



**Library Board Meeting - Agenda  
Monday, July 10th, 2023  
4:30 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
  - A. June 2023
- III. City Financial Report**
  - A. May Budget & Expense Sheet
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
  - A. Meeting Packet
- VI. Unfinished Business.**
  - A. Director Evaluation.
- VII. New Business**
  - A. Christiane Matthews was appointed to the Library Board.
  - B. Christopher Huertz was appointed to the Library Board.
  - C. Summer Reading Program Progress Report.
  - D. Review the revised Patron Code of Conduct policy.
  - E. Review the revised Loitering Policy.
  - F. Review the Suspension and Banning Policy.
  - G. Review the Two-Week Ban Notice form and the 90-Day Ban Notice form.
  - H. Accreditation Requirement list.
- VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: August 7th, 2023**
- X. Adjourn**

Minutes submitted by: Shawn Ammon

Minutes were approved

Discussion of buying shelving.

We want to buy mobile shelving to make the space more flexible. The perimeter shelving will have more linear feet. Waiting for the shelving to plan to come back. At least 4 months for the shelving to be made and then more time to install. The vendor will move things as part of the purchase.

Motion to table by Sharon and Viki seconded. All in favor.

Action on bills. No outstanding bills.

We got a \$500 dollar Amazon gift card from Iowa Total Care. It is a literacy and health program for Iowans. We were one of five libraries chosen. It will be used to purchase new materials.

Director's report.

The app for the summer reading program was a lot less expensive than the most

Viki accepted the director's report. Delbert seconded. All in favor.

Discussion of the revised Unattended Children Policy. Bonnie made the motion. Delbert seconded. All in favor.

Discussion of requesting the mayor to appoint 2 new trustees.

Director evaluation. Evaluators will use the form we have used in the past. The president and vice president will evaluate and report back.

Summer reading program. Wild life encounter was a tremendous success with 75 attendees. 110 reserved. Some adult programming coming up story teller about Iowa history 6/14/23. Thursday, book tasting for adults.

Library business phone memorandum. Sharon made the motion to accept. Viki seconded. All in favor.

Discussion about the director continuing another 90 days in charge of all. Bonnie made the motion. Sharon seconded. Viki abstained. All in favor.

Board Training

Reader Zone. Members installed the app. And tried some of the features.

Viki motioned to adjourn. Delbert seconded. All in favor.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	15,551.57	62,288.96	50,000.00	12,288.96-
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES	163.05	381.86	1,900.00	1,518.14
001-410-4700	LIBRARY COUNTY CONTRIBUTI	1,246.00	2,492.00	1,500.00	992.00-
	GENERAL TOTAL	16,960.62	65,162.82	54,600.00	10,562.82-
005-410-4700	DONATIONS		107.01	1,000.00	892.99
005-410-4752	BOOK SALES - LIBRARY	15.00	57.76		57.76-
	LIBRARY RESERVE TOTAL	15.00	164.77	1,000.00	835.23
	TOTAL REVENUE	16,975.62	65,327.59	55,600.00	9,727.59-
001-410-6010	SALARIES	9,361.57	107,409.19	80,288.00	27,121.19-
001-410-6310	BUILDING/GROUNDS	398.88	6,809.70	12,200.00	5,390.30
001-410-6371	UTILITIES-LIBRARY		3,974.78	8,500.00	4,525.22
001-410-6373	TELEPHONE-LIBRARY		1,676.53	3,000.00	1,323.47
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES		6,574.66	4,000.00	2,574.66-
001-410-6495	PRINTER SUPPLIES	474.87	4,683.85	3,000.00	1,683.85-
001-410-6496	BRIDGES-OVERDRIVE		2,236.46	1,500.00	736.46-
001-410-6504	EQUIPMENT	125.00	125.00		125.00-
001-410-6506	OFFICE SUPPLIES	880.09	23,204.13	2,200.00	21,004.13-
001-410-6507	OPERATING EXPENSES	15.98	4,361.58		4,361.58-
001-410-6508	POSTAGE		12.42	100.00	87.58
001-410-6601	PERIODICALS			500.00	500.00
001-410-6602	VIDEOS		632.15		632.15-
001-410-6604	COUNTY MONEY			1,500.00	1,500.00
001-410-6605	BOOKS (CITY)	245.03	24,385.80	10,000.00	14,385.80-
001-410-6606	PROGRAMS	1,797.83	16,049.61	5,500.00	10,549.61-
001-410-6612	COMMUNICATIONS-SECURITY S		2,083.83		2,083.83-
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	13,299.25	204,219.69	135,688.00	68,531.69-
005-410-6910	LIBRARY CIP	240.67	2,134.12		2,134.12-
	LIBRARY RESERVE TOTAL	240.67	2,134.12	.00	2,134.12-
112-410-6110	FICA EXPENSE	711.34	8,159.64	6,142.00	2,017.64-
112-410-6130	IPERS	883.73	10,133.57	7,579.00	2,554.57-
112-410-6150	HEALTH INSURANCE	1,211.60	4,514.05	9,792.00	5,277.95
112-410-6151	DENTAL INSURANCE	129.20	701.80	749.00	47.20

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
112-410-6153	LIFE INSURANCE	38.70	374.10	259.00	115.10-
112-410-6160	WORKER'S COMPENSATION		233.84	800.00	566.16
112-410-6170	UNEMPLOYMENT INS EXP		815.26	500.00	315.26-
		-----	-----	-----	-----
	EMPLOYEE BENEFITS TOTAL	2,974.57	24,932.26	25,821.00	888.74
		-----	-----	-----	-----
		=====	=====	=====	=====
	TOTAL EXPENSES	16,514.49	231,286.07	161,509.00	69,777.07-
		=====	=====	=====	=====

<b>LIBRARY RESERVE BALANCE</b>			
<b>MAY 2023</b>			
<u>5/1/2023</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>5/31/2023</u>
\$19,553.36	15.00	240.67	<b>\$19,327.69</b>

**GENERAL LEDGER HISTORY REPORT**  
FROM 5/01/2023 TO 5/31/2023

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-4085		HOTEL/MOTEL TAX					46,737.39	
5/31/23		HOTEL/MOTEL TA			STATE OF IOWA HOTEL/MOTEL TAX RECEIPT #25951		15,551.57	
						-----		
						.00	15,551.57	
001-410-4470		LIBRARY SERVICES						
5/15/23		LIBRARY SERVIC			COPIES, FAX, FINES LIBRARY SERVICES RECEIPT #25838		73.80	
5/15/23		LIBRARY SERVIC			LIB SERVICES RECEIPT #25840		89.25	
						-----		
						.00	163.05	
001-410-4700		LIBRARY COUNTY CONTRIBUTION						
5/31/23		LIBRARY COUNTY			POTTAWATTAMIE COUNTY LIBRARY COUNTY MONEY RECEIPT #25936		1,246.00	
						-----		
						.00	1,246.00	
005-410-4752		BOOK SALES - LIBRARY						
5/15/23		BOOK SALES			BOOKSALE BOOK SALES - LIBRARY RECEIPT #25839		15.00	
						-----		
						.00	15.00	
001-410-6010		SALARIES						
5/05/23					PR DT: 4/28/23	4,650.13		
5/19/23					PR DT: 5/12/23	4,711.44		
						-----		
						9,361.57	.00	
001-410-6310		BUILDING/GROUNDS						
5/05/23		707 AMERICAN NAT/C	4/30/23		DEMCO/LIBRARY	25.94		
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>BUILDING SUPPLIES/LIBRARY</del>	<del>75.87</del>		
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>BUILDING SUPPLIES/LIBRARY</del>	<del>75.87</del>		
5/07/23	765	AMAZON	5/7/23	1324367	BUILDING SUPPLIES/LIBRARY	372.94		
						-----		
						398.88	.00	
001-410-6495		PRINTER SUPPLIES						
5/02/23		984 EAKES OFFICE S	440923	72227		474.87		

**GENERAL LEDGER REPORT**  
FROM 5/01/2023 TO 5/31/2023

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-6495		PRINTER SUPPLIES					
						474.87	.00
001-410-6504		EQUIPMENT					
5/02/23	403	ROTHMEYER, RON	000001	72242	ART TABLE STAND/TEEN AREA	125.00	
						125.00	.00
001-410-6506		OFFICE SUPPLIES					
5/02/23	143	DEMCO	7282721	72226	BKSHELF DIVIDERS	266.31	
5/02/23	143	DEMCO	7285635	72226	BOOKSHELF DIVIDERS	310.71	
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>OFFICE SUPPLIES/LIBRARY</del>	<del>256.23</del>	
						<del>72532</del>	
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>OFFICE SUPPLIES/LIBRARY</del>	<del>256.23</del>	
						<del>72532</del>	
5/07/23	765	AMAZON	5/7/23	1324367	OFFICE SUPPLIES/LIBRARY	303.07	
						72532	
						880.09	.00
001-410-6507		OPERATING EXPENSES					
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>OPERATING SUPPLIES/LIBRARY</del>	<del>501.98</del>	
						<del>72532</del>	
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>OPERATING SUPPLIES/LIBRARY</del>	<del>501.98</del>	
						<del>72532</del>	
5/07/23	765	AMAZON	5/7/23	1324367	OPERATING SUPPLIES/LIBRARY	15.98	
						72532	
						15.98	.00
001-410-6605		BOOKS (CITY)					
5/05/23	707	AMERICAN NAT/C	4/30/23	1324366	READERZONE/LIBRARY BOOKS	142.99	
5/07/23	765	AMAZON	5/7/23	1324367	BOOKS/LIBRARY	102.04	
						245.03	.00
001-410-6606		PROGRAMS					
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>PROGRAM SUPPLIES/LIBRARY</del>	<del>68.96</del>	
<del>5/07/23</del>	<del>765</del>	<del>AMAZON</del>	<del>5/7/23</del>	<del>1324367</del>	<del>PROGRAM SUPPLIES/LIBRARY</del>	<del>68.96</del>	
5/07/23	765	AMAZON	5/7/23	1324367	PROGRAM SUPPLIES/LIBRARY	79.93	
5/08/23	202	OMAHA CHILDREN	17441108	72293	OUTREACH	208.00	
5/08/23	778	QUINN, JEFF	04132023	72296	SUMMER READING/MAGIC SHOW	250.00	
5/08/23	1050	WILDLIFE ENCOU	5161	72299	SUMMER READING PROGRAM	395.00	
<del>5/08/23</del>	<del>1051</del>	<del>BOONE, DAN</del>	<del>000001</del>		<del>DRONES FOR LIB PROGRAM</del>	<del>220.00</del>	
5/08/23	1052	CROW, DARRIN	06142023	72289	TALES OF IA HX LIB PROGRAM	300.00	
5/08/23	1053	DR OXYGEN SCIE	700	72290	SUMMER PROGRAMS CLPL	200.00	
5/08/23	1054	SCATTER JOY AC	5173	72297	TRAVELLING PONY/CLPL	75.00	
<del>5/11/23</del>	<del>1051</del>	<del>BOONE, DAN</del>	<del>000001</del>		<del>AP CHECK VOIDED</del>	<del>220.00</del>	
					<del>DRONES FOR LIB PROGRAM</del>		
5/20/23	120	SAM'S CLUB / A	5/2/23	1324381	PROGRAM SUPPLIES/LIBRARY	69.90	
5/24/23	1056	ELLETT, DAN	000001	72338	DRONES	220.00	

**GENERAL LEDGER HISTORY REPORT**  
FROM 5/01/2023 TO 5/31/2023

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO REFERENCE			ENDING BAL
001-410-6606		PROGRAMS					
					-----		
					1,797.83	.00	
005-410-6910		LIBRARY CIP					
5/05/23	707	AMERICAN NAT/C	4/30/23	1324366 WIX.COM/LIBRARY	240.67		
				WEBSITE SCHEDULER			
					-----		
					240.67	.00	
112-410-6110		FICA EXPENSE					
5/05/23				PR DT: 4/28/23	353.32		
5/19/23				PR DT: 5/12/23	358.02		
					-----		
					711.34	.00	
112-410-6130		IPERS					
5/05/23				PR DT: 4/28/23	438.97		
5/19/23				PR DT: 5/12/23	444.76		
					-----		
					883.73	.00	
112-410-6150		HEALTH INSURANCE					
5/05/23				PR DT: 4/28/23	402.50		
5/19/23	148	WELLMARK/PAYRO	6/23	1324334 Health Insurance	397.84		
				Schmidt/May			
5/19/23				PR DT: 5/12/23	402.50		
5/24/23	508	AETNA BEHAVORI	05052023	72329 EAP SERVICES	8.76		
					-----		
					1,211.60	.00	
112-410-6151		DENTAL INSURANCE					
5/05/23				PR DT: 4/28/23	48.45		
5/19/23	750	DELTA DENTAL P	6/23	1324338 DENTAL INSURANCE	32.30		
				Schmidt/May			
5/19/23				PR DT: 5/12/23	48.45		
					-----		
					129.20	.00	
112-410-6153		LIFE INSURANCE					
5/05/23				PR DT: 4/28/23	19.35		
5/19/23				PR DT: 5/12/23	19.35		
					-----		
					38.70	.00	
112-410-6160		WORKER'S COMPENSATION					
<del>5/24/23</del>	<del>1450</del>	<del>IMWCA</del>	<del>86363</del>	<del>72511 WORKERS COMP PREMIUM</del>	<del>89.07</del>		
<del>5/24/23</del>	<del>1450</del>	<del>IMWCA</del>	<del>86363</del>	<del>72511 AP CHECK VOIDED</del>	<del>89.07</del>		
				<del>WORKERS COMP PREMIUM</del>			

**GENERAL LEDGER HISTORY REPORT**  
FROM 5/01/2023 TO 5/31/2023

ACCOUNT NUMBER DATE ACCT NO	JOB/PO NAME	ACCOUNT TITLE INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
112-410-6160		WORKER'S COMPENSATION					
					----- .00	.00	
		REPORT TOTALS			=====	=====	
		TOTAL DEBITS / CREDITS			16,514.49	16,975.62	





## Library Director's Report July 10th , 2023

### April Patron Data

Monthly Network Usage	724
Unique (Wifi) Visitors	166
New Cards	50
Renewed Cards	4
Patron Count	1269
Programs (Services)	37
Programming (Participants)	312
Circulation	759
E-Audiobooks/ Ebooks	210

**Community Members who checked out materials from the library in the month of May  
Saved a total of \$13,444.40**

### Revenue

B&W	\$ 62.55
Color Copies	\$ 4.00
FAX	\$ 24.05
Donations	\$ 16.00
Sales	\$ 63.25
Fines	\$ 31.00 -(Replacing cards and paid library membership)
Lamination	\$ 0.00
<b>Monthly Total</b>	<b>\$ 200.85</b>

Current Updates:

- ★ The Summer Reading Program officially started. Program attendance rates have increased and so has circulation.
- ★ The library has started a book sale with withdrawn library books to make room for new items. The book sale has seen a lot of business thus far.
- ★ There has been an increase in E-Audiobooks/Ebooks circulation.



- ★ Library staff are now working with Pups for a Purpose to set up Therapy Dog visits for Seniors.
- ★ The Joslyn Art Museum Storytimes went over great with our last session having 35 in attendance. Library staff is working on getting them to come again to do a program with Seniors.
- ★ Library staff is putting together a Senior Craft program to launch in July.

In June, 166 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 4 individual days.

Change from prior month



724 ↑ 34.32%

Monthly Sessions



638 ↑ 35.17%

Total Visits



166 ↑ 31.75%

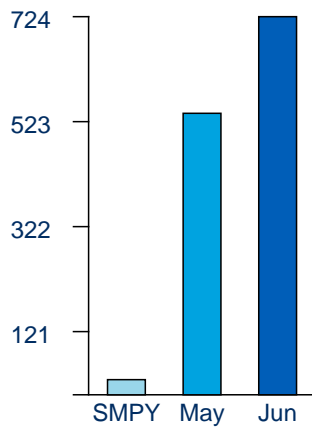
Unique Visitors



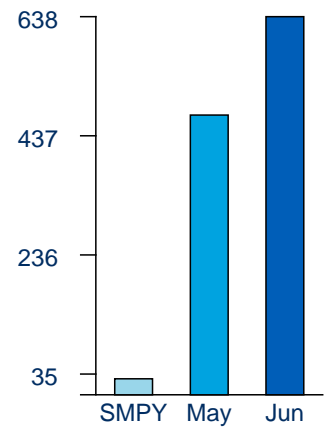
3.84 ↑ 2.4%

Average Return Rate

Total Monthly Session Count

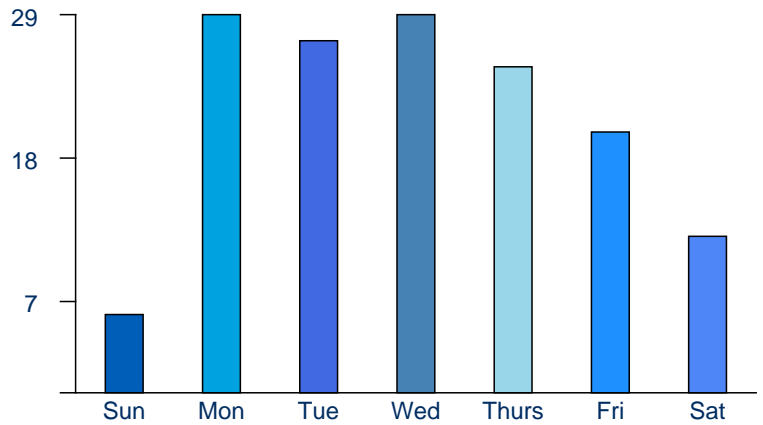


Total Monthly Visits

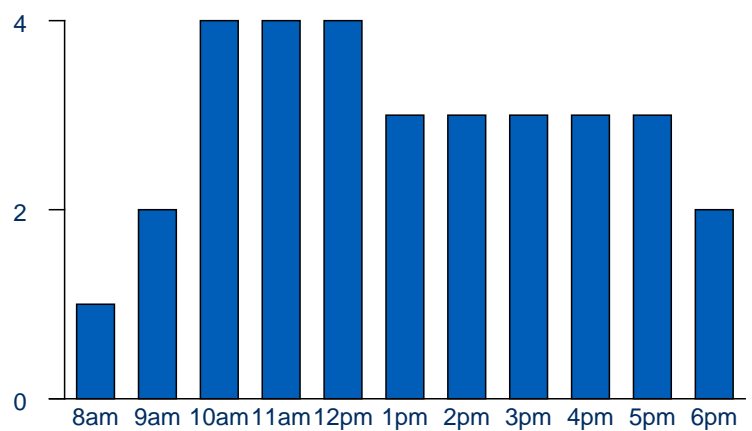


\*SMPY: Same Month Prior Year

Average Daily Visits



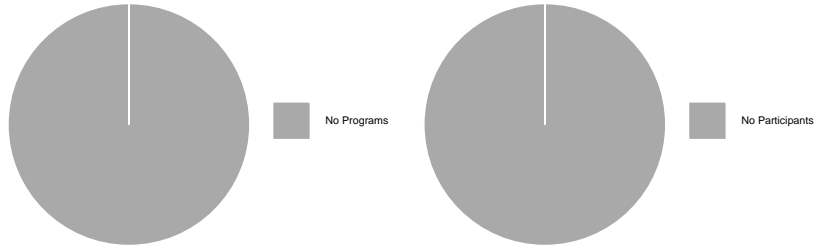
Average Peak Hourly



## July

### Overview

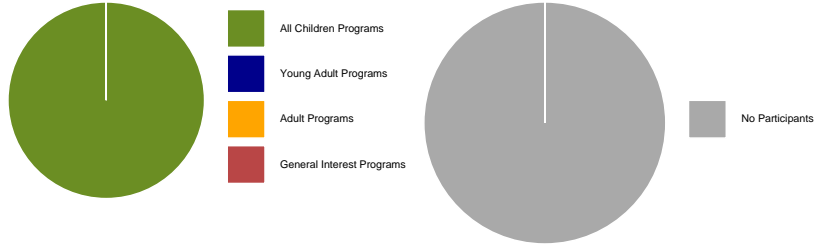
All Children Programs	0	0%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	0	0%	General Interest Participants	0	0%
<b>Total Programs</b>	<b>0</b>		<b>Total Participants</b>	<b>0</b>	



## August

### Overview

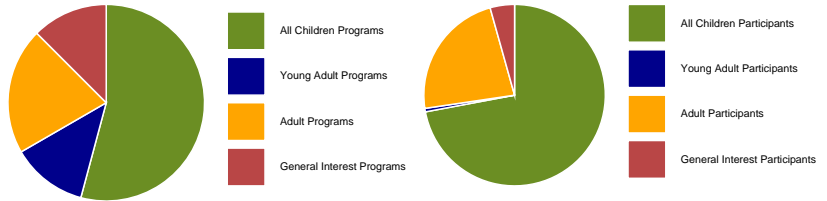
All Children Programs	1	100%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	0	0%	General Interest Participants	0	0%
<b>Total Programs</b>	<b>1</b>		<b>Total Participants</b>	<b>0</b>	



## September

### Overview

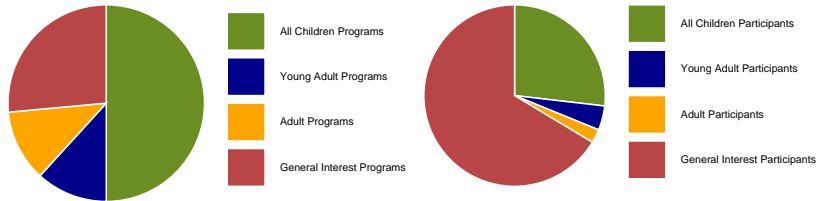
All Children Programs	13	54.17%	All Children Participants	116	72.05%
Young Adult Programs	3	12.5%	Young Adult Participants	1	0.62%
Adult Programs	5	20.83%	Adult Participants	37	22.98%
General Interest Programs	3	12.5%	General Interest Participants	7	4.35%
<b>Total Programs</b>	<b>24</b>		<b>Total Participants</b>	<b>161</b>	



## October

### Overview

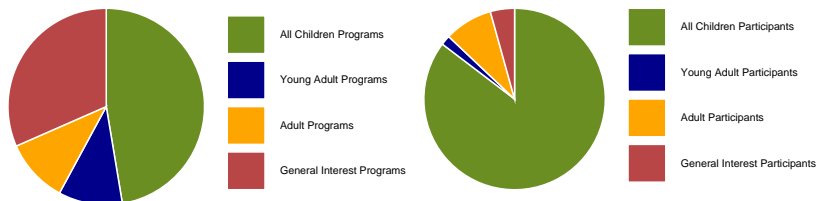
All Children Programs	17	50%	All Children Participants	99	26.83%
Young Adult Programs	4	11.76%	Young Adult Participants	16	4.34%
Adult Programs	4	11.76%	Adult Participants	9	2.44%
General Interest Programs	9	26.47%	General Interest Participants	245	66.4%
<b>Total Programs</b>	<b>34</b>		<b>Total Participants</b>	<b>369</b>	



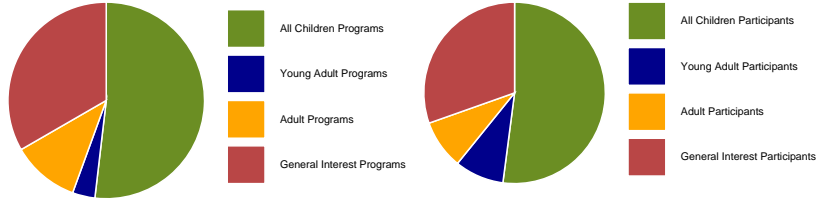
## November

### Overview

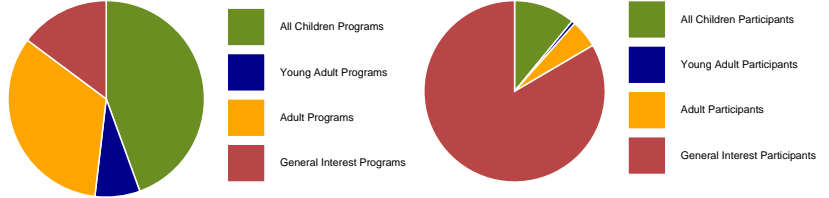
All Children Programs	18	47.37%	All Children Participants	99	85.34%
Young Adult Programs	4	10.53%	Young Adult Participants	2	1.72%
Adult Programs	4	10.53%	Adult Participants	10	8.62%
General Interest Programs	12	31.58%	General Interest Participants	5	4.31%
<b>Total Programs</b>	<b>38</b>		<b>Total Participants</b>	<b>116</b>	



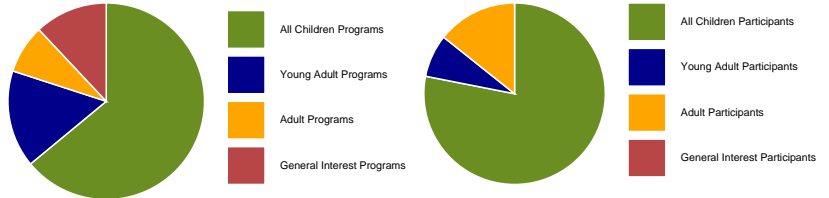
December					
Overview					
All Children Programs	14	51.85%	All Children Participants	101	52.06%
Young Adult Programs	1	3.7%	Young Adult Participants	17	8.76%
Adult Programs	3	11.11%	Adult Participants	17	8.76%
General Interest Programs	9	33.33%	General Interest Participants	59	30.41%
Total Programs	27		Total Participants	194	



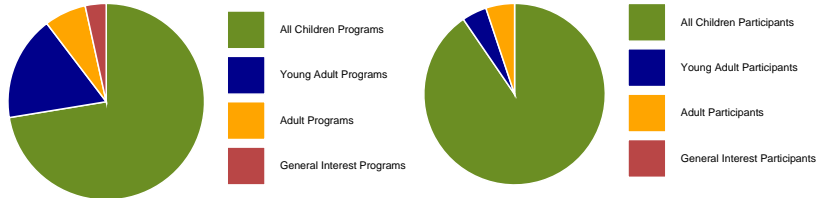
January					
Overview					
All Children Programs	12	44.44%	All Children Participants	35	10.94%
Young Adult Programs	2	7.41%	Young Adult Participants	2	0.63%
Adult Programs	9	33.33%	Adult Participants	16	5%
General Interest Programs	4	14.81%	General Interest Participants	267	83.44%
Total Programs	27		Total Participants	320	



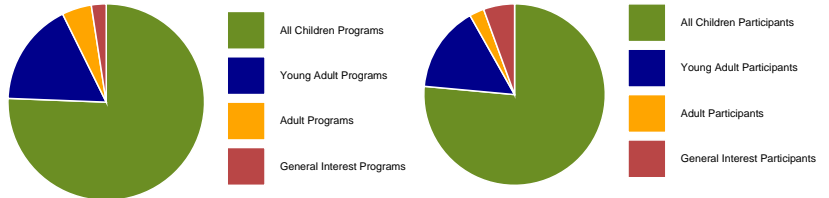
February					
Overview					
All Children Programs	16	64%	All Children Participants	82	78.1%
Young Adult Programs	4	16%	Young Adult Participants	8	7.62%
Adult Programs	2	8%	Adult Participants	15	14.29%
General Interest Programs	3	12%	General Interest Participants	0	0%
Total Programs	25		Total Participants	105	



March					
Overview					
All Children Programs	21	72.41%	All Children Participants	265	90.44%
Young Adult Programs	5	17.24%	Young Adult Participants	13	4.44%
Adult Programs	2	6.9%	Adult Participants	15	5.12%
General Interest Programs	1	3.45%	General Interest Participants	0	0%
Total Programs	29		Total Participants	293	



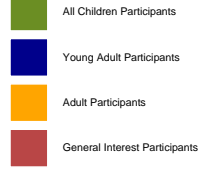
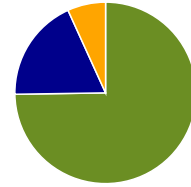
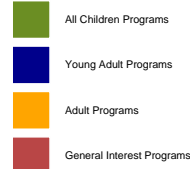
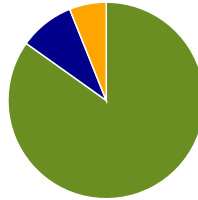
April					
Overview					
All Children Programs	31	75.61%	All Children Participants	552	76.45%
Young Adult Programs	7	17.07%	Young Adult Participants	111	15.37%
Adult Programs	2	4.88%	Adult Participants	19	2.63%
General Interest Programs	1	2.44%	General Interest Participants	40	5.54%
Total Programs	41		Total Participants	722	



## May

### Overview

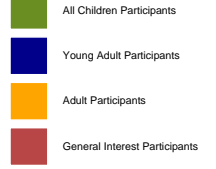
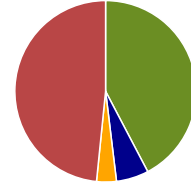
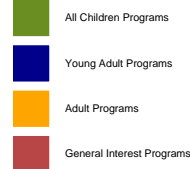
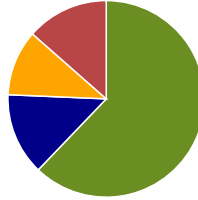
All Children Programs	28	84.85%	All Children Participants	77	74.76%
Young Adult Programs	3	9.09%	Young Adult Participants	19	18.45%
Adult Programs	2	6.06%	Adult Participants	7	6.8%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	33		Total Participants	103	



## June

### Overview

All Children Programs	23	62.16%	All Children Participants	132	42.31%
Young Adult Programs	5	13.51%	Young Adult Participants	18	5.77%
Adult Programs	4	10.81%	Adult Participants	11	3.53%
General Interest Programs	5	13.51%	General Interest Participants	151	48.4%
Total Programs	37		Total Participants	312	



## Year in Review

### Overview

All Children Programs	194	61.39%	All Children Participants	1558	57.81%
Young Adult Programs	38	10.44%	Young Adult Participants	207	7.01%
Adult Programs	37	10.44%	Adult Participants	156	5.38%
General Interest Programs	47	13.29%	General Interest Participants	774	23.12%
Total Programs	316		Total Participants	2695	

