



GRINNELL LIBRARY BOARD REGULAR SESSION MEETING  
WEDNESDAY, MAY 27, 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

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**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. Approve Minutes:**

A. Approve Minutes from the April 22, 2026, regular board meeting.

**5. Trustee Continuing Education:**

A. -Boardroom Essential Series has been [updated on YouTube](#).  
-Library Assistant Emily Lof

**6. Communications:**

A. April GPCF Fund Reports

**7. Report of Director:**

A. -April Statistical Report  
-Building & Grounds Update  
-Summer Program Update

**8. Committee Reports:**

A. Building & Grounds:  
Finance & Salary:  
Personnel: Report on discussion concerning Director's evaluation  
Long Range Planning:  
Policy- Read through Circulation Policy Edits

*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](mailto: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.*

**9. Financial Report and Approve Bills Payable**

- A. Consider and approve bills payable in June

**10. Business:**

- A. -Consider and approve an estimate from Hawkeye Locks for replacing automatic doors within the library
- Discuss and approve Madison Swanson for a Circulation Clerk position with a wage at \$16.63 an hour
- Consider and approve revisions to the Circulation Policy
- Discuss Tri-State Sprinkler repairs
- Discuss the Archives and the importance of public trust-Mayor Cox will comment
- Consider and approve the nominating committee for the election of officers for the 2026-2027 fiscal year
- Discuss meeting with Friends of Drake Community Library's new officers

**11. Adjourn:**

- A. Next Library Board Meeting: **Wednesday, June 24, 2026 at 5:15**

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**Minutes of the Drake Community Library Board of Trustees**  
**April 22, 2026**  
**Drake Community Library Jones Board Room**  
**Meeting also made available via Zoom from the online City Agenda Center**

**Trustees Present:** Emily Fenner, John Hammond, Avery Lindley, Lee McFee, Theresa Pagliai, Luke Sanders

**Trustees Absent:** Emily Guenther

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

**Guests Present:** Greg Roth

**Call to Order**

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

**Public Comment:**

One public comment

**Approval of Agenda**

Lindley moved and McFee seconded approval of the agenda.

Motion passed 6/0

**Business**

City Engineer, Greg Roth, reported on the Accessibility Parking Project.

McFee moved and Fenner seconded moving forward with the project and bid.

Motion passed 6/0

**Approval of the Minutes**

Fenner moved and Saunders seconded approval of February 25, 2026, minutes.

Motion passed 6/0

**Communications**

March 2026 Greater Poweshiek Community Foundation (GPCF) reports were reviewed.

Letter to the Board was received and discussed in the Business portion of the meeting.

**Report of the Director**

-March Statistics were reviewed

-Building & Grounds update was given, door counters have been installed.

-Brief Legislative update

-Presented information about the Community Crate coming to Grinnell in August 2026.

**Committee Reports**

**Building & Grounds:** No report

**Finance & Salary:** No report

**Personnel:** Met on April 14 to review questions on the director's annual evaluation.

**Long Range Planning:** No report

**Policy:** No report

### **Financial Reports**

Financials were reviewed. Fenner motioned and McPhee seconded approval of bills payable in May.  
Motion passed (6/0)

Mcfee motioned and Lindley seconded approval of Tri-State repairs to the sprinkler system.  
Motion passed (6/0)

### **Business**

Lindley motioned and Fenner seconded approval of the release of a statement about the archives.  
Motion passed (6/0)

### **Adjourn**

Meeting adjourned by unanimous consent at 5:58.

Next Library Board Meeting: **Wednesday, May 27, 2026**

# Statement Of Activities

Date: 04/01/2026 to 04/30/2026

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
<b>Revenue</b>			
<i>Revenue</i>			
Donations & Pledges			
1015 Drake Community Library Endowment Fund	0.00	85.64	85.64
Investment Revenue			
1015BE Drake Community Library Endowment Fund Board Endowed	125,904.33	0.00	125,904.33
1015 Drake Community Library Endowment Fund	0.00	21,913.83	21,913.83
	<u>125,904.33</u>	<u>21,913.83</u>	<u>147,818.16</u>
	<u>125,904.33</u>	<u>21,999.47</u>	<u>147,903.80</u>
<b>Total Revenue</b>	<b>125,904.33</b>	<b>21,999.47</b>	<b>147,903.80</b>
<b>Expenses</b>			
<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	255.81	255.81
	<u>1,227.30</u>	<u>255.81</u>	<u>1,483.11</u>
Other Expenses			
1015 Drake Community Library Endowment Fund	0.00	0.90	0.90
	<u>1,227.30</u>	<u>256.71</u>	<u>1,484.01</u>
<b>Total Expenses</b>	<b>1,227.30</b>	<b>256.71</b>	<b>1,484.01</b>
<b>Change in Net Assets</b>	<b>124,677.03</b>	<b>21,742.76</b>	<b>146,419.79</b>

05/19/26 01:42pm CDT

# Statement Of Activities

Date: 07/01/2025 to 04/30/2026

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
<b>Revenue</b>			
<i>Revenue</i>			
Donations & Pledges			
1015 Drake Community Library Endowment Fund	0.00	12,462.17	12,462.17
Investment Revenue			
1015BE Drake Community Library Endowment Fund Board Endowed	226,454.89	0.00	226,454.89
1015 Drake Community Library Endowment Fund	0.00	38,374.21	38,374.21
	<u>226,454.89</u>	<u>38,374.21</u>	<u>264,829.10</u>
	<u>226,454.89</u>	<u>50,836.38</u>	<u>277,291.27</u>
<b>Total Revenue</b>	<b>226,454.89</b>	<b>50,836.38</b>	<b>277,291.27</b>
<b>Expenses</b>			
<i>Expenses</i>			
Distributions			
1015BE Drake Community Library Endowment Fund Board Endowed	71,680.00	0.00	71,680.00
1015 Drake Community Library Endowment Fund	0.00	10,820.00	10,820.00
	<u>71,680.00</u>	<u>10,820.00</u>	<u>82,500.00</u>
Administrative Fee Expense			
1015BE Drake Community Library Endowment Fund Board Endowed	12,273.00	0.00	12,273.00
1015 Drake Community Library Endowment Fund	0.00	2,790.24	2,790.24
	<u>12,273.00</u>	<u>2,790.24</u>	<u>15,063.24</u>
Other Expenses			
1015 Drake Community Library Endowment Fund	0.00	25.24	25.24
	<u>83,953.00</u>	<u>13,635.48</u>	<u>97,588.48</u>
<b>Total Expenses</b>	<b>83,953.00</b>	<b>13,635.48</b>	<b>97,588.48</b>
<b>Change in Net Assets</b>	<b>142,501.89</b>	<b>37,200.90</b>	<b>179,702.79</b>

05/19/26 01:40pm CDT

## Fund Balance Change

Date: 07/01/2025 to 04/30/2026

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	226,454.89	0.00	83,953.00	1,615,265.56
1015 Drake Community Library Endowment Fund	243,932.69	38,374.21	12,462.17	13,635.48	281,133.59
<b>Total</b>	<b>1,716,696.36</b>	<b>264,829.10</b>	<b>12,462.17</b>	<b>97,588.48</b>	<b>1,896,399.15</b>

05/19/26 01:38pm CDT

## Borrower Type Circulation

April 2026

Btype Group		Current Month	SMPY	YTD	Previous YTD
Residents	Area Resident	2,651	2,927	30,120	31,975
	Open Access Borrower	275	276	2,956	2,438
	Grinnell College Student	71	188	856	2,080
	Youth	472	312	4,729	4,132
	Open Access Youth	12	3	179	74
	Courtesy Card (replaces Pay Card)	0	0	0	0
	<b>Subtotal</b>	<b>3,481</b>	<b>3,706</b>	<b>38,840</b>	<b>40,699</b>
Book Delivery	Adult Homebound	68	67	911	555
	Youth Book Baskets	87	38	817	963
<b>Subtotal</b>	<b>155</b>	<b>105</b>	<b>1,728</b>	<b>1,518</b>	
Education and Special Loans	Educator	191	134	2,853	2,983
	Interlibrary Loan	37	61	449	589
	Large Print	19	10	407	268
<b>Subtotal</b>	<b>247</b>	<b>205</b>	<b>3,709</b>	<b>3,840</b>	
<b>Total</b>	<b>3,883</b>	<b>4,016</b>	<b>44,277</b>	<b>46,057</b>	

## Item Type Circulation

April 2026

Itype Group		Current Month	SMPY	YTD	Previous YTD
Books	Adult Book	1,712	1,875	18,345	18,855
	Teen Book	202	236	2,183	2,444
	Children's Book	1,756	1,666	20,852	20,166
<b>Total Books</b>	<b>3,670</b>	<b>3,777</b>	<b>41,380</b>	<b>41,465</b>	
Audiovisual	Adult Audio	41	79	530	512
	Adult Video	96	56	1,059	1,063
	Teen Audio	2	3	16	26
	Children's Audio	2	6	86	80
	Children's Video	17	44	510	640
<b>Total Audiovisual</b>	<b>7,498</b>	<b>7,742</b>	<b>2,201</b>	<b>2,321</b>	
Miscellaneous Physical Formats	Periodicals	11	15	187	279
	Equipment	21	20	220	183
	Multimedia Kits	3	8	133	144
	Interlibrary Loan	34	40	349	368
<b>Total Miscellaneous</b>	<b>69</b>	<b>83</b>	<b>889</b>	<b>974</b>	
<b>Total Physical Item Circ</b>	<b>11,237</b>	<b>11,602</b>	<b>44,470</b>	<b>44,760</b>	
Bridges eBooks	Bridges eBooks	795	732	7,923	8,491
	Bridges eAudiobooks	1,003	973	9,941	8,885
	Bridges eMagazines	274	221	2,707	1,934
<b>Total Bridges Circ</b>	<b>2,072</b>	<b>1,926</b>	<b>20,571</b>	<b>19,310</b>	
<b>Total Circulation</b>	<b>13,309</b>	<b>13,528</b>	<b>65,041</b>	<b>64,070</b>	

## Additional Services

April 2026

Service Type	Current Month	SMPY	YTD	Previous YTD
Adventure Pass (Bookings)	4	0	89	28
Ancestry Library Edition	425	143	1,092	1,822
Beanstack (Active Users)	55	20	740	580
Craft and Hobby (Views)		2	7	39
Freegal (Downloads & Streams)	220	239	2,971	2,528
Heritage Quest		0	4	16
Kanopy (Plays)	173	93	1,452	1,390
Library Speakers Cons. (Views)	1,211	883	12,498	7,760
Mango Languages	64	8	704	348
Mometrix (Replaces Brainfuse)	1	17	116	153
Niche Academy	7	8	321	196
Reference Solutions (Searches)	0	7	34	37
	<b>2,160</b>	<b>1,420</b>	<b>20,028</b>	<b>14,897</b>
Coin-Op Pages Printed	476	806	5,102	8,560
Faxes Sent	19	11	121	22
Black and White Pages Copied	1,281		8,801	0
Color Pages Copied	265		1,889	0
	<b>2,041</b>	<b>817</b>	<b>15,913</b>	<b>8,582</b>
Adult Logins	323	403	2,893	4,128
Kids Logins	272	281	2,855	2,578
Guest Passes Distributed	54	71	455	514
In-House Catalog Uses	372	294	3,522	3,524
Wi-Fi Sessions	774		7,748	4,439
	<b>1,795</b>	<b>1,049</b>	<b>17,473</b>	<b>15,183</b>
In-Person Visits (incl. microfilm)	3	5	31	39
Email Reference	7	7	19	72
Phone Reference	2	2	4	19
	<b>12</b>	<b>14</b>	<b>54</b>	<b>130</b>
<b>Total</b>	<b>6,008</b>	<b>3,286</b>	<b>53,414</b>	<b>38,662</b>

## Meeting Rooms

April 2026

Category	Current Month	SMPY	YTD	Previous YTD
Bookings	97	180	844	595
Attendance	731	1,500	7,065	6,199

## Programs Offered

April 2026

Type	Current Month	SMPY	YTD	Previous YTD
Children	30	20	212	203
Teen	5	3	27	26
Adult	2	7	56	96
All Ages/ Passive	1	1	13	14
<b>Total</b>	<b>38</b>	<b>31</b>	<b>308</b>	<b>339</b>

## Program Participation

April 2026

Type	Current Month	SMPY	YTD	Previous YTD
Children	385	392	4,644	4,902
Teen	23	71	109	157
Adult	20	47	436	682
All Ages/ Passive	66	48	340	449
<b>Total</b>	<b>494</b>	<b>558</b>	<b>5,529</b>	<b>6,190</b>

## Door Count

April 2026

	Current Month	SMPY	YTD	Previous YTD
Door Count	6,656	4,739	47,232	46,932



Grinnell, IA

# My Detail vs Budget Report

## Account Detail

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>003 - LIBRARY - GENERAL FUND</b>								
<b>Revenue</b>								
<a href="#">003-3.410.1.4766</a>	LIBRARY - FEES, MISC	0.00	-10,585.00	-10,188.04	-757.64	-10,945.68	360.68	3.41%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/29/2026	CLPKT10990	R00672976		04-29-26 LIBRARY LIBRARY - FEES, MISC D...			-165.12	
04/29/2026	CLPKT10993	R00672977		04-29-26 LIBRARY LIBRARY - FEES, MISC 04...			-231.44	
05/19/2026	CLPKT11158	R00674895		05-19-26 LIBRARY LIBRARY - FEES, MISC CI...			-19.99	
05/19/2026	CLPKT11160	R00674893		05-19-26 LIBRARY LIBRARY - FEES, MISC 05...			-341.09	
<a href="#">003-3.410.2.4470</a>	LIBRARY - COUNTY CONTRIBUTION	0.00	-30,212.00	-15,110.00	0.00	-15,110.00	-15,102.00	-49.99%
<a href="#">003-3.410.2.4715</a>	LIBRARY - REFUNDS	0.00	-378.48	-378.48	0.00	-378.48	0.00	0.00%
<a href="#">003-3.410.4.4790</a>	LIBRARY - TRANS IN (INTERNAL)	0.00	-701,423.00	-530,638.11	-54,355.17	-584,993.28	-116,429.72	-16.60%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/30/2026	GLPKT15300	8252		MONTHLY LIBRARY TRANSFER			-54,355.17	
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-742,598.48</b>	<b>-556,314.63</b>	<b>-55,112.81</b>	<b>-611,427.44</b>	<b>-131,171.04</b>	<b>-17.66%</b>
<b>Expense</b>								
<a href="#">003-4.410.1.6010</a>	LIBRARY - SALARIES	0.00	248,581.00	192,930.93	19,743.74	212,674.67	35,906.33	14.44%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/30/2026	PYPKT01233	PYPKT01233 - 04.11.26 -...		PYPKT01233 - 04.11.26 - 04.25.26 - Pay 4/...			14,195.37	
05/15/2026	PYPKT01242	PYPKT01242 - 04.26.26 -...		PYPKT01242 - 04.26.26 - 05.10.26 - Pay 5/...			5,548.37	
<a href="#">003-4.410.1.6020</a>	LIBRARY - PT/SEASONAL SALARIES	0.00	253,365.00	187,280.05	19,393.72	206,673.77	46,691.23	18.43%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/30/2026	PYPKT01233	PYPKT01233 - 04.11.26 -...		PYPKT01233 - 04.11.26 - 04.25.26 - Pay 4/...			9,819.43	
05/15/2026	PYPKT01242	PYPKT01242 - 04.26.26 -...		PYPKT01242 - 04.26.26 - 05.10.26 - Pay 5/...			9,574.29	
<a href="#">003-4.410.1.6180</a>	LIBRARY - HSG/REFER/HIRING INCENTIVES	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00%
<a href="#">003-4.410.1.6186</a>	LIBRARY - PRE-EMP TESTING & OTHER CKS	0.00	400.00	1,107.00	0.00	1,107.00	-707.00	-176.75%

**My Detail vs Budget Report**

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">003-4.410.1.6210</a>	LIBRARY - DUES/MBRPS/SUBS	0.00	1,450.00	1,274.00	80.10	1,354.10	95.90	6.61%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/13/2026	APPKT01670	38397	127726	DIGITAL WEBINAR	099759 - VISA		80.10	
<a href="#">003-4.410.1.6220</a>	LIBRARY - MTG & CONF REGISTRATION	0.00	930.00	753.00	0.00	753.00	177.00	19.03%
<a href="#">003-4.410.1.6230</a>	LIBRARY - MILEAGE/MTG EXPENSES	0.00	925.00	1,037.17	0.00	1,037.17	-112.17	-12.13%
<a href="#">003-4.410.2.6310</a>	LIBRARY - REP/MTNCE BLDG	0.00	7,500.00	5,482.99	0.00	5,482.99	2,017.01	26.89%
<a href="#">003-4.410.2.6332</a>	LIBRARY - REP/MTNCE EQUIP	0.00	8,921.00	9,517.01	0.00	9,517.01	-596.01	-6.68%
<a href="#">003-4.410.2.6371</a>	LIBRARY - UTILITIES	0.00	46,000.00	40,602.98	2,855.88	43,458.86	2,541.14	5.52%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	05.11.26 DRAKE		UTILITIES	018200 - ALLIANT ENERGY		2,855.88	
<a href="#">003-4.410.2.6373</a>	LIBRARY - TELEPHONE	0.00	5,212.00	4,856.25	415.13	5,271.38	-59.38	-1.14%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	04.15.26 DRAKE	127620	TELEPHONE	002707 - MAHASKA COMMUNICATIONS GRO...		406.80	
05/27/2026	APPKT01675	747265		MONTHLY SVC (APR 2026)	098028 - IOWA COMMUNICATIONS NETWORK		8.33	
<a href="#">003-4.410.2.6414</a>	LIBRARY - PRINTING AND COPIES	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
<a href="#">003-4.410.2.6428</a>	LIBRARY - MISC CONTRACT WORK	0.00	128,570.00	113,140.68	9,446.80	122,587.48	5,982.52	4.65%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	072391	127583	CLEANING SVC (APR)	002628 - GIBSON, DEREK		1,790.00	
05/04/2026	APPKT01653	072395	127583	SNOW REMOVAL	002628 - GIBSON, DEREK		200.00	
05/04/2026	APPKT01653	1732C	127664	PEST CONTROL	032300 - SCHENDEL PEST CONTROL CO		99.48	
05/04/2026	APPKT01653	41789565	127546	COPIER LEASE	002445 - ACCESS SYSTEMS LEASING		871.96	
05/04/2026	APPKT01653	877913-H	127593	MONTHLY IT	099591 - HEARTLAND BUSINESS SYSTEMS, LLC		4,217.03	
05/04/2026	APPKT01653	IN00076499	127639	SCHEDULING SOFTWARE	002560 - PACE SYSTEMS, INC.		1,110.00	
05/27/2026	APPKT01675	6550		TECH SUPPORT	001452 - WOODMAN CONTROLS COMPANY		1,133.33	
05/27/2026	APPKT01675	83596		MONTHLY MIN	002042 - ELM USA, INC.		25.00	
<a href="#">003-4.410.2.6506</a>	LIBRARY - OFFICE SUPPLIES	0.00	5,500.00	4,810.40	177.36	4,987.76	512.24	9.31%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01659	1JGR-DX96-DH9M	127552	FISH SUPPLIES	002581 - AMAZON CAPITAL SERVICES		33.99	
05/13/2026	APPKT01670	197230	127726	FISH	099759 - VISA		72.50	

**My Detail vs Budget Report**

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">003-4.410.2.6506</a>	LIBRARY - OFFICE SUPPLIES - Continued	0.00	5,500.00	4,810.40	177.36	4,987.76	512.24	9.31%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	1747-MC6W-J6LR		CLEANING SUPPLIES	002581 - AMAZON CAPITAL SERVICES		10.70	
05/27/2026	APPKT01675	1Y93-46WG-GQPD		CLEANING SUPPLIES	002581 - AMAZON CAPITAL SERVICES		34.99	
05/27/2026	APPKT01675	21858		NAME TAGS	088376 - AWARDS UNLIMITED INC		16.00	
05/27/2026	APPKT01675	9722A178		OFFICE SUPPLIES	099853 - TREVIPAY - WALMART		9.18	
<a href="#">003-4.410.2.6507</a>	LIBRARY - PROG OPER SUPPLIES	0.00	900.00	519.35	0.00	519.35	380.65	42.29%
<a href="#">003-4.410.2.6508</a>	LIBRARY - POSTAGE & SHIPPING	0.00	1,300.00	659.94	530.51	1,190.45	109.55	8.43%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	05.04.26	127649	STAMPS	029201 - POSTMASTER-LIB ACCT		499.20	
05/04/2026	APPKT01659	96098680	127605	BOOKS	095001 - INGRAM LIBRARY SERVICES		6.32	
05/13/2026	APPKT01670	197230	127726	FISH	099759 - VISA		24.99	
<a href="#">003-4.410.2.6513</a>	LIBRARY - MISC SUPPLIES	0.00	2,200.00	2,066.49	29.06	2,095.55	104.45	4.75%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	1YHL-WLLH-G9W3		CLEANING SUPPLIES	002581 - AMAZON CAPITAL SERVICES		29.06	
<a href="#">003-4.410.2.6521</a>	LIBRARY - PROG CHILDREN	0.00	2,310.00	1,506.39	1,043.81	2,550.20	-240.20	-10.40%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	329127	127603	PROGRAMS	000482 - ILLINOIS LIBRARY ASSOCIATION		191.74	
05/27/2026	APPKT01675	05.27.26		SUMMER PROGRAM	099969 - ROBISON, RYAN		230.50	
05/27/2026	APPKT01675	05.27.26		SUMMER PERFORMER	099244 - BRAMMER, RICK E.		375.00	
05/27/2026	APPKT01675	1VNP-CJKD-FWKF		BOOKS	002581 - AMAZON CAPITAL SERVICES		6.37	
05/27/2026	APPKT01675	265997		SUMMER BROCHURES	000271 - TOTAL CHOICE SHIPPING & PRINTING		240.20	
<a href="#">003-4.410.2.6522</a>	LIBRARY - PROG CHILDREN'S	0.00	2,310.00	2,053.10	214.47	2,267.57	42.43	1.84%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01659	1JGR-DX96-DH9M	127552	PROG SUPPLIES	002581 - AMAZON CAPITAL SERVICES		33.73	
05/04/2026	APPKT01659	1MLX-JNCW-JC7Y	127552	PROG SUPPLIES	002581 - AMAZON CAPITAL SERVICES		23.13	
05/27/2026	APPKT01675	05.27.26		SUMMER PROGRAM	099969 - ROBISON, RYAN		150.00	
05/27/2026	APPKT01675	1VNP-CJKD-FWKF		BOOKS	002581 - AMAZON CAPITAL SERVICES		7.61	
<a href="#">003-4.410.2.6523</a>	LIBRARY - PROGRAM YOUNG ADULT	0.00	1,150.00	313.15	274.62	587.77	562.23	48.89%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01659	96098680	127605	BOOKS	095001 - INGRAM LIBRARY SERVICES		60.35	
05/27/2026	APPKT01675	1MK3-QQL7-RWLF		PROGRAM SUPPLIES	002581 - AMAZON CAPITAL SERVICES		214.27	
<a href="#">003-4.410.3.6763</a>	LIBRARY - EBOOKS/ADULT	0.00	1,840.00	1,840.00	0.00	1,840.00	0.00	0.00%

**My Detail vs Budget Report**

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">003-4.410.3.6765</a>	LIBRARY - BOOKS/CHILDREN	0.00	6,531.00	5,038.44	634.59	5,673.03	857.97	13.14%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/13/2026	APPKT01670	7002053444	127726	BOOKS	099759 - VISA		66.15	
05/27/2026	APPKT01675	1XFR-GRTN-RK7L		BOOKS	002581 - AMAZON CAPITAL SERVICES		97.85	
05/27/2026	APPKT01675	96549593		BOOKS	095001 - INGRAM LIBRARY SERVICES		-11.49	
05/27/2026	APPKT01676	96434143		BOOKS	095001 - INGRAM LIBRARY SERVICES		482.08	
<a href="#">003-4.410.3.6766</a>	LIBRARY - BOOKS/YOUNG ADULTS	0.00	2,250.00	2,003.75	220.49	2,224.24	25.76	1.14%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	1HCW-KTT3-CYXG	127552	BOOKS	002581 - AMAZON CAPITAL SERVICES		22.58	
05/13/2026	APPKT01670	7002053444	127726	BOOKS	099759 - VISA		14.05	
05/27/2026	APPKT01675	1XFR-GRTN-RK7L		BOOKS	002581 - AMAZON CAPITAL SERVICES		177.37	
05/27/2026	APPKT01676	96434143		BOOKS	095001 - INGRAM LIBRARY SERVICES		6.49	
<a href="#">003-4.410.3.6768</a>	LIBRARY - PERIODICALS	0.00	2,500.00	2,039.18	39.50	2,078.68	421.32	16.85%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	05.27.26		SUB	099610 - USA TODAY		39.50	
<a href="#">003-4.410.3.6769</a>	LIBRARY - AUDIO VISUAL	0.00	400.00	382.26	12.50	394.76	5.24	1.31%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	1YHL-WLLH-G9W3		DVD	002581 - AMAZON CAPITAL SERVICES		12.50	
<a href="#">003-4.410.3.6770</a>	LIBRARY - AV/YOUTH	0.00	400.00	76.15	0.00	76.15	323.85	80.96%
<a href="#">003-4.410.3.6771</a>	LIBRARY - EBOOKS/YOUTH	0.00	1,590.00	760.90	111.00	871.90	718.10	45.16%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	06497CP26147175		AUDIO & EBOOKS	002016 - OVERDRIVE, INC.		111.00	
<b>Expense Totals:</b>		<b>0.00</b>	<b>738,635.00</b>	<b>587,051.56</b>	<b>55,223.28</b>	<b>642,274.84</b>	<b>96,360.16</b>	<b>-13.05%</b>
<b>003 - LIBRARY - GENERAL FUND Totals:</b>		<b>0.00</b>	<b>-3,963.48</b>	<b>30,736.93</b>	<b>110.47</b>	<b>30,847.40</b>	<b>-34,810.88</b>	<b>-878.29%</b>

**My Detail vs Budget Report**

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>011 - UTILITY FRANCHISE - GEN</b>								
<b>Revenue</b>								
<a href="#">011-3.690.4.4065</a>	OTHER GOVT - FRANCHISE FEES	0.00	-1,063,500.00	-624,517.63	-272,194.68	-896,712.31	-166,787.69	-15.68%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/24/2026	CLPKT10954	R00672795		MEDIACOM - FRANCHISE FEES 1/1/26 - 3/...			-7,272.67	
05/01/2026	CLPKT11014	R00673047		ALLIANT ENERGY - FRANCHISE FEES OTHER...			-264,922.01	
<a href="#">011-3.910.4.4830</a>	TRANSFER IN	0.00	-5,323,275.97	-3,259,734.62	-500,000.00	-3,759,734.62	-1,563,541.35	-29.37%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/18/2026	GLPKT15442	8275		FROM 382 11 11TH AVE			-500,000.00	
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-6,386,775.97</b>	<b>-3,884,252.25</b>	<b>-772,194.68</b>	<b>-4,656,446.93</b>	<b>-1,730,329.04</b>	<b>-27.09%</b>
<b>Expense</b>								
<a href="#">011-4.690.2.6421</a>	UTIL FRANCH - CONS & PROF FEES	0.00	25.00	25.00	0.00	25.00	0.00	0.00%
<a href="#">011-4.690.2.6428</a>	UTIL FRANCH - MISC CONT	0.00	30,766.00	20,447.44	1,898.27	22,345.71	8,420.29	27.37%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	025-550586	127681	TIME & ATTENDANCE	020771 - TYLER TECHNOLOGIES, INC.		1,500.00	
05/04/2026	APPKT01653	05.04.26	127589	MAY LEASE - GARC	013400 - GRINNELL-NEWBURG SCHOOL DISTR...		398.27	
<a href="#">011-4.690.3.6725</a>	UTIL FRANCH - POLICE CAP PROJ	0.00	119,339.00	111,702.68	0.00	111,702.68	7,636.32	6.40%
<a href="#">011-4.690.3.6726</a>	UTIL FRANCH - FIRE/EMS CAP PROJ	0.00	47,000.00	43,758.00	0.00	43,758.00	3,242.00	6.90%
<a href="#">011-4.690.3.6727</a>	UTIL FRANCH - LIBRARY CAP PROJ	0.00	25,000.00	22,883.24	1,787.00	24,670.24	329.76	1.32%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	1DFJ-Y19P-PCRG	127552	BOOKS	002581 - AMAZON CAPITAL SERVICES		11.86	
05/04/2026	APPKT01659	1TNK-33QH-DHWN	127552	SERVER BATTERY	002581 - AMAZON CAPITAL SERVICES		168.99	
05/04/2026	APPKT01659	874916-H	127593	TECH SUPPORT	099591 - HEARTLAND BUSINESS SYSTEMS, LLC		60.00	
05/13/2026	APPKT01670	12509	127726	RESTORE ENTERPRISE - SUPPORT & SOFT...	099759 - VISA		686.40	
05/13/2026	APPKT01670	4511037	127726	COMPUTER - OFFICE STANDARD	099759 - VISA		640.00	
05/27/2026	APPKT01675	1V4Q-CCY3-CWY9		BOOKS	002581 - AMAZON CAPITAL SERVICES		41.28	
05/27/2026	APPKT01675	1YHL-WLLH-G9W3		BOOKS	002581 - AMAZON CAPITAL SERVICES		28.04	
05/27/2026	APPKT01675	96325382		BOOKS	095001 - INGRAM LIBRARY SERVICES		13.60	
05/27/2026	APPKT01675	96325383		BOOKS	095001 - INGRAM LIBRARY SERVICES		38.81	
05/27/2026	APPKT01675	96563605		BOOKS	095001 - INGRAM LIBRARY SERVICES		45.18	
05/27/2026	APPKT01675	96579650		BOOKS	095001 - INGRAM LIBRARY SERVICES		31.89	
05/27/2026	APPKT01675	96579651		BOOKS	095001 - INGRAM LIBRARY SERVICES		20.95	

**My Detail vs Budget Report**

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">011-4.690.3.6728</a>	UTIL FRANCH - PARKS CAP PROJ	0.00	24,000.00	17,779.75	0.00	17,779.75	6,220.25	25.92%
<a href="#">011-4.690.3.6729</a>	UTIL FRANCH - POOL CAP PROJ	0.00	29,000.00	27,402.41	0.00	27,402.41	1,597.59	5.51%
<a href="#">011-4.690.3.6730</a>	UTIL FRANCH - LAND PURCH	0.00	637,897.00	637,897.00	0.00	637,897.00	0.00	0.00%
<a href="#">011-4.910.5.6911</a>	UTIL FRANCH - TRANS OUT	0.00	3,941,527.43	2,410,490.12	1,543,360.87	3,953,850.99	-12,323.56	-0.31%

  

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount			
05/18/2026	GLPKT15442	8275		TO 375 FINAL I80			49,260.47			
05/18/2026	GLPKT15442	8275		TO 373 BLISS/8TH AVE			40,000.00			
05/18/2026	GLPKT15442	8275		TO 372 WA PLANT STREETS			1,250.00			
05/18/2026	GLPKT15442	8275		TO 307 S LEAD LINES			50,000.00			
05/18/2026	GLPKT15442	8275		TO 363 2026 4TH AVE			734,848.50			
05/18/2026	GLPKT15442	8275		TO 362 HWY 146 CLOSEOUT			97.50			
05/18/2026	GLPKT15443	8276		TO 200 DEBT SERVICE			667,904.40			
		<b>Expense Totals:</b>		<b>0.00</b>	<b>4,854,554.43</b>	<b>3,292,385.64</b>	<b>1,547,046.14</b>	<b>4,839,431.78</b>	<b>15,122.65</b>	<b>-0.31%</b>
		<b>011 - UTILITY FRANCHISE - GEN Totals:</b>		<b>0.00</b>	<b>-1,532,221.54</b>	<b>-591,866.61</b>	<b>774,851.46</b>	<b>182,984.85</b>	<b>-1,715,206.39</b>	<b>-111.94%</b>

My Detail vs Budget Report

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>103 - LIBRARY FUND STATE - GEN</b>								
<b>Revenue</b>								
<a href="#">103-3.410.2.4442</a>	LIBRARY STATE REVENUES	0.00	-5,996.77	-5,996.77	0.00	-5,996.77	0.00	0.00%
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-5,996.77</b>	<b>-5,996.77</b>	<b>0.00</b>	<b>-5,996.77</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expense</b>								
<a href="#">103-4.410.2.6310</a>	REPAIR & MTNCE OF BLDG	0.00	2,700.00	2,682.70	0.00	2,682.70	17.30	0.64%
<a href="#">103-4.410.3.6767</a>	BOOKS	0.00	4,935.00	1,257.69	1,001.34	2,259.03	2,675.97	54.22%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01653	96098679	127605	BOOKS	095001 - INGRAM LIBRARY SERVICES		41.62	
05/27/2026	APPKT01675	06497CO26152612		AUDIO & EBOOKS	002016 - OVERDRIVE, INC.		138.11	
05/27/2026	APPKT01675	06497CP26144217		AUDIO & EBOOKS	002016 - OVERDRIVE, INC.		150.14	
05/27/2026	APPKT01675	95569095		BOOKS	095001 - INGRAM LIBRARY SERVICES		33.07	
05/27/2026	APPKT01675	95569096		BOOKS	095001 - INGRAM LIBRARY SERVICES		15.76	
05/27/2026	APPKT01675	95580231		BOOKS	095001 - INGRAM LIBRARY SERVICES		36.54	
05/27/2026	APPKT01675	96325380		BOOKS	095001 - INGRAM LIBRARY SERVICES		40.95	
05/27/2026	APPKT01675	96325381		BOOKS	095001 - INGRAM LIBRARY SERVICES		23.01	
05/27/2026	APPKT01675	96563607		BOOKS	095001 - INGRAM LIBRARY SERVICES		522.14	
<a href="#">103-4.410.3.6769</a>	AUDIO VISUAL	0.00	1,061.77	0.00	16.99	16.99	1,044.78	98.40%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	1LQ7-N6LP-749T		AUDIO BOOK	002581 - AMAZON CAPITAL SERVICES		16.99	
<b>Expense Totals:</b>		<b>0.00</b>	<b>8,696.77</b>	<b>3,940.39</b>	<b>1,018.33</b>	<b>4,958.72</b>	<b>3,738.05</b>	<b>-42.98%</b>
<b>103 - LIBRARY FUND STATE - GEN Totals:</b>		<b>0.00</b>	<b>2,700.00</b>	<b>-2,056.38</b>	<b>1,018.33</b>	<b>-1,038.05</b>	<b>3,738.05</b>	<b>-138.45%</b>

**My Detail vs Budget Report**

Date Range: 04/23/2026 - 05/27/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>167 - LIBRARY GIFTS - SPEC REV</b>								
<b>Revenue</b>								
<a href="#">167-3.410.2.4700</a>	CONTRIBUTIONS	0.00	-97,730.00	-95,265.40	-814.42	-96,079.82	-1,650.18	-1.69%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/29/2026	CLPKT10990	R00672975		04-29-26 LIBRARY CONTRIBUTIONS PATTI L...			-76.64	
04/29/2026	CLPKT10993	R00672974		04-29-26 LIBRARY CONTRIBUTIONS 04-29-...			-387.78	
05/19/2026	CLPKT11158	R00674896		05-19-26 LIBRARY CONTRIBUTIONS DIANE...			-320.00	
05/19/2026	CLPKT11160	R00674894		05-19-26 LIBRARY CONTRIBUTIONS 05-19-...			-30.00	
<a href="#">167-3.410.4.4300</a>	INTEREST EARNED	0.00	-2,500.00	-1,527.60	-894.63	-2,422.23	-77.77	-3.11%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
04/30/2026	GLPKT15331	8261		APRIL 2026 INT			-894.63	
<a href="#">167-3.410.4.4305</a>	INT EARNED - IPAIT	0.00	-2,995.00	-2,992.76	0.00	-2,992.76	-2.24	-0.07%
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-103,225.00</b>	<b>-99,785.76</b>	<b>-1,709.05</b>	<b>-101,494.81</b>	<b>-1,730.19</b>	<b>-1.68%</b>
<b>Expense</b>								
<a href="#">167-4.410.1.6230</a>	MILEAGE/MTG EXPENSES	0.00	1,963.24	1,963.24	0.00	1,963.24	0.00	0.00%
<a href="#">167-4.410.2.6421</a>	CONSULTATION / PROFESSIONAL FE	0.00	17,224.25	14,981.20	2,243.05	17,224.25	0.00	0.00%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	APPKT01659	288226-2	127686	HANDICAP PARKING (LIB) ENG SVCS	020021 - VEENSTRA & KIMM, INC.		2,243.05	
<a href="#">167-4.410.3.6721</a>	FURNITURE AND FIXTURES	0.00	18,135.56	18,135.56	3,075.00	21,210.56	-3,075.00	-16.96%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/04/2026	GLPKT15520	8278		05.04.26 TRI-STATE SPRINKLER			3,075.00	
<a href="#">167-4.410.3.6769</a>	MISC SUPPLIES & MATERIALS	0.00	37,476.51	37,476.51	790.48	38,266.99	-790.48	-2.11%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/27/2026	APPKT01675	2664		SUMMER AMERICORPS MEMBER	099968 - SEED COALITION		500.00	
05/27/2026	APPKT01675	96563606		BOOKS	095001 - INGRAM LIBRARY SERVICES		220.99	
05/27/2026	APPKT01676	96434143		BOOKS	095001 - INGRAM LIBRARY SERVICES		69.49	
<b>Expense Totals:</b>		<b>0.00</b>	<b>74,799.56</b>	<b>72,556.51</b>	<b>6,108.53</b>	<b>78,665.04</b>	<b>-3,865.48</b>	<b>5.17%</b>
<b>167 - LIBRARY GIFTS - SPEC REV Totals:</b>		<b>0.00</b>	<b>-28,425.44</b>	<b>-27,229.25</b>	<b>4,399.48</b>	<b>-22,829.77</b>	<b>-5,595.67</b>	<b>-19.69%</b>
<b>Report Total:</b>		<b>0.00</b>	<b>-1,561,910.46</b>	<b>-590,415.31</b>	<b>780,379.74</b>	<b>189,964.43</b>	<b>-1,751,874.89</b>	<b>-112.16%</b>

My Detail vs Budget Report

Date Range: 04/23/2026 - 05/27/2026

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>003 - LIBRARY - GENERAL FUND</b>								
<b>Revenue</b>								
<a href="#">003-3.410.1.4766</a>	LIBRARY - FEES, MISC	0.00	-10,585.00	-10,188.04	-757.64	-10,945.68	360.68	3.41%
<a href="#">003-3.410.2.4470</a>	LIBRARY - COUNTY CONTRIBUTION	0.00	-30,212.00	-15,110.00	0.00	-15,110.00	-15,102.00	-49.99%
<a href="#">003-3.410.2.4715</a>	LIBRARY - REFUNDS	0.00	-378.48	-378.48	0.00	-378.48	0.00	0.00%
<a href="#">003-3.410.4.4790</a>	LIBRARY - TRANS IN (INTERNAL)	0.00	-701,423.00	-530,638.11	-54,355.17	-584,993.28	-116,429.72	-16.60%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-742,598.48</b>	<b>-556,314.63</b>	<b>-55,112.81</b>	<b>-611,427.44</b>	<b>-131,171.04</b>	<b>-17.66%</b>
<b>Expense</b>								
<a href="#">003-4.410.1.6010</a>	LIBRARY - SALARIES	0.00	248,581.00	192,930.93	19,743.74	212,674.67	35,906.33	14.44%
<a href="#">003-4.410.1.6020</a>	LIBRARY - PT/SEASONAL SALARIES	0.00	253,365.00	187,280.05	19,393.72	206,673.77	46,691.23	18.43%
<a href="#">003-4.410.1.6180</a>	LIBRARY - HSG/REFER/HIRING INCENTIVES	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00%
<a href="#">003-4.410.1.6186</a>	LIBRARY - PRE-EMP TESTING & OTHER CKS	0.00	400.00	1,107.00	0.00	1,107.00	-707.00	-176.75%
<a href="#">003-4.410.1.6210</a>	LIBRARY - DUES/MBRPS/SUBS	0.00	1,450.00	1,274.00	80.10	1,354.10	95.90	6.61%
<a href="#">003-4.410.1.6220</a>	LIBRARY - MTG & CONF REGISTRATION	0.00	930.00	753.00	0.00	753.00	177.00	19.03%
<a href="#">003-4.410.1.6230</a>	LIBRARY - MILEAGE/MTG EXPENSES	0.00	925.00	1,037.17	0.00	1,037.17	-112.17	-12.13%
<a href="#">003-4.410.2.6310</a>	LIBRARY -REP/MTNCE BLDG	0.00	7,500.00	5,482.99	0.00	5,482.99	2,017.01	26.89%
<a href="#">003-4.410.2.6332</a>	LIBRARY - REP/MTNCE EQUIP	0.00	8,921.00	9,517.01	0.00	9,517.01	-596.01	-6.68%
<a href="#">003-4.410.2.6371</a>	LIBRARY - UTILITIES	0.00	46,000.00	40,602.98	2,855.88	43,458.86	2,541.14	5.52%
<a href="#">003-4.410.2.6373</a>	LIBRARY - TELEPHONE	0.00	5,212.00	4,856.25	415.13	5,271.38	-59.38	-1.14%
<a href="#">003-4.410.2.6414</a>	LIBRARY - PRINTING AND COPIES	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
<a href="#">003-4.410.2.6428</a>	LIBRARY - MISC CONTRACT WORK	0.00	128,570.00	113,140.68	9,446.80	122,587.48	5,982.52	4.65%
<a href="#">003-4.410.2.6506</a>	LIBRARY - OFFICE SUPPLIES	0.00	5,500.00	4,810.40	177.36	4,987.76	512.24	9.31%
<a href="#">003-4.410.2.6507</a>	LIBRARY - PROG OPER SUPPLIES	0.00	900.00	519.35	0.00	519.35	380.65	42.29%
<a href="#">003-4.410.2.6508</a>	LIBRARY - POSTAGE & SHIPPING	0.00	1,300.00	659.94	530.51	1,190.45	109.55	8.43%
<a href="#">003-4.410.2.6513</a>	LIBRARY - MISC SUPPLIES	0.00	2,200.00	2,066.49	29.06	2,095.55	104.45	4.75%
<a href="#">003-4.410.2.6521</a>	LIBRARY - PROG CHILDREN	0.00	2,310.00	1,506.39	1,043.81	2,550.20	-240.20	-10.40%
<a href="#">003-4.410.2.6522</a>	LIBRARY - PROG CHILDREN'S	0.00	2,310.00	2,053.10	214.47	2,267.57	42.43	1.84%
<a href="#">003-4.410.2.6523</a>	LIBRARY - PROGRAM YOUNG ADULT	0.00	1,150.00	313.15	274.62	587.77	562.23	48.89%
<a href="#">003-4.410.3.6763</a>	LIBRARY - EBOOKS/ADULT	0.00	1,840.00	1,840.00	0.00	1,840.00	0.00	0.00%
<a href="#">003-4.410.3.6765</a>	LIBRARY - BOOKS/CHILDREN	0.00	6,531.00	5,038.44	634.59	5,673.03	857.97	13.14%
<a href="#">003-4.410.3.6766</a>	LIBRARY - BOOKS/YOUNG ADULTS	0.00	2,250.00	2,003.75	220.49	2,224.24	25.76	1.14%
<a href="#">003-4.410.3.6768</a>	LIBRARY - PERIODICALS	0.00	2,500.00	2,039.18	39.50	2,078.68	421.32	16.85%
<a href="#">003-4.410.3.6769</a>	LIBRARY - AUDIO VISUAL	0.00	400.00	382.26	12.50	394.76	5.24	1.31%
<a href="#">003-4.410.3.6770</a>	LIBRARY - AV/YOUTH	0.00	400.00	76.15	0.00	76.15	323.85	80.96%
<a href="#">003-4.410.3.6771</a>	LIBRARY - EBOOKS/YOUTH	0.00	1,590.00	760.90	111.00	871.90	718.10	45.16%
	<b>Expense Totals:</b>	<b>0.00</b>	<b>738,635.00</b>	<b>587,051.56</b>	<b>55,223.28</b>	<b>642,274.84</b>	<b>96,360.16</b>	<b>13.05%</b>
	<b>003 - LIBRARY - GENERAL FUND Totals:</b>	<b>0.00</b>	<b>-3,963.48</b>	<b>30,736.93</b>	<b>110.47</b>	<b>30,847.40</b>	<b>-34,810.88</b>	

My Detail vs Budget Report

Date Range: 04/23/2026 - 05/27/2026

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>011 - UTILITY FRANCHISE - GEN</b>								
<b>Revenue</b>								
<a href="#">011-3.690.4.4065</a>	OTHER GOVT - FRANCHISE FEES	0.00	-1,063,500.00	-624,517.63	-272,194.68	-896,712.31	-166,787.69	-15.68%
<a href="#">011-3.910.4.4830</a>	TRANSFER IN	0.00	-5,323,275.97	-3,259,734.62	-500,000.00	-3,759,734.62	-1,563,541.35	-29.37%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-6,386,775.97</b>	<b>-3,884,252.25</b>	<b>-772,194.68</b>	<b>-4,656,446.93</b>	<b>-1,730,329.04</b>	<b>-27.09%</b>
<b>Expense</b>								
<a href="#">011-4.690.2.6421</a>	UTIL FRANCH - CONS & PROF FEES	0.00	25.00	25.00	0.00	25.00	0.00	0.00%
<a href="#">011-4.690.2.6428</a>	UTIL FRANCH - MISC CONT	0.00	30,766.00	20,447.44	1,898.27	22,345.71	8,420.29	27.37%
<a href="#">011-4.690.3.6725</a>	UTIL FRANCH - POLICE CAP PROJ	0.00	119,339.00	111,702.68	0.00	111,702.68	7,636.32	6.40%
<a href="#">011-4.690.3.6726</a>	UTIL FRANCH - FIRE/EMS CAP PROJ	0.00	47,000.00	43,758.00	0.00	43,758.00	3,242.00	6.90%
<a href="#">011-4.690.3.6727</a>	UTIL FRANCH - LIBRARY CAP PROJ	0.00	25,000.00	22,883.24	1,787.00	24,670.24	329.76	1.32%
<a href="#">011-4.690.3.6728</a>	UTIL FRANCH - PARKS CAP PROJ	0.00	24,000.00	17,779.75	0.00	17,779.75	6,220.25	25.92%
<a href="#">011-4.690.3.6729</a>	UTIL FRANCH - POOL CAP PROJ	0.00	29,000.00	27,402.41	0.00	27,402.41	1,597.59	5.51%
<a href="#">011-4.690.3.6730</a>	UTIL FRANCH - LAND PURCH	0.00	637,897.00	637,897.00	0.00	637,897.00	0.00	0.00%
<a href="#">011-4.910.5.6911</a>	UTIL FRANCH - TRANS OUT	0.00	3,941,527.43	2,410,490.12	1,543,360.87	3,953,850.99	-12,323.56	-0.31%
	<b>Expense Totals:</b>	<b>0.00</b>	<b>4,854,554.43</b>	<b>3,292,385.64</b>	<b>1,547,046.14</b>	<b>4,839,431.78</b>	<b>15,122.65</b>	<b>0.31%</b>
	<b>011 - UTILITY FRANCHISE - GEN Totals:</b>	<b>0.00</b>	<b>-1,532,221.54</b>	<b>-591,866.61</b>	<b>774,851.46</b>	<b>182,984.85</b>	<b>-1,715,206.39</b>	

My Detail vs Budget Report

Date Range: 04/23/2026 - 05/27/2026

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>103 - LIBRARY FUND STATE - GEN</b>								
<b>Revenue</b>								
<a href="#">103-3.410.2.4442</a>	LIBRARY STATE REVENUES	0.00	-5,996.77	-5,996.77	0.00	-5,996.77	0.00	0.00%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-5,996.77</b>	<b>-5,996.77</b>	<b>0.00</b>	<b>-5,996.77</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expense</b>								
<a href="#">103-4.410.2.6310</a>	REPAIR & MTNCE OF BLDG	0.00	2,700.00	2,682.70	0.00	2,682.70	17.30	0.64%
<a href="#">103-4.410.3.6767</a>	BOOKS	0.00	4,935.00	1,257.69	1,001.34	2,259.03	2,675.97	54.22%
<a href="#">103-4.410.3.6769</a>	AUDIO VISUAL	0.00	1,061.77	0.00	16.99	16.99	1,044.78	98.40%
	<b>Expense Totals:</b>	<b>0.00</b>	<b>8,696.77</b>	<b>3,940.39</b>	<b>1,018.33</b>	<b>4,958.72</b>	<b>3,738.05</b>	<b>42.98%</b>
	<b>103 - LIBRARY FUND STATE - GEN Totals:</b>	<b>0.00</b>	<b>2,700.00</b>	<b>-2,056.38</b>	<b>1,018.33</b>	<b>-1,038.05</b>	<b>3,738.05</b>	

My Detail vs Budget Report

Date Range: 04/23/2026 - 05/27/2026

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>167 - LIBRARY GIFTS - SPEC REV</b>								
<b>Revenue</b>								
<a href="#">167-3.410.2.4700</a>	CONTRIBUTIONS	0.00	-97,730.00	-95,265.40	-814.42	-96,079.82	-1,650.18	-1.69%
<a href="#">167-3.410.4.4300</a>	INTEREST EARNED	0.00	-2,500.00	-1,527.60	-894.63	-2,422.23	-77.77	-3.11%
<a href="#">167-3.410.4.4305</a>	INT EARNED - IPAIT	0.00	-2,995.00	-2,992.76	0.00	-2,992.76	-2.24	-0.07%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-103,225.00</b>	<b>-99,785.76</b>	<b>-1,709.05</b>	<b>-101,494.81</b>	<b>-1,730.19</b>	<b>-1.68%</b>
<b>Expense</b>								
<a href="#">167-4.410.1.6230</a>	MILEAGE/MTG EXPENSES	0.00	1,963.24	1,963.24	0.00	1,963.24	0.00	0.00%
<a href="#">167-4.410.2.6421</a>	CONSULTATION / PROFESSIONAL FE	0.00	17,224.25	14,981.20	2,243.05	17,224.25	0.00	0.00%
<a href="#">167-4.410.3.6721</a>	FURNITURE AND FIXTURES	0.00	18,135.56	18,135.56	3,075.00	21,210.56	-3,075.00	-16.96%
<a href="#">167-4.410.3.6769</a>	MISC SUPPLIES & MATERIALS	0.00	37,476.51	37,476.51	790.48	38,266.99	-790.48	-2.11%
	<b>Expense Totals:</b>	<b>0.00</b>	<b>74,799.56</b>	<b>72,556.51</b>	<b>6,108.53</b>	<b>78,665.04</b>	<b>-3,865.48</b>	<b>-5.17%</b>
	<b>167 - LIBRARY GIFTS - SPEC REV Totals:</b>	<b>0.00</b>	<b>-28,425.44</b>	<b>-27,229.25</b>	<b>4,399.48</b>	<b>-22,829.77</b>	<b>-5,595.67</b>	
	<b>Report Total:</b>	<b>0.00</b>	<b>-1,561,910.46</b>	<b>-590,415.31</b>	<b>780,379.74</b>	<b>189,964.43</b>	<b>-1,751,874.89</b>	

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
003 - LIBRARY - GENERAL FUND	0.00	-3,963.48	30,736.93	110.47	30,847.40	-34,810.88	
011 - UTILITY FRANCHISE - GEN	0.00	-1,532,221.54	-591,866.61	774,851.46	182,984.85	-1,715,206.39	
103 - LIBRARY FUND STATE - GEN	0.00	2,700.00	-2,056.38	1,018.33	-1,038.05	3,738.05	
167 - LIBRARY GIFTS - SPEC REV	0.00	-28,425.44	-27,229.25	4,399.48	-22,829.77	-5,595.67	
<b>Report Total:</b>	<b>0.00</b>	<b>-1,561,910.46</b>	<b>-590,415.31</b>	<b>780,379.74</b>	<b>189,964.43</b>	<b>-1,751,874.89</b>	

## Drake Community Library Circulation Policy

### I. **Library Users **Cardholders** Eligibility**

Drake Community Library issues free library cards to any resident of Iowa who meets the eligibility criteria outlined below. Residents of a state other than Iowa are eligible for courtesy cards.

#### A. Eligible persons include:

1. Residents of the City of Grinnell and unincorporated areas of Poweshiek County.
2. Students and teachers of the Grinnell-Newburg School District.
3. Residents within the city limits of communities that contract with Drake Community Library for library service.
4. Residents of other communities participating in the State Library Open Access program.
5. City of Grinnell business owner-operators. Business owners who are not otherwise eligible for Drake Community Library's services may be issued a library card in the business's name.
6. Applicants under the age of 13 who meet any of the above criteria will be issued a card only with a parent or legal guardian present.

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

#### Acceptable identification includes:

- State ID
- Driver's license
- Passport
- ~~Community ID~~
- International ID
- Student ID (physical or digital)

#### Acceptable proof of eligible address includes:

- A piece of mail that shows name and address postmarked within the last 30 days
- A utility bill (physical or digital) that shows name and address dated within the last 30 days
- A bank statement (physical or digital) that shows name and address dated within the last 30 days
- A lease agreement that shows name, address, and dates that show current residency
- An active Grinnell College student ID
- Confirmation from library staff of the applicant's identity and address

- C. New cardholders are subject to a 30-day probationary period during which material checkout is limited to **two** physical items at a time. Equipment items ~~are not considered physical items~~ **cannot be checked out** during the probationary period.
- D. Courtesy cards are available to individuals aged 13 and older who cannot provide proof of eligibility as outlined above. The courtesy card will be subject to the same limitations as cards in a probationary period and will expire 30 days after issuance. Courtesy card accounts in good standing may be renewed.

## II. Library Users Cardholder Responsibilities

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

- A. Users **Cardholders** are expected to comply with copyright laws, and the Library assumes no responsibility for users **cardholder** infractions of copyright laws while using library materials.
- B. Users **Cardholders** are expected to present a library card when checking out materials. **Exception:** A users **cardholder** may designate a caregiver to check out materials on the user's **cardholders'** behalf. The caregiver's name must be listed within the primary users **cardholders** account. The primary users **cardholder** is responsible for all materials checked out on the library card.
- C. Users **Cardholders** with valid library accounts may request that circulating items be held for them. Requests will be added in the order they are received.
- D. Users **Cardholders** may renew items up to three times if another users **cardholder** has not previously reserved the item.
- E. Users **Cardholders** must notify the Library of changes in account information (name, address, phone, etc.).
- F. Users **Cardholders** must notify the Library immediately when a library card is lost or stolen; users **cardholders** are responsible for all account activity until the Library is notified of a lost or stolen card.
- G. Users **Cardholders** must not tamper with or alter library materials in any way.
- H. Users **Cardholders** must return library materials, including all parts and packaging, in good condition.
- I. Adult users **cardholders** and parents and legal guardians of youth users **cardholders** under the age of 13 are responsible for paying any fees owed on said accounts.

## III. Fees

The Library charges fees to promote fair and equal access to library resources for all users **cardholders**. Fees are charges for material loss and replacement costs. The Library will use users **cardholders'** account information to notify users **cardholders** of overdue materials, outstanding fees, and other account issues.

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

#### IV. **Circulation Periods, Renewals, and Reserves**

Circulation periods exist to provide cardholders maximum use of materials.

- A. The checkout period for books and audiobooks is **three** weeks. Exceptions may be noted on items of popular interest.
- B. The checkout period for videos and magazines is **one** week.
- C. The checkout period for Interlibrary Loan (ILL) materials is determined by the lending library.
- D. The checkout period for ebooks and eaudiobooks is determined by the consortium service.
- E. Items may be renewed up to three times according to the above time periods. Renewals may occur in person, by calling the Library, or online.
- F. No item may be renewed if another library users **cardholder** has placed it on reserve.
- G. Reserves (holds) may be placed on titles that are currently checked out or on order for the library collection. Users **Cardholders** will be notified when a reserve is available for pickup.

#### V. **Circulation of Equipment**

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

- A. Cardholders must be in good standing and **must** physically present their regular library card and a valid photo ID prior to checking out equipment.
- B. **If equipment is overdue checkout privileges are suspended until the equipment is returned** —if equipment is not returned by the date due.

- C. A replacement fee is charged if equipment has not been returned within seven days of the date due.
- D. The Library may have the following equipment available for checkout or for use in the library:
  1. Mobile Hotspots
    - Available to library cardholders in good standing and with an account creation date of at least 30 days.
    - One week checkout period with no renewals.
    - When the hotspot is returned, there is a 48-hour waiting period to check out another hotspot device by that household.
    - One mobile hotspot per household address.
    - Hotspots will be deactivated if not returned by the due date. Cardholders who have two deactivations noted on their account will not be eligible to check out a hotspot for three months. Extenuating circumstances may avoid deactivation at the discretion of the Director.
    - Cardholders with repeated overdue hotspot returns may have hotspot borrowing privileges suspended for up to one year at the discretion of the Director.
  2. Energy Toolkits
  3. Large Screen TV with DVD/VHS/laptop projection capabilities (library use only)
  4. Button Machine (library use only)

## VI. Interlibrary Loan (ILL)

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

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

## VII. Confidentiality

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

- A. The records of the Library, which, by themselves or when examined with other public records, would reveal the identity of the library users **cardholder** checking out or requesting an item or information from the Library shall be kept confidential.
- B. The lawful custodian of the records is the **Library** Director.

- C. Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library users **cardholder**'s record. The library will not release circulation or other records of a registered library users **cardholder** that are protected under Iowa Code 22.7(13) unless it is required by court order to release such information. Circumstances that may require the library to release the information include the following:
1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime and the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
  2. The Library receives a warrant for the information issued under the USA PATRIOT Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.
  3. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code as a result of local, state, or federal judicial review.
- D. A request for users **cardholder** records that does not reveal information about the use of library materials or information may be honored if the request comes from a public agency or, at library staff discretion, another library. Such information would be limited to a users **cardholder**'s contact information and would not include the users **cardholder**'s registration number assigned by Drake Community Library.
- E. Requests for information about individuals originating from private individuals or entities will be answered only with information from published sources.
- F. The Library interprets possession of a users **library card** as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- G. Library users **cardholders** 13 years of age and older may extend confidentiality privileges to other persons designated by said users **cardholder**. Names of persons so designated must be listed within the primary users **cardholder**'s account. A person possessing confidentiality privileges may:
1. Pick up items currently on hold for the primary users **cardholder**.
  2. Access title information of currently checked out items on the primary users **cardholder**'s account.
  3. Access fee information and apply payment on the primary users **cardholder**'s account.
  4. Provide updates to contact information on the primary users **cardholder**'s account.

- H. Confidentiality privileges are automatically extended to the parent or legal guardian of users **cardholders** under the age of 13. Parents and legal guardians are identified upon issuance of the card and must be listed within the child's account.

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