

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, May 6, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Alyssa Love, Connie Maxson, Rebecca Slick, Angel Sorden
Absent: Melissa Levine

Library Director: Danielle Dickinson Thaden

Assistant Director: Jordan Foote

City Council Liaison: Josh Thompson

CNA Representative: Erin Henze

- III. **Adoption of Agenda:**
Motion to approve the agenda by Maxson with the second by Gomis. Motion carried.

- IV. **Public Forum:** No public comment

- V. **Approval of Minutes:**
Maxson made motion to approve the minutes of April 1, 2024. Second by Gomis.
Minutes carried.

- VI. **Finance Report:**
Donations are up. There was nothing outstanding in the bills beyond the normal. Lane made the motion to approve the bills with Slick making the second. Motion passed.

- VII. **Director/Circulation Report:**
April was busy with programs. Solar glasses were handed out to patrons who requested them to observe the eclipse. Excess glasses were sent south to other libraries. The James Kenyon author visit was well received.
Jordan is working to get books listed on SILO. 10-25% of the titles in the library had not been listed as available on the SILO site.
Danielle did school outreach.
The play kitchen in the children's room has been a hit with the children.
KANOPY is not being utilized much by the public. Heather Pingree has been using it for movie night. A decision will need to be made as to whether or not to renew the KANOPY contract.

- VIII. **Unfinished Business:**

- a) *Pavilion updates:* Work was started on April 30 due to weather and wind delays.
- b) *E-Rate approval:* Discussion was held but no vote was needed on this item. The IT e-rate funding is pending approval after a request for additional information.
- c) *Access printer update:* The bill will in the June meeting reports. The new copier is set to be installed on May 10.

IX. New Business:

a) *Welcome new board member:* Alyssa Love was welcomed to the board of trustees.

b) *Enrich Iowa contract approval:* No motion was needed to approve this contract.

c) *Library assistant retirement and updated job description:* Library assistant Merle Lee Pugh has retired. The job description for this position has been updated. Motion to approve the job description update by Love with second by Lane. Motion passed.

d) *Hotspot opportunity and policy draft:* US Cellular is offering Hotspots to the library for checkout. Motion by Maxson to approve the Hotspot acquisitions. Sorden made the second. Motion passed.

e) *Outreach checkouts for Tuesdays in the Park:* Danielle will attend Tuesdays in the Park in Afton. She will take books for checkout by patrons in Afton. It is possible that books could be checked back in during that time as well. A library card will be needed by anyone checking out a book from the library during the Tuesday in the Park activity.

f) *Security camera additions:* It is felt that more security cameras are needed. Money is available for the camera purchases. Discussion will be held with local camera people to check prices and compatibility with the HIK cameras the library already has. This will be revisited at the June meeting. There is state aid money that needs to be used before July 1 which could maybe be used to offset the cost.

g) *Upcoming events-Summer Programming and Wine Walk:* Wednesday is a big performance day for kids. The wine walk will be August 2. Help will be needed from anyone available.

X. Adjournment:

Meeting adjourned at 6:18 pm by President Ann Coulter

XI. Next meeting:

Monday, June 3, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary

CITY OF CRESTON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

001-GENERAL FUND
 LIBRARY SERVICES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
001-4-410-1-4545 LIBRARY FINES & CHARG	4,000.00	416.88	0.00	3,245.08	0.00	754.92	81.13
001-4-410-2-4433 DIRECT STATE AID (ENR	2,600.00	0.00	0.00	2,997.80	0.00 (397.80)	115.30
001-4-410-2-4434 OPEN ACCESS (ENRICH I	1,400.00	0.00	0.00	1,100.40	0.00	299.60	78.60
001-4-410-2-4470 LIBRARY SERVICES - CO	33,000.00	0.00	0.00	34,000.00	0.00 (1,000.00)	103.03
001-4-410-2-4471 LIBRARY SERVICES - TO	2,100.00	0.00	0.00	3,103.00	0.00 (1,003.00)	147.76
001-4-410-2-4710 REIMBURSEMENTS	0.00	0.00	0.00	3,905.91	0.00 (3,905.91)	0.00
001-4-410-2-4715 REFUNDS	0.00	0.00	0.00	20.00	0.00 (20.00)	0.00
TOTAL REVENUES	43,100.00	416.88	0.00	48,372.19	0.00 (5,272.19)	112.23

EXPENDITURES

PERSONNEL

001-5-410-6010 REGULAR SALARY AND WAGE	116,771.00	8,853.48	0.00	92,236.97	0.00	24,534.03	78.99
001-5-410-6020 PART-TIME AND TEMPORARY	60,365.00	4,982.87	0.00	53,700.91	0.00	6,664.09	88.96
001-5-410-6063 SICKLEAVE PAY	0.00	0.00	0.00	1,292.18	0.00 (1,292.18)	0.00
001-5-410-6064 VACATION PAY	0.00	93.72	0.00	3,524.51	0.00 (3,524.51)	0.00
TOTAL PERSONNEL	177,136.00	13,930.07	0.00	150,754.57	0.00	26,381.43	85.11

OTHER EXPENSES

001-5-410-6220 DUES/MEMBR/FEES/LICEN/S	9,000.00	30.00	0.00	8,352.49	0.00	647.51	92.81
001-5-410-6230 TRAINING EXPENSE	650.00	0.00	0.00	589.32	0.00	60.68	90.66
001-5-410-6240 TRAVEL & CONFERENCE	2,000.00	363.39	0.00	613.58	0.00	1,386.42	30.68
001-5-410-6310 BLDG/GROUND OPER./MAINT	1,400.00	15.46	0.00	2,423.86	86.86 (1,110.72)	179.34
001-5-410-6320 REPAIR & MAINT. BLDG/ST	13,000.00	114.72	0.00	10,298.03	0.00	2,701.97	79.22
001-5-410-6373 TELEPHONE	5,700.00	287.82	0.00	3,032.95	0.00	2,667.05	53.21
001-5-410-6379 UTILITY SERVICES	13,000.00	21.62	0.00	8,188.77	0.00	4,811.23	62.99
001-5-410-6490 CONSULTANT & PROFESSION	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-6499 MISCELLANEOUS CONTRACT	19,600.00	172.97	0.00	12,502.39	200.00	6,897.61	64.81
001-5-410-6506 OFFICE SUPPLIES	2,750.00	65.06	0.00	1,087.05	11.09	1,651.86	39.93
001-5-410-6507 MISC. OPERATING SUPL/MA	3,000.00	93.16	0.00	2,421.84	215.86	362.30	87.92
001-5-410-6508 POSTAGE AND HANDLING	1,000.00	0.00	0.00	468.00	0.00	532.00	46.80
001-5-410-6594 GRANT EXP (STATE \$)	2,600.00	0.00	0.00	0.00	0.00	2,600.00	0.00
001-5-410-6721 FURNITURE AND FIXTURES	6,500.00	0.00	0.00	7,196.18	0.00 (696.18)	110.71
001-5-410-6725 OFFICE EQUIPMENT	3,000.00	0.00	0.00	2,436.35	0.00	563.65	81.21
001-5-410-6770 BOOKS/FILMS/RCDRGS	16,000.00	796.30	0.00	13,372.50	1,132.13	1,495.37	90.65
TOTAL OTHER EXPENSES	99,700.00	1,960.50	0.00	72,983.31	1,645.94	25,070.75	74.85

TOTAL EXPENDITURES	276,836.00	15,890.57	0.00	223,737.88	1,645.94	51,452.18	81.41
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REVENUE OVER/(UNDER) EXPENDITURES	(233,736.00)	(15,473.69)	0.00 (175,365.69)	(1,645.94)	(56,724.37)	75.73
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CITY OF CRESTON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

167-RESTRICTED GIFTS-LIBRARY

LIBRARY (RESTRICTED GIFTS)

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
=====							
167-4-411-2-4707 DONATIONS-OTHER	10,000.00	190.23	0.00	5,854.10	0.00	4,145.90	58.54
167-4-411-4-4300 INTEREST ON DEPOSITS	5,000.00	1,039.57	0.00	8,381.37	0.00 (3,381.37)	167.63
TOTAL REVENUES	15,000.00	1,229.80	0.00	14,235.47	0.00	764.53	94.90
EXPENDITURES							
=====							
OTHER EXPENSES							
167-5-411-6310 BLDG/GROUND OPER./MAINT	0.00	0.00	0.00	1,009.28	0.00 (1,009.28)	0.00
167-5-411-6499 MISCELLANEOUS CONTRACT	5,000.00	0.00	0.00	107,882.72	106,302.28 (209,185.00)	283.70
167-5-411-6506 OFFICE SUPPLIES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
167-5-411-6507 MISC. OPERATING SUPL/MA	1,000.00	0.00	0.00	911.08	147.17 (58.25)	105.83
167-5-411-6508 POSTAGE AND HANDLING	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
167-5-411-6721 FURNITURE AND FIXTURES	500.00	0.00	0.00	400.00	1,492.93 (1,392.93)	378.59
167-5-411-6770 BOOKS/FILMS/RCDGS	<u>5,000.00</u>	<u>94.48</u>	<u>0.00</u>	<u>2,096.87</u>	<u>476.95</u>	<u>2,426.18</u>	<u>51.48</u>
TOTAL OTHER EXPENSES	13,500.00	94.48	0.00	112,299.95	108,419.33 (207,219.28)	634.96
EXPENDITURES	13,500.00	94.48	0.00	112,299.95	108,419.33 (207,219.28)	634.96
REVENUE OVER/(UNDER) EXPENDITURES	1,500.00	1,135.32	0.00 (98,064.48)	(108,419.33)	207,983.81	765.59-

CITY OF CRESTON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

302-CAPITAL IMPRVMTS LIBRARY

CAPITAL IMPRVMTS LIBRARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
=====							
302-4-411-2-4708 DONATIONS LIBRARY INF	0.00	80.00	0.00	415.00	0.00 (415.00)	0.00
TOTAL REVENUES	0.00	80.00	0.00	415.00	0.00 (415.00)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0.00	80.00	0.00	415.00	0.00 (415.00)	0.00

PACKET: 14174 CLAIMS 5/8/24

VENDOR SET: 01

FUND : 167 RESTRICTED GIFTS-LIBRARY

DEPARTMENT: 411 LIBRARY (RESTRICTED GIFTS)

BANK: LIB

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-000685	LAKESHORE PARENT LLC					
		I-350818040824	167-5-411-6507	MISC. OPERATI PLAY FOOD/SAND	000000	147.17
		I-350818040824	167-5-411-6721	FURNITURE AND KITCHEN PLAYSET	000000	1,492.93
01-035555	CENGAGE LEARNING					
		I-84227201	167-5-411-6770	BOOKS/FILMS/R ADOPTED AUTHOR BOOKS	000000	49.48
01-043300	INGRAM LIBRARY SERVICES					
		I-81472151	167-5-411-6770	BOOKS/FILMS/R NEW MATERIALS	000000	18.53
		I-81706394	167-5-411-6770	BOOKS/FILMS/R MEMORIAL & ADOPTED AUTHOR	000000	172.88
				DEPARTMENT 411 LIBRARY (RESTRICTED GIFTS) TOTAL:		1,880.99

			FUND	167 RESTRICTED GIFTS-LIBRARY TOTAL:		1,880.99
				REPORT GRAND TOTAL:		1,880.99

PACKET: 14172 CLAIMS 5/8/24
 VENDOR SET: 01
 FUND : 001 GENERAL FUND
 DEPARTMENT: 410 LIBRARY SERVICES
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-000025	ACCESS TECHNOLOGIES INC	I-INV1548283	001-5-410-6499	MISCELLANEOUS QUARTERLY IT SERVICES	000000	2,934.45
01-000367	ACCESS TECHNOLOGIES INC	I-36476087	001-5-410-6499	MISCELLANEOUS COPIER LEASE	000000	291.65
01-000634	WINDSTREAM	I-76396963	001-5-410-6373	TELEPHONE PHONE	000000	112.58
01-000686	KENYON, JAMES	I-011191	001-5-410-6499	MISCELLANEOUS AUTHOR PRESENTATION	000000	200.00
		I-011191	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	46.00
01-011226	AKIN BUILDING CENTER	I-711141/4	001-5-410-6310	BLDG/GROUND O LIMESTONE CAULKING	000000	15.98
01-024000	CRESTON CITY WATER WORK	I-202405026259	001-5-410-6379	UTILITY SERVI WATER-LIBRARY	000000	21.62
01-030100	ED M FELD EQUIP CO INC	I-0018777-IN	001-5-410-6320	REPAIR & MAIN QTR SECURITY SVC-APR-JUN'24	000000	99.00
01-000555	CENGAGE LEARNING	I-84180154	001-5-410-6770	BOOKS/FILMS/R NEW LARGE PRINT BOOKS	000000	28.49
		I-84186992	001-5-410-6770	BOOKS/FILMS/R NEW LARGE PRINT BOOKS	000000	54.73
		I-84220946	001-5-410-6770	BOOKS/FILMS/R LARGE PRINT BOOKS	000000	74.22
		I-84221130	001-5-410-6770	BOOKS/FILMS/R LARGE PRINT BOOKS	000000	74.22
		I-84227201-1	001-5-410-6770	BOOKS/FILMS/R LARGE PRINT BOOKS	000000	24.74
01-036400	WINDSTREAM	I-202404256245	001-5-410-6373	TELEPHONE PHONE	000000	117.64
01-042826	ALLIANT ENERGY-INT PWR&	I-202404156230	001-5-410-6379	UTILITY SERVI GAS & ELECTRIC	000000	199.61
		I-202404156230	001-5-410-6379	UTILITY SERVI GAS & ELECTRIC	000000	604.13
01-043300	INGRAM LIBRARY SERVICES	I-81472149	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	20.39
		I-81472150	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	18.78
		I-81481387	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	38.59
		I-81558712	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	224.19
		I-81683162	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	31.06
		I-81683163	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	57.27
01-056900	KONE INC	I-871327042	001-5-410-6320	REPAIR & MAIN QTR ELEV MAINT-LIB-APR-JUN'24	000000	320.43
01-058455	BUREAU VERITAS NATIONAL	I-RI24011114	001-5-410-6220	DUES/MEMBR/FE ROUTINE INSPECTION-LIBRARY	000000	80.00

PACKET: 14172 CLAIMS 5/8/24

VENDOR SET: 01

FUND : 001 GENERAL FUND

DEPARTMENT: 410 LIBRARY SERVICES

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	

01-080400	WALMART						
		I-1655142350	001-5-410-6310	BLDG/GROUND O LYSOL/PINE SOL	000000	22.23	
		I-1655142350	001-5-410-6506	OFFICE SUPPLI POST-ITS	000000	6.24	
		I-1655142350	001-5-410-6507	MISC. OPERATI MISC SUPPLIES	000000	6.69	
		I-1655142350	001-5-410-6507	MISC. OPERATI PROGRAMMING SUPPLIES	000000	16.60	
		I-1655142350	001-5-410-6506	OFFICE SUPPLI USB FLASH DRIVE	000000	3.88	
		I-1655142350	001-5-410-6507	MISC. OPERATI PROGRAMMING SUPPLY	000000	100.73	
		I-1655142350	001-5-410-6507	MISC. OPERATI FOAM CUPS/PAPER	000000	4.70	
01-1	MISCELLANEOUS VENDOR						
	THE PURPLE COW	I-202404196237	001-5-410-6310	BLDG/GROUND O (2) FRAME REPAIRS	000000	40.00	
					DEPARTMENT 410 LIBRARY SERVICES	TOTAL:	5,890.84

PERIOD: 4/01/2024 - 4/30/2024

ACCOUNT: 167-1-1163 NOW CKG(LIBRARY-GIFT)24-248-7

RECONCILIATION SUMMARY

BEGINNING STATEMENT BALANCE:	790,447.63	GL ACCOUNT BALANCE:	791,662.95
DEPOSITS:	+ 1,309.80	OUTSTANDING DEPOSITS:	- 0.00
WITHDRAWALS:	+ 94.48CR	OUTSTANDING CHECKS:	- 0.00
ADJUSTMENTS:	+ 0.00	ADJUSTMENTS:	+ 0.00
ENDING STATEMENT BALANCE:	791,662.95	ADJUSTED GL ACCOUNT BALANCE:	791,662.95

STATEMENT BALANCE:	791,662.95
BANK DIFFERENCE:	0.00
G/L DIFFERENCE:	0.00

CLEARED DEPOSITS:

4/05/2024	TICKET #353036	16.10
4/12/2024	TICKET #353038	99.73
4/19/2024	TICKET #353062	55.00
4/26/2024	TICKET #353074	99.40
TOTAL CLEARED DEPOSITS:		<u>270.23</u>

CLEARED CHECKS:

4/03/2024	911218	INGRAM LIBRARY SERVICES LLC	17.47CR
4/17/2024	911219	INGRAM LIBRARY SERVICES LLC	77.01CR
TOTAL CLEARED CHECKS:			<u>94.48CR</u>

CLEARED OTHER:

4/30/2024	LIBRARY INTEREST-APR'24	<u>1,039.57</u>
TOTAL CLEARED OTHER:		1,039.57

PACKET: 14210 CLAIMS 5/22/24

VENDOR SET: 01

FUND : 167 RESTRICTED GIFTS-LIBRARY

DEPARTMENT: 411 LIBRARY (RESTRICTED GIFTS)

BANK: LIB

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT

01-043300	INGRAM LIBRARY SERVICES					
		I-81753769	167-5-411-6770	BOOKS/FILMS/R MEMORIAL & ADOPTED AUTHOR	000000	19.77
				DEPARTMENT 411 LIBRARY (RESTRICTED GIFTS) TOTAL:		19.77

			FUND 167	RESTRICTED GIFTS-LIBRARY TOTAL:		19.77
				REPORT GRAND TOTAL:		19.77

PACKET: 14208 CLAIMS 5/22/24

VENDOR SET: 01

FUND : 001 GENERAL FUND

DEPARTMENT: 410 LIBRARY SERVICES

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-000437	IOWA COMMUNICATIONS NET					
		I-695060	001-5-410-6373	TELEPHONE INTERNET SERVICES-APR'24	000000	57.60
01-000599	AMAZON BUSINESS					
		I-14PH-9KFW-DD3Q	001-5-410-6506	OFFICE SUPPLI OFFICE SUPPLIES	000000	55.20
		I-14PH-9KFW-DD3Q	001-5-410-6507	MISC. OPERATI PROGRAMMING SUPPLIES	000000	257.30
		I-14PH-9KFW-DD3Q	001-5-410-6507	MISC. OPERATI TOILET PAPER	000000	44.22
		I-14PH-9KFW-DD3Q	001-5-410-6770	BOOKS/FILMS/R BOOK	000000	10.83
01-000630	DICKINSON THADEN, DANIE					
		I-202405166286	001-5-410-6240	TRAVEL & CONF MILEAGE REIMB-DIRECTOR RND TBL	000000	77.39
01-035555	CENGAGE LEARNING					
		I-84273180	001-5-410-6770	BOOKS/FILMS/R LARGE PRINT BOOKS	000000	89.97
		I-84284623	001-5-410-6770	BOOKS/FILMS/R LARGE PRINT BOOKS	000000	53.23
01-038195	TRENT HOLLIDAY					
		I-202405166287	001-5-410-6320	REPAIR & MAIN SEWER LINE JET SERVICE	000000	275.00
01-042826	ALLIANT ENERGY-INT PWR&					
		I-202405166284	001-5-410-6379	UTILITY SERVI GAS & ELECTRIC	000000	136.82
		I-202405166284	001-5-410-6379	UTILITY SERVI GAS & ELECTRIC	000000	571.40
01-000000	INGRAM LIBRARY SERVICES					
		I-81733172	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	28.78
		I-81785840	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	27.69
		I-81898894	001-5-410-6770	BOOKS/FILMS/R NEW BOOKS	000000	46.80
01-076526	K & J HARDWARE INC					
		I-604786	001-5-410-6320	REPAIR & MAIN RUG DOCTOR RENTAL	000000	57.98
DEPARTMENT 410 LIBRARY SERVICES					TOTAL:	1,790.21



**Wealth
Management**

1250 NW 128th Street
Suite 200
Clive, IA 50325

Direct: 515.225.4500
Fax: 515.225.4550

May 23, 2024

To Whom it may concern,

This letter is to inform you that your organization was listed as a beneficiary for our client Donald Butler. We will need to complete the process of opening an account so that the percentage of funds may be disbursed appropriately. In order to get it started, we will need a designated authorized signer to reach out.

Please have the authorized signer for your organization give me a call at their earliest convenience.

Thank you,

A handwritten signature in blue ink, appearing to read 'Julianna Trainor'.

Julianna Trainor

Client Associate

(515)225-4512

Julianna.trainor@rbc.com

Investment and insurance products: • Not insured by the FDIC or any other federal government agency
• Not a deposit of, or guaranteed by, the bank or an affiliate of the bank • May lose value



Kanopy Inc.

5/15/2024

QUOTE Matilda J. Gibson Memorial Library

Offering: Estimated \$1,800.00 to \$2,000.00 (USD)
annual spend for Pay-Per-Use (PPU) program

Matilda J. Gibson Memorial Library
200 W. Howard St.
Creston, Iowa 50801-2339

Pay-Per-Use (PPU) Program (30,000+ titles, including Kanopy Kids)

- **Access:** Kanopy will provide access to its film database for access to Institution's End Users. Institution may adapt its content and collection selections at any time.
- **Caps:** Institution may impose monthly user caps on users (with respect to the number of film "Play Tickets" an End User may incur in a given month) and change these any time with written notice to Kanopy. Institution may also set in place program spend caps and change these at the beginning of the month.
- **Definition:** As used herein, one or more "Play Tickets" are incurred on a Title when an End User accesses the Title in and seeks to employ the Title for use. Kanopy Kids provide 30 days of unlimited use for the entirety of Kanopy Kids. A user can track their existing and past Play Tickets from their user dashboard.
- **Cost per play:** A maximum cost of \$1 per user Play Ticket. Cost for Kanopy Kids: a maximum cost of \$5 per unlimited 30-day session for Kanopy Kids.
- **Processing:** Invoices for Play Tickets will be processed periodically for the Institution (monthly). Institution will be notified and sent an invoice. Institution may request early processing of Play Ticket invoices at any time.
- **Reports:** Institution can monitor usage and budget live from their admin dashboard.
- **Budgeting:** Institution may deposit non-refundable funds for this program upfront, to be drawn upon by Kanopy for payment of future Play Tickets or pay for Play Tickets upon periodical invoice. Institution may set and adjust a fixed budget for this program ("Budget") in the Service at any time and adjust other settings within the Service for the purposes of monitoring its activity under this program and receipt of notifications and alerts regarding the status of the Budget and other information relating to this program.
- **Managing Program:** Although Kanopy may send Institution alerts regarding the status of Budgets established, Institution's participation in this program will not be automatically turned off upon depletion of the Budget. To turn off participation, Institution must provide written notice to Kanopy requesting that Kanopy turn off participation and any specifics around that process (a specific date, etc). Kanopy will turn off Institution's participation according with the Institution's written notice, without regard to the amount remaining in the Budget. Institution shall solely be responsible for managing the Budget and payment of all Play Ticket fees in excess of the Budget. In the event that Institution's participation is turned off, End Users will not be able to access any Titles under this program.



Kanopy Inc.

5/15/2024

QUOTE Matilda J. Gibson Memorial Library

Offering: annual, unlimited, simultaneous use
PLUS Pack & Kanopy Kids subscription

Matilda J. Gibson Memorial Library
200 W. Howard St.
Creston, Iowa 50801-2339

Term: July 5, 2024 through July 4, 2025

PLUS Pack subscription

\$500.00 per Pack a year*

Our **Favorites** package contains some of our most popular titles, titles from our most popular genres, crowd-pleasers, critical favorites, and acclaimed actors. Selected to cover a wide range of genres, like drama, comedy, thriller, documentary, and television series, this PLUS Pack provides your library with a solid group of popular films to please a range of audiences.

Our **Easy-Watching** package leans into crowd-pleasing comedies, fun and entertaining documentaries, popular classic cinema, and family friendly films. These are titles with engaging stories that will charm any audience. Selected for their entertainment value, this PLUS Pack provides your library with easy-to-watch titles that have a broad appeal.

Total (2) PLUS Packs: \$1,000.00 (USD) year*

Kanopy Kids subscription

\$500.00 (USD) per year*

A safe, educational, and parent-trusted streaming platform with children at the center of our programming. Packed with over 2,000 titles, ranging from beloved characters such as Paddington Bear, Madeline, Blippi, Sesame Street and PBS Kids, to read-along story books from Weston Woods, Vooks, Highlights, and Signed Stories.

Total quoted amount: \$1,500.00 (USD) per year*

MPLC Umbrella License Quote and Application for Gibson Memorial Library

Rita Sepulveda <rsepulveda@mplc.com>

Fri 5/10/2024 1:19 PM

To:Library Director <director@gibsonmemoriallibrary.org>

2 attachments (807 KB)

MPLC US Producer List - LIB (Libraries) April 2024.pdf; MPLC Umbrella License Terms & Conditions 2024.pdf;

Hello Danielle,

Thank you for your interest in MPLC and for contacting us, I have received your inquiry and will be assisting you further with your request. For our licensees, the Umbrella License[®] represents a simple and affordable way to show movies, TV, and other audiovisual content publicly. Enjoy unlimited indoor or outdoor exhibitions at your library. Your support of the creative community ensures the future of the entertainment we all know and love.

License Fee

Pricing is based on the population of the library's service area.

Library Service Area Population*	2024 Price Per Location, Per Year
Up to 10,000	\$209
10,001 - 50,000	\$319
50,001 - 100,000	\$379
100,001+	\$469

**Service Area Population is defined as the population of the area that your library serves. Service area population may indicate the population of the city, county, and/or surrounding areas. If your library has multiple locations, use the service area population of each individual location to calculate the license fee for each location. Please note that service area population is different than library cardholders.*

One License, Endless Possibilities

TV and movies entertain, educate, and inspire. What you may not have considered is that this content is intended for personal, private use only and requires a license when shown in public. This provision of the U.S. Copyright Act applies to public exhibitions of TV, movies, and other audiovisual content enjoyed from sources like broadcast, cable or satellite television, DVD, Blu-ray, download, or streaming platforms.

Attached please find an MPLC brochure as well as the current list of more than 1,000 rights holders represented under the Umbrella License. Once licensed, TV, movies, and other audiovisual content can be rented, purchased, or borrowed in a variety of formats. Enjoy broadcast, cable, or satellite television. Stream or download. Show a DVD or Blu-ray. Enjoy unlimited exhibitions and obtain content from the source of your choice without reporting screening dates, times, attendance, or titles to MPLC.

Ensure Compliance

Obtain an Umbrella License online by completing the application provided in the attached brochure and return it to my attention. Please be sure to:

- Select an Umbrella License start date. The license is valid for one year from the date selected and automatically renews each year.
- Requesting an invoice will not delay our ability to issue a license immediately.
- Differentiate between the facility and mailing addresses. The facility address is the location licensed; the mailing address is where we will direct all correspondence. When licensing multiple facilities in one account, please provide one mailing address and a facility address for each location licensed.

Licenses are granted upon receipt of a completed application. Once the Certificate of License is issued, you can immediately begin showing content from MPLC rights holders with only a few title exclusions.

Check Coverage

If you wish to look up a specific title, there are different online sources, such as the Internet Movie Database website at IMDb. Please note that these sources are not always up to date. If using IMDb, search for the title you want to screen and click on your selection. On a mobile device, scroll to the bottom of the page and click "view full site." Then, scroll down to the "company credits" section of the page. Click on "see more." On the company credits page review the "distributors" (for movies) and "production companies" (for TV). If the distributor (for movies) or production company (for TV) is listed on the Umbrella License rights holder list, then the title is likely covered.

Promotional Guidelines

You may promote exhibitions inside your facility, for example, on flyers inside the building or through direct correspondence such as an email or letter. When promoting exhibitions in this manner, you may include the title, character names or rights holder name. When promoting exhibitions to the public, limitations apply. For example, if you promote exhibitions on a website, on a social media account, or via any publicly accessible means (e.g., newspapers, billboards), you cannot use the title, character names, or rights holder name. However, it is OK to provide this information in response to a call, text, or email.

Please feel free to contact me with any questions. I look forward to working with your office to ensure copyright compliance.

Very Best,

Rita Sepulveda

Licensing Representative



Motion Picture Licensing Corporation
5140 W. Goldleaf Circle, Suite 103
Los Angeles, CA 90056
United States

Umbrella License Application

Name of Organization ("Licensee")

Contact Name

Position

Facility Address

City, State, Zip

Mailing Address (If different from above)

City, State, Zip

Telephone

Fax

Email Address

Website

License Fee

Start Date

I hereby request an MPLC Umbrella License, subject to the terms and conditions provided herein.

Authorized Signer (Printed)

Signature

Title

PAYMENT OPTION:

- Send Invoice (fee due in 30 days)

RE: Streaming Subscription Rokus for Checkout

Andrew Hoppmann <andrew@clarindapubliclibrary.org>

Thu 5/2/2024 9:59 AM

To: Assistant <assistant@gibsonmemoriallibrary.org>

Hello Jordan,

We have six Roku streaming sticks each with one streaming service (AppleTV, HBO Max, and Paramount+). I pretty much followed this guide <https://www.infotoday.com/cilmag/nov23/Reid-Richards--Circulating-Roku-Devices-With-Premium-Streaming-Apps.shtml>. I would say that it has been going so-so, they aren't as popular as I would think, but those that know about it do enjoy it.

I will also say that we don't advertise as much as we could, part of that is that it's a gray area with the terms of service, we aren't sharing accounts, BUT we are sharing the devices with the account. I had wanted to offer Disney+, but they changed their service to be similar to Netflix and limit the accounts to IP addresses which would render this lending model useless. So it's a concern that more services may follow suit. We are spending about \$350/year for the three services.

The only issue is that we couldn't get the sales tax removed on the annual subscriptions to these services and they weren't good about a detailed invoice.

I have not heard of the after-school connectivity program through US Cellular so I send an email to my US Cellular Rep and will see what she says. We did get some of ours paid for with ECF funds but have now been funding them entirely through our city budget which is about \$550 for 12 hotspots. Jana Schwering is the program rep for our area Jana.Schwering@uscellular.com and my rep said Malvern Library is using the program.

I am waiting for my contract to run out and then I will be looking at Mobile Beacon their service is about \$10/device/month compared to \$45 with US Cellular. The big concern with Mobile Beacon is that they use Sprint/T Mobile and their coverage was good in our area when we started, BUT I have heard that it's gotten better.

We have our hotspot policy under our general card registration, when we were getting/using ECF funds we had to have users sign an agreement but that was only because of those funds. Our policy is clipped below.

The Library offers Mobile Internet (WiFi) Hotspots to borrow from the library.

o Loaned for 14 days with up to 2 renewals

o Limited to 1 device per household

o Held/Reserved for 2 days

o Device will automatically be turned off 24 hours after the due date, once turned off a \$5.00 fee is assessed to the account. The fee must be paid in full before another device can be borrowed or reserved. Repeated turn-offs may result in the suspension of hotspot borrowing privileges.

o A Quick-Use Hotspot is available on a first-come basis and loans for 3 days with no renewals A household must wait 24 hours before borrowing a Quick-Use Hotspot again.

▪ Mobile hotspot service is provided by U.S. Cellular. Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.

▪ Some equipment is limited to those 18+ years of age, including Hotspots.

▪ Those using library equipment should comply with all copyrights, rights, and other information regarding the use, display, and public viewing of equipment and materials.

▪ The equipment may only be checked out if not in use or scheduled to be in use by Library staff, as the library's activities take precedence over all other requests.

▪ By borrowing and initiating use of the Library's hotspot or any equipment, the user agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access are provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

▪ Users also agree to abide by the library's Computer & Internet Policies.

We have them in plastic boxes and have a price list attached, label everything! People will return their cords and power bricks so we have LPL on it all (box, cord, power plug, device, instructions).

ESTIMATE

H&L Surveillance
1201 Cherry St
Creston, IA 50801

hl.cctv@outlook.com
+1 (641) 344-7008



Gibson Memorial Library

Bill to
Gibson Memorial Library

Estimate details

Estimate no.: 1043
Estimate date: 05/14/2024

#	Date	Product or service	Description	Qty	Rate	Amount	
1.		180 Degree Dual Lens Camera	24/7 Color View Dual Lens 180 Degree	1	\$399.00	\$399.00	
2.		Outdome	Install Outdoor Camera/Run Cat6	Install	1	\$289.00	\$289.00
Total						\$688.00	

Note to customer

Thank you for your business.

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Demco® Custom Teslin® Patron ID Cards

Contract Price \$1.47

Was: \$1.79 Your contract saves you \$0.32

★★★★☆ 3.6 (10) [Write a review](#)

SELECT STYLE

30-Mil

IS THIS AN EXACT REORDER? (IF YES, PLEASE PROVIDE PREVIOUS ORDER REFERENCE NUMBER.)

Choose An Option

PREVIOUS ORDER REFERENCE #? ((IF APPLICABLE).)

Maximum 50 characters

SENDING SAMPLE/ARTWORK? (EMAIL TO CUSTOMIMPRINT@DEMCO.COM)

Choose An Option

CONTACT NAME

Maximum 50 characters

TELEPHONE NUMBER

Maximum 50 characters

FAX NUMBER

Maximum 50 characters

E-MAIL ADDRESS



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[Home](#) [Products](#) [Only at Demco](#) [Demco® Custom Teslin® Patron ID Cards/KeyTag Sets](#)



EXAMPLE ONLY

Big Key Tag Combo



-
-
-
-

Demco® Custom Teslin® Patron ID Cards/KeyTag Sets

Contract Price **\$1.93**

Was: \$2.35 Your contract saves you \$0.42

★★★★★ 4.7 (6) [Write a review](#)

SELECT STYLE

Big Key Tag Combo

SELECT SIZE

30-Mil

IS THIS AN EXACT REORDER? (IF YES, PLEASE PROVIDE PREVIOUS ORDER REFERENCE NUMBER.)

Choose An Option

PREVIOUS ORDER REFERENCE #? ((IF APPLICABLE).)

Maximum 50 characters

SENDING SAMPLE/ARTWORK? (EMAIL TO CUSTOMIMPRINT@DEMCO.COM)

Choose An Option

CONTACT NAME

Maximum 50 characters

TELEPHONE NUMBER

Maximum 50 characters

FAX NUMBER

[? Need Help?](#)

The Gibson Memorial Library provides a welcoming place to meet and gather, offering staff skilled in providing access to the collection of materials and electronic resources to satisfy recreational and lifelong learning needs.

Consider:

Is this relevant to community needs?

Does it reflect our evolving role in the community?

Does it resonate with our staff?

Is it clearly stated and concise?

Why does our library exist?