



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

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
 - A. March 2023
- III. City Financial Report**
 - A. February Budget & Expense Sheet
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
 - A. Meeting Packet
- VI. Unfinished Business.**
 - A. CONSTRUCTION FOR THE LIBRARY HAS ENDED!!!!
 - B. Policy Changes and Updates
- VII. New Business**
 - A. Library Director as Director for CC and Library
 - a. The city HAS NOT officially offered the position of director to me. However, there has been discussion about that as a possibility. Before the city can offer the position the library board has to decide whether or not it is something they would agree with happening.
 - B.
 - a. Regulations for library director as lead over other organizations aside from current library duties
 - b. The Library Director cannot assist in running a department that IS NOT under the umbrella of the city departments in which the library resides.
 - c. The Library Director (or staff) cannot hold a local elected office and serve as the library director and/or staff member.
 - d. The board may ask direct questions to the director before holding the vote on such matters..
 - e. If the vote is in the affirmative it is best practice for the board and director to assign a percentage of time to each department. For example: 60% Library, 40% Community Center. It is always best to ensure the library percentage is higher because evaluations and employment status is left to the vote of the board.



- f. Directors' presence or input may sway vote, therefore director can not be present for the decision.
- g. If the vote is in the affirmative the Library Board, City Council, and Mayor must have a written agreement stating the percentage of time for departments and the understanding that the director is still under the employment of the library board.

C. Review of Amendment of Circulation Policy 2023

- a. Policy changes will be voted on during May 8th meeting

D. Board Training

- a. New App
- b. Updated and Current Website Changes

VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)

IX. Next Board Meeting Date: May 8th, 2023

X. Adjourn

Minutes submitted by: Viki Hawkins



**Library Board Minutes
Monday, March, 13th , 2023
4:30 PM**

Carter Lake Public Library Board Meeting

Roll Call:

President Patricia Midkiff

Vice-President Bonnie Freeman

Sharon Paterson

Viki Hawkins

Delbert Settles

Shawn Ammon

Library Director Shannon Putney

Patti called the meeting to order on Monday, March 13, 2023

Disposition of Minutes of Previous Meeting

Board reviewed previous month's minutes.

Bonnie makes a motion to accept the minutes. The motion was seconded and passed

Unfinished Business

Shannon informed the board that construction was limited in the library. The "saloon" doors were all that was left to put on the circulation desk.

City Financial Report

Board noted that the financial report still isn't current with the amended amount.

Bonnie made a motion to accept the minutes. The motion was seconded and passed.

Action on Bills

No bills for March.



Director's Report

Sharon made a motion to approve the director's report. The motion was seconded and passed.

New Business

Introduction of new board member - Shawn Ammon.

Patti asked to begin reviewing policies.

Public Comments

None

Adjourned

Motion to close the meeting by Sharon and seconded by Viki. Meeting closes.

REVENUE & EXPENSE REPORT
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	14,340.03	46,737.39	50,000.00	3,262.61
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES		218.81	1,900.00	1,681.19
001-410-4700	LIBRARY COUNTY CONTRIBUTI		1,246.00	1,500.00	254.00
	GENERAL TOTAL	14,340.03	48,202.20	54,600.00	6,397.80
005-410-4700	DONATIONS		107.01	1,000.00	892.99
005-410-4752	BOOK SALES - LIBRARY		42.76		42.76-
	LIBRARY RESERVE TOTAL	.00	149.77	1,000.00	850.23
	TOTAL REVENUE	14,340.03	48,351.97	55,600.00	7,248.03
001-410-6010	SALARIES	9,234.25	79,296.73	80,288.00	991.27
001-410-6310	BUILDING/GROUNDS	1,839.24	5,423.04	12,200.00	6,776.96
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	1,791.00	6,542.67	4,000.00	2,542.67-
001-410-6495	PRINTER SUPPLIES		4,208.98	3,000.00	1,208.98-
001-410-6496	BRIDGES-OVERDRIVE		2,236.46	1,500.00	736.46-
001-410-6506	OFFICE SUPPLIES	411.00	21,995.14	2,200.00	19,795.14-
001-410-6507	OPERATING EXPENSES		4,210.60		4,210.60-
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)	64.32	11,387.95	10,000.00	1,387.95-
001-410-6606	PROGRAMS	1,122.12	13,153.63	5,500.00	7,653.63-
001-410-6612	COMMUNICATIONS-SECURITY S	2,048.00	2,083.83		2,083.83-
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	16,509.93	156,834.91	135,688.00	21,146.91-
005-410-6910	LIBRARY CIP		635.30		635.30-
	LIBRARY RESERVE TOTAL	.00	635.30	.00	635.30-
112-410-6110	FICA EXPENSE	701.60	6,023.48	6,142.00	118.52
112-410-6130	IPERS	871.72	7,479.75	7,579.00	99.25
112-410-6150	HEALTH INSURANCE	415.92	2,488.13	9,792.00	7,303.87
112-410-6151	DENTAL INSURANCE	64.60	443.40	749.00	305.60
112-410-6153	LIFE INSURANCE	77.40	258.00	259.00	1.00

REVENUE & EXPENSE REPORT
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
112-410-6160	WORKER'S COMPENSATION		233.84	800.00	566.16
112-410-6170	UNEMPLOYMENT INS EXP		731.73	500.00	231.73-
	EMPLOYEE BENEFITS TOTAL	2,131.24	17,658.33	25,821.00	8,162.67
	TOTAL EXPENSES	18,641.17	175,128.54	161,509.00	13,619.54-

LIBRARY RESERVE BALANCE			
FEBRUARY 2023			
<u>2/1/2023</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>2/28/2023</u>
\$20,811.51	-	-	\$20,811.51

GENERAL LEDGER HISTORY REPORT
FROM 2/01/2023 TO 2/28/2023

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		32,397.36	
2/27/23	HOTEL/MOTEL TA STATE OF IOWA HOTEL/MOTEL TAX RECEIPT #25560		14,340.03	

		.00	14,340.03	
001-410-6010	SALARIES			
2/10/23	PR DT: 2/03/23	4,664.00		
2/24/23	PR DT: 2/17/23	4,570.25		

		9,234.25	.00	
001-410-6310	BUILDING/GROUNDS			
2/05/23	707 AMERICAN NAT/C 1/31/23 Faronics/Software Library	657.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Faronics/Software Library	657.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Faronics/Software Library	657.00		
2/21/23	353 CONTINENTAL AL 287983 71303 LIBRARY ALARM	324.69		
2/21/23	353 CONTINENTAL AL 287983 71303 LIBRARY ALARM	324.69		
2/21/23	353 CONTINENTAL AL 287983 71303 LIBRARY ALARM	324.69		
2/28/23	765 AMAZON 2/15/23 1324212 MISC SUPPLIES/LIBRARY	857.55		

		1,839.24	.00	
001-410-6419	SOFTWARE/DATABASES			
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Librarica/Software Library	1,791.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Librarica/Software Library	1,791.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Librarica/Software Library	1,791.00		

		1,791.00	.00	
001-410-6506	OFFICE SUPPLIES			
2/10/23	22 OFFICE DEPOT 1/18/23 1324199 OFFICE SUPPLIES/Library	210.34		
2/28/23	765 AMAZON 2/15/23 1324212 OFFICE SUPPLIES/-LIBRARY	200.66		

		411.00	.00	
001-410-6605	BOOKS (CITY)			
2/28/23	765 AMAZON 2/15/23 1324212 BOOKS/LIBRARY	64.32		

		64.32	.00	
001-410-6606	PROGRAMS			
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Balloon Man/Library Open House	175.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Scholastic/Books Library	278.46		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Balloon Man/Library Open House	175.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Balloon Man/Library Open House	175.00		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Scholastic/Books Library	278.46		
2/05/23	707 AMERICAN NAT/C 1/31/23 1324194 Scholastic/Books Library	278.46		
2/28/23	765 AMAZON 2/15/23 1324212 PROGRAM SUPPLIES/LIBRARY	668.66		

GENERAL LEDGER HISTORY REPORT
FROM 2/01/2023 TO 2/28/2023

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					
						1,122.12	.00
001-410-6612		COMMUNICATIONS-SECURITY SYSTEM					
2/10/23	946	SECURITY EQUIM 761778	71223			548.00	
2/10/23	946	SECURITY EQUIM 761927	71223		ALARM MONITORING ACCESS HOSTIN	1,500.00	
						2,048.00	.00
112-410-6110		FICA EXPENSE					
2/10/23					PR DT: 2/03/23	354.38	
2/24/23					PR DT: 2/17/23	347.22	
						701.60	.00
112-410-6130		IPERS					
2/10/23					PR DT: 2/03/23	440.28	
2/24/23					PR DT: 2/17/23	431.44	
						871.72	.00
112-410-6150		HEALTH INSURANCE					
2/10/23	508	AETNA BEHAVORI E0284692	71214		EAP SERVICES	8.76	
2/10/23					PR DT: 2/03/23	203.58	
2/24/23					PR DT: 2/17/23	203.58	
						415.92	.00
112-410-6151		DENTAL INSURANCE					
2/10/23					PR DT: 2/03/23	32.30	
2/24/23					PR DT: 2/17/23	32.30	
						64.60	.00
112-410-6153		LIFE INSURANCE					
2/10/23					PR DT: 2/03/23	19.35	
2/24/23	172	METLIFE INSURA 3/23	1324187		LIFE INSURANCE	38.70	
2/24/23					Correct Schmidt	19.35	
					PR DT: 2/17/23		
						77.40	.00
REPORT TOTALS						18,641.17	14,340.03
TOTAL DEBITS / CREDITS							



Library Director's Report April 5th , 2023

March Patron Data

Monthly Network Usage	438
Unique (Wifi) Visitors	89
New Cards	29
Renewed Cards	7
Patron Count	1098
Programs (Services)	28
Programming (Participants)	198
Circulation	949
E-Audiobooks/ Ebooks	216

**Community Members who checked out materials from the library in the month of March
Saved a total of: \$14,215.10**

Revenue

B&W	\$ 53.80
Color Copies	\$ 5.00
FAX	\$ 10.00
Sales	\$ 15.00
Fines	\$ 5.00
Lamination	\$ 0.00
Monthly Total	\$ 88.80

Current Updates:

- ★ We had a great surge in programming numbers this month.
- ★ We have solidified a partnership with the Joslyn Art Museum for Art Storytimes this summer.
- ★ We have submitted several grant applications and continue to work with the Iowa West Foundation and Nicole Turpin for more grant opportunities.
- ★ Library is closed for Easter weekend April 8th & 9th
- ★ Carter Lake Elementary students (all of them) will be visiting the library on April 21st for a book tasting at "Page Turner Cafe".
- ★ SUMMER READING PROMOTION IS BEGINNING!!