-4.410.2.6421	Funraising Consultant	-	-	-	-	-
103-4.410.2.6508	Postage & Shipping	-	-	-	-	-
103-4.410.2.6513	Misc Supplies	-	-	-	-	-
103-4.410.3.6721	Furniture & F-xtures	-	-	-	-	-
103-4.410.3.6750	Bldg Improvements	-	-	-	-	-
103-4.410.3.6762	Computer Equipment	-	-	-	-	-
103-4.410.3.6767	Books	45,000	4,300	-	-	4,300
103-4.410.3.6768	Periodicals	-	-	-	-	-
103-4.410.3.6769	Audio Visual	1,500	1,500	1,164	17	319
	Total Expenditures	$ 46,500	$ 5,800	$ 1,164	$ 17	$ 4,619
ENDING BALANCE		**$ (40,500)**	**$ -**	**$ 4,269**		

Grinnell, IA

My Open Payable Report

As Of 02/03/2025

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account:	999-2020 - ACCOUNTS PAYABLE						
Vendor: 099353	**4IMPRINT**				**Payable Count: (1)**		**428.80**
13400135	TOTES	02/03/2025	428.80	0.00	0.00	0.00	428.80
Vendor: 002445	**ACCESS SYSTEMS LEASING**				**Payable Count: (1)**		**766.66**
38376726	COPIER LEASE	02/03/2025	766.66	0.00	0.00	0.00	766.66
Vendor: 018200	**ALLIANT ENERGY**				**Payable Count: (1)**		**3,994.38**
01.10.25 DRAKE	UTILITIES	02/03/2025	3,994.38	0.00	0.00	0.00	3,994.38
Vendor: 002581	**AMAZON CAPITAL SERVICES**				**Payable Count: (6)**		**220.66**
16R1-K3TP-6D3F	SUPPLIES	02/03/2025	7.99	0.00	0.00	0.00	7.99
17K3-XJQ7-MKPQ	BOOKS	02/03/2025	50.21	0.00	0.00	0.00	50.21
1CWF-JLK1-7L1C	SUPPLIES	02/03/2025	24.95	0.00	0.00	0.00	24.95
1JX1-XYGV-NMJJ	BOOKS & DVD	02/03/2025	95.27	0.00	0.00	0.00	95.27
1RR1-PY6T-MVL7	BOOK	02/03/2025	19.99	0.00	0.00	0.00	19.99
1WXY-6D3L-MVWD	BOOK/SUPPLIES	02/03/2025	22.25	0.00	0.00	0.00	22.25
Vendor: 001700	**BAKER & TAYLOR -ENT #5103**				**Payable Count: (2)**		**337.67**
2038788844	BOOKS	02/03/2025	74.57	0.00	0.00	0.00	74.57
2038795924	BOOKS	02/03/2025	263.10	0.00	0.00	0.00	263.10
Vendor: 000562	**BAKER & TAYLOR L530345**				**Payable Count: (3)**		**271.03**
2038786788	BOOKS	02/03/2025	181.50	0.00	0.00	0.00	181.50
2038789562	BOOKS	02/03/2025	47.13	0.00	0.00	0.00	47.13
2038796987	BOOKS	02/03/2025	42.40	0.00	0.00	0.00	42.40
Vendor: 001701	**BAKER & TAYLOR, INC**				**Payable Count: (1)**		**51.61**
2038814138	BOOK	02/03/2025	51.61	0.00	0.00	0.00	51.61
Vendor: 005030	**CAPITAL SANITARY SUPPLY**				**Payable Count: (1)**		**16.03**
C398911A	ICE MELT	02/03/2025	16.03	0.00	0.00	0.00	16.03
Vendor: 008700	**DEMCO**				**Payable Count: (1)**		**370.09**
7583049	SUPPLIES	02/03/2025	370.09	0.00	0.00	0.00	370.09
Vendor: 099740	**DOMAIN LISTINGS LLC**				**Payable Count: (1)**		**288.00**
02.03.25	WEB DOMAIN LISTING	02/03/2025	288.00	0.00	0.00	0.00	288.00
Vendor: 002042	**ELM USA, INC.**				**Payable Count: (1)**		**25.00**
73219	MONTHLY MIN	02/03/2025	25.00	0.00	0.00	0.00	25.00
Vendor: 095001	**INGRAM LIBRARY SERVICES**				**Payable Count: (4)**		**813.58**
85407670	BOOKS	02/03/2025	73.92	0.00	0.00	0.00	73.92
85420183	BOOKS	02/03/2025	171.33	0.00	0.00	0.00	171.33
85476521	BOOKS	02/03/2025	19.80	0.00	0.00	0.00	19.80
85731644	BOOKS	02/03/2025	548.53	0.00	0.00	0.00	548.53
Vendor: 098028	**IOWA COMMUNICATIONS NETWORK**				**Payable Count: (1)**		**8.33**
714333	NETWORK SVC	02/03/2025	8.33	0.00	0.00	0.00	8.33
Vendor: 017800	**IOWA LIBRARY ASSOCIATION**				**Payable Count: (10)**		**749.75**
10054	MBRSHP (MS)	02/03/2025	25.00	0.00	0.00	0.00	25.00
10573	MBRSHP (KN)	02/03/2025	195.00	0.00	0.00	0.00	195.00
10574	MBRSHP (AW)	02/03/2025	70.00	0.00	0.00	0.00	70.00
10581	MBRSHP (LC)	02/03/2025	70.00	0.00	0.00	0.00	70.00
10582	MBRSHP (TP)	02/03/2025	30.00	0.00	0.00	0.00	30.00
10585	MBRSHP (LM)	02/03/2025	30.00	0.00	0.00	0.00	30.00

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
10608	MBRSHP (VR)	02/03/2025	24.75	0.00	0.00	0.00	24.75
10621	MBRSHP (MS)	02/03/2025	140.00	0.00	0.00	0.00	140.00
10651	MBRSHP (LS)	02/03/2025	30.00	0.00	0.00	0.00	30.00
10655	MBRSHP (GM)	02/03/2025	135.00	0.00	0.00	0.00	135.00
Vendor: 095203	**MICRO MARKETING LLC**				**Payable Count:**	**(1)**	**76.00**
971542	LP BOOKS	02/03/2025	76.00	0.00	0.00	0.00	76.00
Vendor: 000848	**NEAL, KAREN**				**Payable Count:**	**(1)**	**35.00**
02.03.24	MILEAGE REIMB	02/03/2025	35.00	0.00	0.00	0.00	35.00
Vendor: 099566	**NINE SQUARE FEET, INC.**				**Payable Count:**	**(1)**	**20.00**
01.03.25	SEEDS	02/03/2025	20.00	0.00	0.00	0.00	20.00
Vendor: 002016	**OVERDRIVE, INC.**				**Payable Count:**	**(1)**	**22.99**
06497CO24399004	EBOOK	02/03/2025	22.99	0.00	0.00	0.00	22.99
Vendor: 028800	**PETTY CASH - DRAKE LIBRARY**				**Payable Count:**	**(1)**	**18.38**
02.03.25	TV MOUNT	02/03/2025	18.38	0.00	0.00	0.00	18.38
Vendor: 032300	**SCHENDEL PEST CONTROL CO**				**Payable Count:**	**(1)**	**51.33**
278904	PEST CONTROL	02/03/2025	51.33	0.00	0.00	0.00	51.33
Vendor: 088353	**SECRETARY OF STATE**				**Payable Count:**	**(1)**	**30.00**
02.03.25	NOTARY RENEWAL (KN)	02/03/2025	30.00	0.00	0.00	0.00	30.00
Vendor: 001194	**SECURITY EQUIPMENT INC**				**Payable Count:**	**(1)**	**196.56**
908241	MONITORING SVC	02/03/2025	196.56	0.00	0.00	0.00	196.56
Vendor: 002678	**STAPLES**				**Payable Count:**	**(4)**	**154.22**
6016471602	SUPPLIES	02/03/2025	8.59	0.00	0.00	0.00	8.59
6017106138	SUPPLIES	02/03/2025	90.98	0.00	0.00	0.00	90.98
6021213510	SUPPLIES	02/03/2025	17.39	0.00	0.00	0.00	17.39
6021278731	SUPPLIES	02/03/2025	37.26	0.00	0.00	0.00	37.26
Vendor: 001268	**THE RECORD**				**Payable Count:**	**(1)**	**60.00**
224	SUB (2 ANNUAL)	02/03/2025	60.00	0.00	0.00	0.00	60.00
Vendor: 002669	**UNIQUE MANAGEMENT SERVICES**				**Payable Count:**	**(1)**	**12.40**
6134298	PLACEMENTS	02/03/2025	12.40	0.00	0.00	0.00	12.40
Vendor: 099610	**USA TODAY**				**Payable Count:**	**(1)**	**34.00**
02.03.25	SUB	02/03/2025	34.00	0.00	0.00	0.00	34.00

Payable Account 999-2020 **Payable Count: (49)** **Total:** **9,052.47**

Payable Account Summary

Account		Count	Amount
999-2020 - ACCOUNTS PAYABLE		49	9,052.47
	Report Total:	**49**	**9,052.47**

Payable Fund Summary

Fund			Amount
999 - POOLED CASH		49	9,052.47
	Report Total:	**49**	**9,052.47**

Additional Payables

Paid Date	Vendor	Description	Amount	Acct #
1/6/2025	Baker & Taylor	Book	$32.86	011-4.690.3.6727
1/6/2025	Baker & Taylor	Books	$312.70	011-4.690.3.6727
1/6/2025	Baker & Taylor	Books	$54.00	011-4.690.3.3727
1/6/2025	Capital Sanitary Supply	Cleaning Supplies	$564.57	003-4.410.2.6513
1/6/2025	Poweshiek Co Chronicle Rep	Sub	$40.00	003-4.410.2.6768
1/6/2025	Derek Gibson	Cleaning (Dec)	$1,790.00	003-4.410.2.6428
1/6/2025	Derek Gibson	Snow Removal	$190.00	003-4.410.2.6428
1/6/2025	Interactive Science Inc	Wowbrary Sponsorship	$500.00	003-4.410.2.6428
1/6/2025	Micro Marketing	Books	$149.19	011-4.690.3.6727
1/6/2025	Raleigh Review	Yearly Sub	$42.00	003-4.410.3.6768
1/6/2025	Alliant	Utilities	$3,487.24	003-4.410.2.6371
1/6/2025	Amazon	Label Printer	$246.92	011-4.690.3.6727
1/6/2025	Amazon	Books	$34.59	011-4.690.3.6727
1/6/2025	Amazon	Ice Melt	$34.29	003-4.410.2.6513
1/6/2025	Amazon	Books	$262.01	011-4.690.3.6727
1/6/2025	Schendel	Pest Control	$50.52	003-4.410.2.6428
1/6/2025	Walmart	Fish Water	$7.36	003-4.410.2.6506
1/6/2025	Walmart	Supplies	$71.51	003-4.410.2.6522
		Supplies	$28.49	003-4.410.2.6521
1/6/2025	MCG	Telephone	$406.35	003-4.410.2.6373
1/6/2025	Access Systems	Copier Lease	$766.66	003-4.410.2.6428
1/6/2025	Amazon	Supplies	$4.99	167-4.410.3.6769
		Program Supplies	$21.16	003-4.410.2.6522
1/6/2025	Baker & Taylor	Books	$36.40	003-4.410.3.6765
1/6/2025	Baker & Taylor	Books	$44.80	011-4.690.3.6727
		Credit - Books	$17.10	011-4.690.3.6727
1/6/2025	Convergint	Alarm Work	$1,014.50	011-4.690.3.6727
1/6/2025	Micro Marketing	LP Books	$116.40	011-4.690.3.6727
1/6/2025	Petty Cash	Return Postage	$12.13	003-4.410.2.6508
1/6/2025	Baker & Taylor	Books	$27.33	003-4.410.3.6765
1/6/2025	Ingram	Books	$274.24	011-4.690.3.6727
1/6/2025	Ingram	Books	$597.53	011-4.690.3.6727
1/6/2025	Ingram	Books	($23.00)	011-4.690.3.6727
1/6/2025	Micro Marketing	LP Books	$104.39	011-4.690.3.6727
1/6/2025	Monte Journal	Sub	$40.00	003-4.410.3.6768
1/6/2025	Capital Sanitary Supply	Triple Melt	$40.06	003-4.410.2.6513

Tri-State AUTOMATIC Sprinkler

MIDWEST ALARM SERVICES

December 23, 2024

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 12/9/2024 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 pre-action sprinkler system is currently due for the every three year air leak test and full flow trip test.

Total Price: _____ *($1,580.00)*

Accepted By: _____ Date: _____

Note: The acceptance of this proposal will enable Tri-State Sprinkler to perform the scope of work within this proposal as a Subcontractor for Midwest Alarm Services, Inc. Invoicing will come from Midwest Alarms, Inc., also all general terms, and conditions of Midwest Alarm Services, Inc. will apply. For a list of Midwest Alarm Services, Inc. general terms and conditions please contact your Midwest Alarm Account Manager.

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
(563) 386-8707

S & S Plumbing, Heating & Air Conditioning, LLC

550 E South St
Marengo IA 52301

Date	Invoice #
1/9/2025	2021-5876

Drake Community Library
930 Park Street
Grinnell, IA 50112-2016

P.O. No.	Terms	Due Date	Account #	Project
Dave	Net 30	2/8/2025		

Qty	Description	Rate	Amount
	Service on 11/12/2024 Installed the Belemio valve that was provided by Woodman controls for the WTW#1 unit		
1	2" BLACK UNION	52.35	52.35
1	2" X 3" BLACK NIPPLE	15.89	15.89
1	2" VIC COUPLING	51.25	51.25
8	TOTAL LABOR	113.00	904.00
1	PERSONIFIED - MECHANICAL INSULATING PIPES	704.54	704.54

Phone # 3196425259
Fax # 319-642-5559
E-mail ssplumb@netins.net

2% Monthly Service Charge on all Overdue Accounts.
3% charge on all debit and/or credit card payments.
THANK YOU!

Subtotal	$1,728.03
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Total	$1,728.03
Balance Due	$1,728.03

Drake Community Library
Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1. This organization shall be known as the Drake Community Library Board of Trustees and shall operate a free public library for the City of Grinnell.

ARTICLE II: POWERS AND DUTIES

Section 1. The Board of Trustees shall have the powers and duties set forth in Chapter 22 of the City of Grinnell Code of Ordinances and as required by Chapter 392.5 of the Code of Iowa (13).

Section 2. The powers, duties and procedures shall be subject to all changes or repeals of state law and all such changes or repeals shall take precedence over these bylaws.

ARTICLE III: MEMBERSHIP

Section 1. Terms and Qualifications. The Board of Trustees shall consist of seven (7) members, appointed for six (6) year terms by the Mayor of Grinnell and approved by the City Council. A trustee may serve no more than two full consecutive terms. All members shall be residents of the City and shall be over the age of eighteen (18).

Section 2. Compensation. Members shall serve without compensation but may be reimbursed for expenses incurred relating to official Library business.

Section 3. Vacancies. Any vacancy on the Board because of death, resignation, long-term illness, disqualification or removal due to six (6) consecutive unexcused absences from regular meetings shall be filled by appointment by the Mayor, with approval of the City Council. The appointed trustee shall fill out the unexpired term for which the appointment is made. Members are expected to give the Library Director at least 30 days' written notice of intention to resign.

Section 4. Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be provided with copies of these bylaws, pertinent sections of the City Code and other documents that would be useful to Board members in carrying out their duties. They will also be given an orientation briefing by the President of the Board and the Library Director or their designees.

ARTICLE IV: OFFICERS

Section 1. Number. The officers of this Board shall be President, Vice-President, and Secretary.

Section 2. Election and Term of Office. The officers shall be elected annually at the Annual Meeting held in June and shall serve for one year beginning July 1. In April the President shall appoint a nominating committee consisting of two Board members and the Library Director who will present a slate of officers at the June meeting. Other nominations may be presented from the floor.

Section 3. Vacancies. In the event of the death or resignation of any officers, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next

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regular election of officers.

Section 4. President. The President shall preside at all meetings of the Board, appoint committees, call special meetings, execute all documents authorized by the Board and generally perform all duties associated with the office. Notwithstanding anything to the contrary in these bylaws, a committee appointed by the President for the purpose of searching and/or recommending a Library Director shall require Board of Trustees' approval.

Section 5. Vice President. In the event of the absence or disability of the President, or of a vacancy in the Presidency, the Vice President shall assume and perform the duties and functions of the President.

Section 6. Secretary. In the event of the absence or disability of the President and the Vice President, the Secretary shall assume and perform the duties and functions of the President.

ARTICLE V: MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the library's meeting room or such other place as the Board may determine.

Section 2. Special meetings may be held at any time at the call of an officer of the Board, the Director, or at the call of any two members of the Board, provided that notice thereof be given to all trustees at least 24 hours in advance of the special meeting or by telephone call in case of emergency.

Section 3. Closed Meetings. In accordance with Section 21.5(1)(i) of the Iowa Code, the Board may hold all or part of a meeting in closed session to evaluate the professional competency of the Library Director whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the Director's reputation and the Director requests a closed session.

Section 4. Notice of Meetings. Notice of regular meetings shall not be required; a special meeting may be called upon written notice. Notice must be received not less than twenty-four (24) hours before the meeting except for emergencies and must include time, place, date and tentative agenda.

Section 5. Place of Meetings. Unless otherwise posted, meetings will occur in the Board Room of the Drake Community Library.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of appointed board members. Trustees should report absences to the Director and the President or presiding officer at least twenty-four (24) hours in advance of meetings.

Section 7. Electronic Participation. All meetings will be conducted in accordance with Iowa Code Chapter 21, Section 8.

Section 8. Procedural Rules. Proceedings of all meetings shall be governed by Robert's Rules of Order, most recent edition.

ARTICLE VI: ORGANIZATION OF BOARD BUSINESS

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Section 1. Agendas. The President and the Director shall prepare the agenda for all regular Board meetings. Agendas shall be posted and sent to Board members at least 48 hours prior to the regular meeting. Agendas of all meetings must be posted at least twenty-four (24) hours in advance of the meeting on the bulletin board in the Library lobby and will be submitted electronically to the City of Grinnell twenty-four (24) hours in advance of the meeting to post on the City's website.

Section 2. Order of Business. The order of business of each meeting shall be established by the Board by motion made from time to time as the Board deems necessary. The agenda shall be established and posted in advance of each meeting in accordance with the requirements of the Iowa Open Meetings Law (Iowa Code Ch.21).

Section 3. Public Comment. Members of the public may address the Board at the beginning of meetings during the public comment agenda item. Individual comments are limited to no more than two (2) minutes and may be extended by the presiding officer. The maximum time allowed for comments will not exceed twenty (20) minutes per meeting. Library staff time will not be used to prepare materials for public comment. Individuals addressing the Board must sign in with name and address. In order to comply with open meetings laws and proper meeting procedure, Trustees cannot engage in discussion or debate during the public comment period.

Section 4. Minutes. Minutes of all regular and special meetings are to be prepared and distributed to Board members and the City Council. The Library shall keep as a permanent record copies of all minutes, including documents attached to the minutes by Board action.

Section 5. Board Policies. All policy statements adopted by the Board shall be filed by subject in a policy notebook containing these bylaws. Each policy and each revision shall carry the date of its adoption. Board policies are also available on the library website.

Section 6. Committee. Board committees and their composition, duties and terms shall be designated by the President. All committees shall make progress reports at each regular Board meeting. Notwithstanding anything to the contrary in these bylaws, a committee appointed by the President for the purpose of searching and/or recommending a Library Director shall require Board of Trustees' approval.

ARTICLE VII: LIBRARY DIRECTOR AND STAFF

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Library Director shall carry out policies adopted by the Board and shall be held responsible for employment and direction of staff, the care and maintenance of the building and equipment, the efficiency and effectiveness of the Library's service to the public, the provision of library collections and the operation of the Library under the financial conditions set forth in the annual budget. The Director or designee shall attend all Library Board meetings and shall present a report at each regular meeting.

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be altered or repealed, and new bylaws adopted by the members of the Board at any regular meeting or at any special meeting called for that purpose. The proposed

changes in the bylaws shall be submitted in writing to the members of the Board at least ten (10) days prior to the meeting for their consideration.

Reviewed 7 /09
Revised 12/13
Revised 05/15
Revised 05/19
Revised 11/20
Reviewed 11/23
Revised 01/25

DRAFT

December 1, 2001

Lights! Cameras! Action!

Public Access to Open Meetings

Did you know that any member of the public has the right to take photographs or make tape recordings at any open session of a governmental meeting?

Public officials are occasionally surprised to learn that members of the public have the right to use cameras or recording devices during the open session of a governmental meeting.

Members of the public, on the other hand, are occasionally surprised to learn that while they have the right to observe and record a meeting, they do not have the right to actively participate.

Consider the following tips when planning or attending a governmental meeting:

When faced with the challenge of managing a well-attended meeting, public officials should **appreciate public attendance** -- that people care enough to come and watch government in action. Public officials are entitled to adopt **reasonable rules of conduct** to assure that the meeting is orderly and is not interrupted by spectators.

Public officials must permit the use of cameras or recording devices - the public has the right to use them, but members of the public should also be respectful; a meeting is serious business, not just a photo opportunity.

Members of the public who wish to address the government body should **notify public officials in advance**, so time for public comment on agenda items can be scheduled in the meeting at the discretion of the public officials.

While not required, public officials should consider routinely adding to the agenda a **structured time for public comment**. Allowing reasonable public

participation gives Iowans a unique opportunity to connect with their government.

Working together, public officials and citizens can foster open and effective government meetings. Embrace public access to open meetings and smile for the camera!

Sunshine advisories are a general resource for government officials and citizens on Iowa's public records and open meetings laws – our "sunshine" laws. Local officials should obtain legal advice from their counsel, such as the city or county attorney.

The Iowa Public Information Board (IPIB) is an independent board that the Iowa Legislature established specifically to address open meetings and open records related matters. The IPIB provides information to the public and governmental entities on "sunshine" issues.

The IPIB, which has jurisdiction and authority to investigate and enforce Iowa's open meetings and open records laws, enables citizens to file a complaint if they believe that someone is violating these laws.

Citizens who have inquiries or complaints about public records or open meetings should contact the Iowa Public Information Board. Iowa Public Information Board.

Wallace Building, Third Floor
502 East 9th Street
Des Moines, IA 50319

Website: www.ipib.iowa.gov
Email: IPIB@iowa.gov

Phone: 515-725-1781

Updated December 1, 2014

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