



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING
WEDNESDAY, FEBRUARY 25, 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 January 28, 2026, regular board meeting.

5. Communications:

A. January GPCF Fund Report

6. Report of Director:

A. January Statistical Report
Building and Grounds Report — Video camera installed

7. Committee Reports:

A. Building and Grounds- Report on 2 meetings
Finance and Salary
Personnel
Long Range Planning
Policy-Report on editing Meeting Room Policy update

8. Financial Report and Approve Bills Payable

A. Consider and approve bills payable in March

9. Business:

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 installing automatic doors on the north side
- B. Discuss and consider the annual disbursement from the Library Endowment
- C. Discuss and consider the annual disbursement for the Library Board Endowed Fund
- D. Discuss and consider moving forward with installing accessible parking spaces on the west side of the building
- E. Consider and approve updating the Meeting Room Policy

10. Contracts:

- A. Consider and approve a contract with Envisionware

11. Trustee Continuing Education:

- A. Grace Morrison, Youth Coordinator will share about the Teen Department.

12. Adjourn:

- A. The next board meeting is **Wednesday, March 25, 2026**, at 5:15.

Minutes of the Drake Community Library Board of Trustees
January 28, 2026
Drake Community Library Jones Board Room
Meeting also made available via Zoom from the online City Agenda Center

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

Trustees Absent: Avery Lindley

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

Call to Order

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

Public Comment

No comments

Approval of Agenda

McFee moved and Hammond seconded approval of the agenda.

Motion passed 6/0

Approval of the Minutes

Saunders moved and Hammond seconded approval of December 22, 2025, minutes.

Motion passed 6/0

Communications

December 2025 Greater Poweshiek Community Foundation (GPCF) reports were reviewed.

Report of the Director

-December Statistics were reviewed

-Report on Building & Grounds: meeting planned to discuss making the north entrance handicapped accessible

-Report on the County Supervisors Presentation

-2025 Strategic Planning Report was reviewed

Committee Reports

Building & Grounds: No report

Finance & Salary: No report

Personnel: No report

Long Range Planning: No report

Policy: No report

Financial Reports:

Financials were reviewed. Guenther moved and Hammond seconded approval of bills payable in February.

Motion passed (6/0)

Hammond moved and McFee seconded approval for Tri-State Sprinkler to perform needed inspections and maintenance of the fire sprinkler system.

Motion passed (6/0)

Business:

Saunders moved and Hammond seconded approval for the Service Animal Policy-no changes were made.

Motion passed (6/0)

McFee moved and Hammond seconded approval to rescind the Non-Resident Research Policy.

Motion passed (6/0)

Contracts:

Hammond moved and Guenther seconded approval of signing a contract with Bookwhere to obtain MARC records.

Motion passed (6/0)

Hammond moved and McFee seconded approval of signing a contract with Micorsoft365.

Motion passed (6/0)

Trustee Continuing Education:

Iowa Libraries Online Conference (ILOC) is hosting a board training on January 29, 2026, from 6-7pm. "Building the Board Culture That Your Library Deserves".

Adjourn:

Meeting adjourned by unanimous consent at 5:44pm

Next meeting is Wednesday, February 25th at 5:15.

Theresa Pagliai
Library Board President

Karen Neal, Library Director
Recording Secretary

Additional Services					
January 2026					
Service Type	Current Month	SMPY	YTD	Previous YTD	
Subscription Services	Adventure Pass (Bookings)	6	0	63	28
	Ancestry Library Edition	62	262	319	1,508
	Beanstack (Active Users)	101	78	553	488
	Craft and Hobby (Views)		12	7	22
	Freegal (Downloads & Streams)	111	247	2,600	1,463
	Heritage Quest	0	16	4	16
	Kanopy (Plays)	219	104	971	1,105
	Library Speakers Cons. (Views)	1,753	1,082	8,604	4,974
	Mango Languages	127	28	391	290
	Mometrix (Replaces Brainfuse)	4	4	13	111
Document Services	Niche Academy	4	14	267	130
	Reference Solutions (Searches)	0	0	29	23
		2,387	1,847	13,821	10,158
	Coin-Op Pages Printed	398	889	3,965	5,426
	Faxes Sent	8		81	0
	Black and White Pages Copied	891		5,489	0
	Color Pages Copied	258		1,113	0
		1,555	889	10,648	5,426
	Adult Logins	295	396	2,246	2,939
	Kids Logins	280	205	2,321	1,872
Computers	Guest Passes Distributed	48	31	336	330
	In-House Catalog Uses	401	287	2,806	2,644
	Wi-Fi Sessions	654	945	5,685	2,789
		1,678	1,864	13,394	10,574
Archive	In-Person Visits (incl. microfilm)	2	6	23	29
	Email Reference	3	10	7	58
	Phone Reference	2	3	2	15
		7	19	32	102
Total		5,627	4,600	37,863	26,158

Meeting Rooms				
January 2026				
Category	Current Month	SMPY	YTD	Previous YTD
Bookings	76	120	547	151
Attendance	472	1,082	4,393	1,692

Programs Offered				
January 2026				
Type	Current Month	SMPY	YTD	Previous YTD
Children	16	19	136	148
Teen	2	1	15	17
Adult	2	9	49	69
All Ages/ Passive	1		10	12
Total	21	29	210	246

Program Participation				
January 2026				
Type	Current Month	SMPY	YTD	Previous YTD
Children	224	489	3,509	3,860
Teen	4	0	48	66
Adult	14	52	356	486
All Ages/ Passive	62		220	344
Total	304	541	4,133	4,756

Door Count			
January 2026			
	Current Month	SMPY	YTD
Door Count	4,121	4,220	31,604

Borrower Type Circulation

January 2026

Btype Group		Current Month	SMPY	YTD	Previous YTD
Residents	Area Resident	2,955	3,145	21,693	23,079
	Open Access Borrower	289	253	2,098	1,619
	Grinnell College Student	59	214	601	1,544
	Youth	462	345	3,389	3,014
	Open Access Youth	18	13	140	71
	Courtesy Card (replaces Pay Card)	0	0	0	0
		3,783	3,970	27,921	29,327
Book Delivery	Adult Homebound	81	55	634	367
	Youth Book Baskets	100	106	519	719
		181	161	1,153	1,086
Education and Special Loans	Educator	337	242	2,324	2,415
	Interlibrary Loan	25	83	341	388
	Large Print	135	43	293	201
		497	368	2,958	3,004
Total		4,461	4,499	32,032	33,417

Item Type Circulation

January 2026

Itype Group		Current Month	SMPY	YTD	Previous YTD
Books	Adult Book	1,753	1,822	13,153	13,172
	Teen Book	138	201	1,535	1,777
	Children's Book	2,137	1,948	15,264	14,851
Total Books		4,028	3,971	29,952	29,800
Audiovisual	Adult Audio	114	113	391	369
	Adult Video	40	21	710	831
	Teen Audio	1	3	10	18
	Children's Audio	1	18	80	58
	Children's Video	97	27	411	481
Total Audiovisual		8,309	8,124	1,602	1,757
Miscellaneous Physical Formats	Periodicals	30	26	147	213
	Equipment	19	16	158	128
	Multimedia Kits	12	19	112	102
	Interlibrary Loan	31	46	256	241
Total Miscellaneous		92	107	673	684
Total Physical Item Circ		12,429	12,202	32,227	32,241
Bridges eBooks	Bridges eBooks	854	939	5,593	6,094
	Bridges eAudiobooks	1,038	943	6,981	6,117
	Bridges eMagazines	293	242	1,942	1,299
Total Bridges Circ		2,185	2,124	14,516	13,510
Total Circulation		14,614	14,326	46,743	45,751

DRAKE COMMUNITY LIBRARY MEETING ROOM AND STUDY ROOM POLICY

Purpose

The Drake Community Library provides meeting rooms and study rooms to meet community needs and strives to provide broad access for use by the public. These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of programs or the views expressed by participants. Topics, speakers, and resource materials are not excluded from Library meeting rooms because of possible controversy. Rooms are not available for private social events including birthday parties, retirement parties or showers.

Rooms Available and Capacities

Community Room

Capacity 110 seated with chairs only, or 80 with tables in use.

LCD projector, speaker system with hearing loop, kitchenette, and divider wall available for use. One-half capacity limits apply when divider wall is in place.

Board Room

Capacity 12 seated around table.

Large Group Study Room

Capacity 10 seated around table.

Small Group Study Rooms (2)

Capacity 3.

Story Room

Prioritized for Library events. Outside groups may use with prior approval.

Eligibility

Reservations for meeting rooms must be made by persons over the age of 18.

Study rooms may be reserved by persons 13 years or older.

Reservations

Meeting rooms are scheduled on a first-come, first-served basis.

Library programs and events take precedence over any other use of public space. The Library may cancel a reservation or change room assignments to accommodate Library use.

Reservations may be made up to 90 days in advance for all groups other than the Library or Friends of the Library. Requests more than 90 days in advance are subject to the Director or their designee's discretion on a case-by-case basis and may be made no more than 180 days in advance.

The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.

Meetings may be scheduled by telephone, online, or in person. Meeting room reservations made online are considered tentative until a confirmation email is issued. Patrons who do not receive a confirmation email are not guaranteed use of the room.

Conditions of Use

Use of the meeting rooms must be free of charge. No admission fees may be charged, no items or services may be sold, and no fundraising, solicitation, or collection of donations may occur. The Library Director may grant permission to the Friends of Drake Community Library to hold fundraising events such as the annual book sale.

All advertising and public notices of events held in Library meeting rooms must clearly state the sponsoring organization. No organization or group shall use the Library as its official address.

Equipment must be scheduled in advance. Organizations must supply their own laptop computer.

Organizations are responsible for taking reasonable precautions to avoid damage to equipment, furnishings, floor coverings, and other Library property. The Library will bill organizations for damaged property.

Only Post-It® materials are permitted on wall surfaces, and only dry erase markers may be used on whiteboard surfaces.

Exits shall not be obstructed and all materials brought into the room shall be completely removed.

Set up and clean up are the responsibility of the user. Furniture may be arranged to meet the needs of the group and must be returned to its default arrangement at the conclusion of the meeting.

The Library reserves the right to deny or revoke use of meeting rooms or study rooms for failure to comply with this policy.

Meeting Room Guidelines

Community Room

Meetings may begin as early as 9:00 a.m. Monday through Friday, 9:30 a.m. on Saturday, and 1:30 p.m. on Sunday. Meetings that extend past Library closing time must begin before the Library closes.

Food and non-alcoholic beverages are permitted.

Board Room

Meetings may begin after opening and must conclude no later than 15 minutes prior to the Library's closing time, including tear-down and clean-up.

Covered non-alcoholic beverages are permitted.

Study Room Guidelines

Meetings may begin after opening and must conclude no later than 15 minutes prior to the Library's closing time, including clean-up.

Covered non-alcoholic beverages are permitted.

No more than 3 people per study room.

Adopted 04/1

Revised 10/13

Revised 06/14

Revised 06/17

Revised 06/18

Reviewed 06/20

Reviewed 06/22

Revised 04/24

Revised 02/26

DRAFT

Quotation

US-98914

1/6/2026

Bill To

Monique Shore
 Stewart Public Library
 926 Broad Street
 Grinnell IA 50112
 United States

TOTAL

\$4,755.00

Quote Expires: 4/6/2026

Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Terranova, Chris
Quotation Title		Memo	
CN CP Cloud Nine and Cloud Print Services		Remote Installation	

Qty	Item / Description	Ship To	Unit Price	Amount
1	CN:RS 0010K EnvisionWare Reservation Service - Service Population 10,000 to <15,000 INCLUDES: Reservation Service with unlimited Reservation Types, Branches, Groups, Users and Client installations, basic grid data reporting --Annual Subscription # RECOMMENDED: CN:SMS 005K Text messages; CN:EML 0010K Email		\$785.00	\$785.00
1	CN:PS (1-9 bldg) EnvisionWare CloudNine Print Service powered by Princh, 1-9 buildings --INCLUDES: Print Service, Mobile Print Service and Print Service payment methods: Cash, Staff, Google Pay, Apple Pay, and online credit card ** Payment methods can only be used for CloudNine Print Service, not with other EnvisionWare products --Annual Subscription		\$1,495.00	\$1,495.00



Qty	Item / Description	Ship To	Unit Price	Amount
1	PS-FR-U Flat Rate Project ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES <i>EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.</i> <i>** This quote is based on a flat rate of \$2475 dollars, inclusive of up to 11 hours of Professional Services. Any services requested beyond 11 hours will require a Change Order. **</i>		\$2,475.00	\$2,475.00

Subtotal \$4,755.00

Freight charges are estimated; actual charges will be billed.

Discount

This quotation excludes any tariffs and/or import duties unless otherwise specified.

Send your purchase order or email confirmation to:
EMAIL : orders@envisionware.com | **FAX :** +1 678.382.6501

Freight \$0.00

Tax \$0.00

PST-CA

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: _____ Date: _____

Total **\$4,755.00**



Teen Area Update Proposal

Item	Cost	Quantity	Total
Barstool Seats	\$ 137.39	6	\$ 824.34
Headphones	\$ 10.46	5	\$ 52.30
Computer	\$ 429.00	1	\$ 429.00
Total			\$ 1,305.64

This proposal aligns with three of our strategic focus areas in our 2025-2029 strategic plan: Operational Excellence and Innovation, Inclusive Services and Access, and Youth-Focused Programs and Engagement.

Operational Excellence and Innovation

Goal 2: Introduce innovative operations and systems that improve efficiency and patron experience.

Upgrading the teen area will greatly improve patron experience. Currently, the teen area has comfortable seating for 2-3 teens at the booth. The lower lounge chairs near the windows are not as appealing as the tables are not of a usable height for homework or other projects. Adding counter-height seating with backs to the computer area and to the counter at the teen area entrance will allow more teens to spend time in the teen area comfortably.

Inclusive Services and Access

Goal 2: Increase accessibility of facilities, services, and resources for individuals with disabilities.

Counter-height seating with a back will provide more stable and supportive seating option for teens wishing to use the computers. This update will provide seating that is more inclusive than the current backless stools at the teen computers. In addition to updated seating, headphone availability will give more teen library users the ability to listen to computer audio.

Youth-Focused Programs and Engagement

Goal 1: Develop and implement a comprehensive teen programming strategy that caters to the interests and needs of the teen demographic.

The addition of headphones, computers, and comfortable and functional seating options will enhance the appeal of the teen area for our teen users. This will hopefully encourage teens to stay in the library longer and bring in their friends, providing us with more opportunities to directly promote existing programming and to get feedback and ideas for new teen programming.