



Library Board Meeting - Agenda
Tuesday, November 14, 2023
4:30 PM

- I. Roll Call of Members**
 - A. Honor to Veteran's (Video)
 - B. Books Purchased in Honor of Mrs. Settles
- II. Disposition of Minutes of Previous Meeting**
 - A. October 2023
- III. City Financial Report**
 - A. September Budget & Expense Report (City Hall)
 - B. October Budget & Expense Sheet (Director)
- IV. Action on Bills**
 - Accepted
 - Denied
 - Tabled
- V. Progress and Service Report of the Director**
 - A. Meeting Packet
- VI. Tabled/ On-Going Business**
 - A. Wall Shelving will not be installed for another 4 - 6 weeks
 - B. Grant Information Chrissie Matthews
 - C. The decision for the donation amount for the Memorial Wall
 - D. The decision for donation amount for the Donor Wall
- VII. New Business**
 - A. Patti to change Board Terms to 3 years at City Council Meeting
 - B. Raise Me to Read
 - C. Floor Shelving Deposit Made
 - D. Draft for Fiscal Year '24-'25 Budget (Delayed)
 - E. Patti call Budget Meeting date for Board
 - F. No December Formal Meeting
- VIII. Public Comments from the Library Director, Library Board, and/ or Citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: - January 8th, 2023 at 4:30 p.m.**
- X. Adjourn**



CARTER LAKE PUBLIC LIBRARY

WHERE COMMUNITY AND LEARNING COME TOGETHER.

Library Board Minutes

Carter Lake Public Library Board Meeting : Meeting called to order at 4:42 pm by Patti.

Roll Call: Patti Midkiff, president; Bonnie Freeman, vice-president; Chrissie Matthews; Shawn Ammon; Chris Heuertz; Delbert; & Sharon. Shannon Putney, Library Director. Chelsea.

Disposition of Minutes of Previous Meeting

Sharon made a motion to accept the minutes, Delbert seconded. All in favor.

Unfinished Business

Bonnie made a motion to accept the corrected Library Policies. Chrissie seconded. All in favor.

Chrissie worked with a city grant writer. They applied for a Walmart grant for some program stuff. They are working to submit a grant to the Carver foundation for a grant for the new shelving.

County funding update. We haven't heard back.

Wall shelving update. Hasn't come in.

Settles gift will go for buying books. We are going to put a memorial book plate in the books that are bought with that money.

City Financial Report

Patti is going to ask the city if we have the right figures for CIP. It doesn't look like the city paid their share of Shannon's salary. Bonnie made a motion to accept the financial report until we get clarification of how Shannon was paid. Delbert seconded. All in favor.

Action on Bills

Bonnie made the motion to accept the Monthly Expenses Summary. Chrissie seconded. All in favor.

Chrissie made a motion to accept the bills. Bonnie seconded. All in favor.

Director's Report

Had to replace the damaged patron counter. Collecting some new statistics, partly because the county wants these statistics. Shannon was really inspired by the small library conference in September. It's an annual conference. All the trustees got their library tshirt. Employment fair. The raptors from the Fontanelle Forest brought a lot of people. ISU extension office wants to start agriculture classes at the library for middle and high schoolers probably starting in January. A mobile clinic will start coming around story time to do wellness checks on the littles. Raise to read will bring books for kids. IWCC has bus passes that we can direct people to. A hands on dinosaur bone digging coming. Bubbleology is coming in December. We are going to have Penelope Rex at the library for about a week. We are going to start a project to preserve Carter Lake history. Shannon will start working with the seniors in January. Bonnie made the motion to accept the director's report. Delbert seconded. All in favor.



CARTER LAKE PUBLIC LIBRARY

WHERE COMMUNITY AND LEARNING COME TOGETHER.

New Business

Changing the terms for trustees. Discussion of the reasons for changing the terms. Patti made a motion to change the 6 year term to a 3 year team. Bonnie seconded the motion all in favor.

Meetings are being recorded now.

\$8k marketing budget to promote the library and the community center.

Donation amount for the memorial wall and the donor wall. Discussion of criteria for recognition.

Not closing for Columbus Day. Closing for Veteran's Day.

Board training started at 5:45.

Ebooks training.

Public Comments

Adjourned

Bonnie made a motion to adjourn. Delbert seconded all in favor. Meeting adjourned at 6:52 pm.

Carter Lake Public Library

1120 Willow Dr
Carter Lake, IA 51510
712-347-5492 Office
712-347-5013 Fax
info@carterlakelibrary.org

Software/ Database	410-6419
Printer Supplies	410-6495
Bridges/ Libby	410-6496
Equipment	410-6504
Office Supplies	410-6506
Operating Exp.	410-6507
Videos	410-6602
Books	410-6605
Programming	410-6606
Projects (Shelving)	410-6614

Library Board Expense Report

10/01/23 - 10/31/23

Name

Shannon Putney

Department

Library

Library Report

Shannon Putney

Purpose

Transparency of Bills/ Payments for Library

Acct#	Category	Description	Amount	
BOOKS				
001-410-6605	Books	Lerner Publishing	\$1,543.24	
001-410-6605	Books	Baker & Taylor	\$1,605.21	
			\$3,148.45	
PROGRAMMING				
10/8/23	001-410-6606	Programming	Amazon #1QVR-377W-4KH	\$391.36
	001-410-6606	Programming	Omaha Children's Museum 11/27 - Digging Dinos	\$200.00
	001-410-6606	Programming	Omaha Children's Museum 12/20 - Bubble-ology	\$200.00
			\$791.36	
OPERATING EXPENSES				
	001-410-6507	Operating Expenses	Biblionix Apollo	\$183.00
VIDEOS				
10/8/23	001-410-6602	Videos	Amazon #1QVR-377W-4KH	\$16.80
OFFICE SUPPLIES				
10/8/23	001-410-6506	Office Supplies	Amazon #1QVR-377W-4KH	\$388.63
EQUIPMENT				
10/8/23	001-410-6504	Equipment	Amazon #1QVR-377W-4KH	\$109.99
SOFTWARE/ DATABASE				
	001-410-6419	Software/ Database	Proquest	\$1,293.75
			MONTHLY TOTAL	\$5,931.98

October 31, 2023

Shannon L Putney

ACTUAL vs. BUDGET YTD

FISCAL YEAR
'23 - '24

Account Number	Account Title	YTD Balance	Budget	Difference
001-410-6010	Salaries	\$48,306.78	\$162,968.00	\$114,661.22
001-410-6419	Software/ Databases	\$3,506.21	\$4,400.00	\$893.79
001-410-6495	Printers Supplies	\$0.00	\$3,500.00	\$3,500.00
001-410-6496	Bridges/ Libby	\$2,123.41	\$6,000.00	\$3,876.59
001-410-6504	Equipment	\$706.49	\$2,500.00	\$1,793.51
001-410-6506	Office Supplies	\$3,327.98	\$3,500.00	\$172.02
001-410-6507	Operating Expenses	\$5,552.90	\$8,500.00	\$2,947.10
001-410-6602	Videos	\$807.17	\$5,000.00	\$4,192.83
001-410-6605	Books	\$12,528.42	\$30,000.00	\$17,471.58
001-410-6606	Programming	\$4,794.08	\$15,565.00	\$10,770.92
001-410-6614	Projects (Library Shelving)	\$6,000.00	\$81,500.00	\$75,500.00
Total		\$87,653.44	\$323,433.00	\$235,779.56
YTD Budget Balance		\$87,653.44	\$323,433.00	\$235,779.56



CARTER LAKE PUBLIC LIBRARY

WHERE COMMUNITY AND LEARNING COME TOGETHER.

Library Director's Report

November 14th, 2023

4:30 P.M.

October Patron Data	
Monthly Network Usage	1086
Unique Wifi Visitors	205
Computer Usage	234
New Library Cards	26
Renewed Cards	0
Patron Count	2552
Program (Services)	34
Programming (Participants)	935
Circulation	775
E-Audiobooks/ Ebooks	196

Community Members who checked out materials from the library in October saved a total of \$11,388.18

Library Revenue	
Black & White Copies	\$38.70
Color Copies	\$12.50
Fax	\$30.75
Donations	\$2.90
Sales	\$14.50
Fines	\$2.00
Lamination	0.00
Monthly Total	\$101.35



Month in Review:

- ★ Tim has been let go.
- ★ The library met with Raise Me To Read and will be working with them to get books into the homes of our families. They also have a lot of cool resources we're excited to share with parents and guardians of young children that combine parenting tips and resources with nursery rhymes and fairy tales so that both benefit.
- ★ Monster Making was very successful there was a lot of engagement with the kids.
- ★ We had a decent turnout for the National Youth Poet Laureate. She was a phenomenal speaker.
- ★ The Library and Community Center threw a joint Community Halloween Party that had over 100 people in attendance. The majority of them were families.
- ★ Sweet Street was a HUGE success. The library made a haunted house in the two meeting rooms, and we clocked 504 people who went through.
- ★ Tiffany is working with AARP to bring tax assistance to our elderly community. It will be a free service for them. Volunteers are needed, and there has already been a lot of interest and few sign-ups within the community.
- ★ Iowa West wants to partner with the library by connecting us with outside organizations to provide different resources and services to our community.
- ★ Meggie was accepted into the Dyslexia program and will start taking classes near the end of November.



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What's to Come:

★ Holiday Closures

- Monday, Nov. 13 for Veterans Day
- November 23,24, & 25 for Thanksgiving
- December 23, 24, & 25 for Christmas
- Monday, Jan. 1st for New Year's Day

★ Holiday Events

- The library will participate in the Winter Craft Fair on December 9th
- Winter Holiday Party December 16.
- New Year's Eve Balloon Drop Party, December 30th

★ Wall Shelving is still delayed

★ Partnerships

- SpielBound Board Game Cafe
- AARP
- Pottawattamie County Museums
- Iowa West Foundation

★ Omaha Children's Museum Hands-on Programs

- Digging Dino's November 27, 2023 - 3- 4 pm
- Bubble-Ology December 20, 2023 - 2- 3 pm

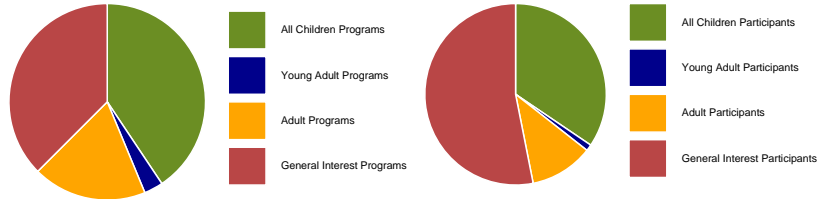
★ Character Storytime

- Penelope Rex should be arriving the last week of November!

July

Overview

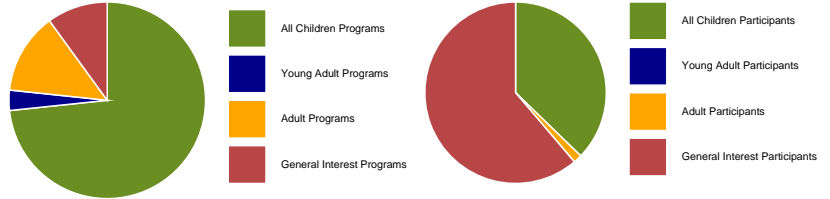
All Children Programs	13	40.63%	All Children Participants	61	34.46%
Young Adult Programs	1	3.13%	Young Adult Participants	2	1.13%
Adult Programs	6	18.75%	Adult Participants	20	11.3%
General Interest Programs	12	37.5%	General Interest Participants	94	53.11%
Total Programs	32		Total Participants	177	



August

Overview

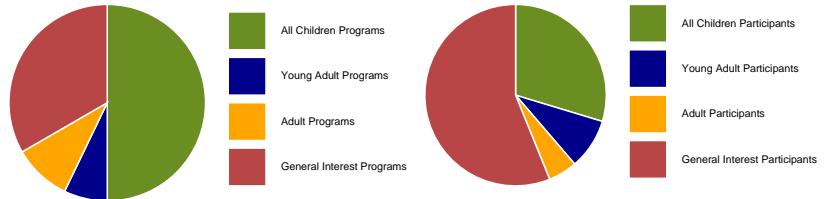
All Children Programs	22	73.33%	All Children Participants	73	37.24%
Young Adult Programs	1	3.33%	Young Adult Participants	0	0%
Adult Programs	4	13.33%	Adult Participants	3	1.53%
General Interest Programs	3	10%	General Interest Participants	120	61.22%
Total Programs	30		Total Participants	196	



September

Overview

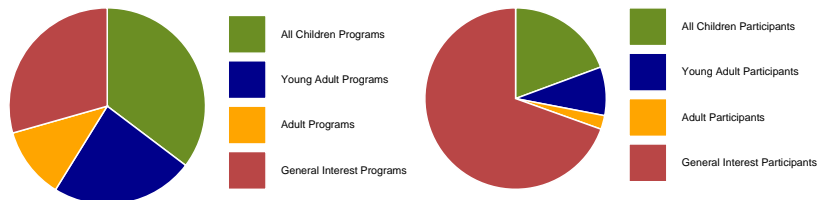
All Children Programs	21	50%	All Children Participants	46	29.68%
Young Adult Programs	3	7.14%	Young Adult Participants	14	9.03%
Adult Programs	4	9.52%	Adult Participants	8	5.16%
General Interest Programs	14	33.33%	General Interest Participants	87	56.13%
Total Programs	42		Total Participants	155	



October

Overview

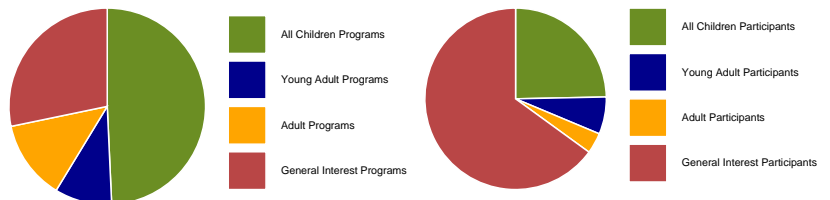
All Children Programs	12	35.29%	All Children Participants	181	19.36%
Young Adult Programs	8	23.53%	Young Adult Participants	81	8.66%
Adult Programs	4	11.76%	Adult Participants	23	2.46%
General Interest Programs	10	29.41%	General Interest Participants	650	69.52%
Total Programs	34		Total Participants	935	



Year in Review

Overview

All Children Programs	68	49.28%	All Children Participants	361	24.68%
Young Adult Programs	13	9.42%	Young Adult Participants	97	6.63%
Adult Programs	18	13.04%	Adult Participants	54	3.69%
General Interest Programs	39	28.26%	General Interest Participants	951	65%
Total Programs	138		Total Participants	1463	



In October, 205 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 5 individual days.

Change from prior month



1086 ↑ 47.35%

Monthly Sessions



943 ↑ 40.33%

Total Visits



205 ↑ 27.33%

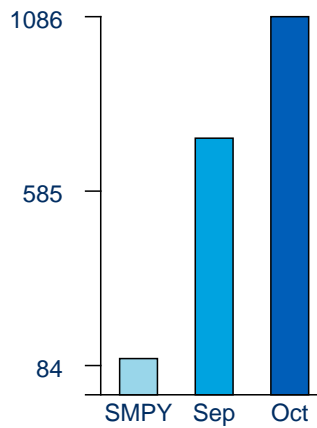
Unique Visitors



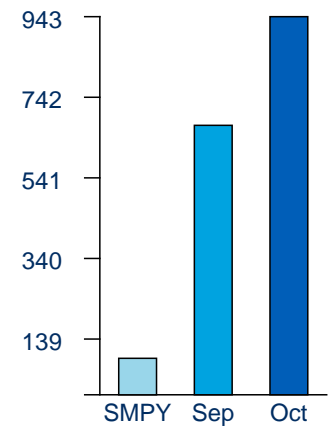
4.6 ↑ 10.31%

Average Return Rate

Total Monthly Session Count

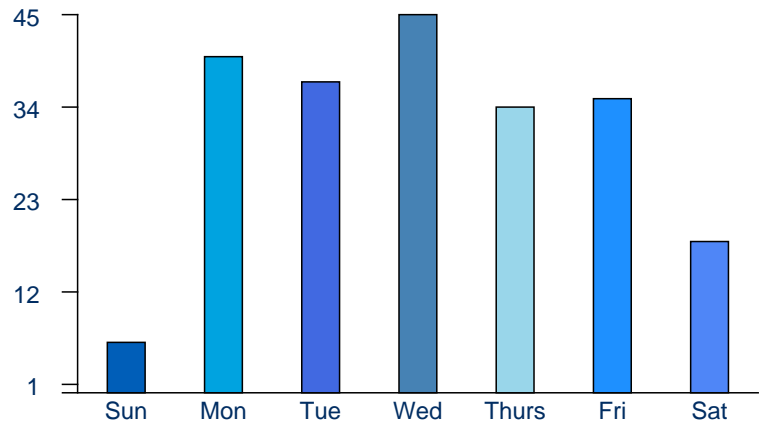


Total Monthly Visits

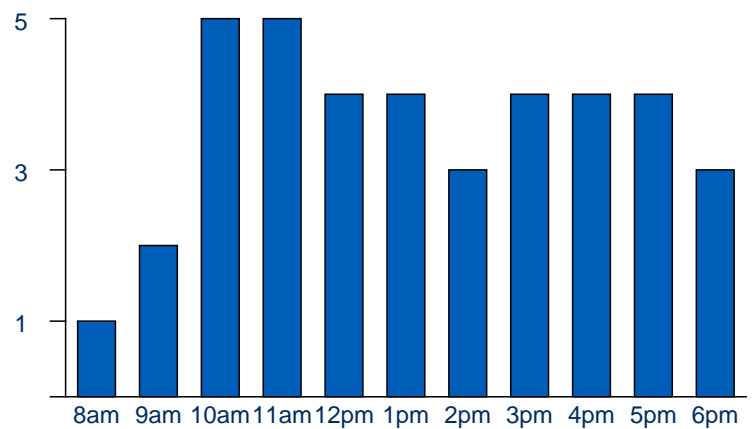


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



November 2023

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is between the Carter Lake Public Library and FAMILY, Inc. concerning the details of the Baby Reads program.

Carter Lake Public Library will:

- Provide in-kind support through fee forgiveness for participating guardians and manage all fee waivers for the Baby Reads program.
- Manage the distribution of Baby Reads books and facilitate pick-up requests from participating partner organizations.
- Track statistics related to the number of informational books distributed to partner service organizations.
- Track statistics related to the number of board books distributed from the Circulation Desk and the amount of fees waived in association with the Baby Reads program.
- Track statistics related to the number "Baby Reads" cards created, how often these cards are used, and number of items circulated to card holders.
- Send statistics to Director of Literacy Initiatives at FAMILY, Inc. monthly.
- Order board books through Scholastic Literacy Partnership to be reimbursed by FAMILY, Inc. for the first year and re-evaluated after that.
- Order brochures to be printed by Firespring to include in the Baby Reads packets. Cost will be reimbursed by FAMILY, Inc. for the first year and re-evaluated after that.
- Carter Lake Public Library will acquire prior approval for purchases to be reimbursed by FAMILY, Inc. and will retain and submit receipts or other documentation of purchases
- Include information about FAMILY, Inc. and Southwest Iowa Raise Me to Read in all Baby Reads publicity.

FAMILY, Inc. will:

- FAMILY, Inc. will provide Carter Lake Public Library with funding to cover the cost of all supplies for this program for the first year, which includes but is not limited to board books, printing, and Baby Reads Books..
- Design the Baby Reads Brochure and marketing materials.
- Work with Third Week Books to develop the Baby Reads informational book.
- Develop talking points/elevator speech for approaching possible partner service organizations.
- Promote Baby Reads in the Carter Lake community and through social media.

Shannon L. Putney

Shannon Putney
Library Director
Carter Lake Public Library

Kimberly Kolakowski
Executive Director
FAMILY, Inc.