



**Library Board Meeting - Agenda
Monday, May 8th, 2023
4:30 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
 - A. April 2023
- III. City Financial Report**
 - A. March Budget & Expense Sheet
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
 - A. Meeting Packet
- VI. Unfinished Business.**
 - A. Policy Changes and Updates
- VII. New Business**
 - A. Electing Shawn Ammon as temporary secretary
 - B. Review of Amendment of Unattended Child Policy 2023
 - a. Policy changes will be voted on during June 12th meeting
 - C. Summer Reading Programming
 - a. Official Start Date
 - b. Prize (Partners)
 - D. Board Training
 - a. New App
 - b. Updated and Current Website Changes
 - c. BreakoutEDU (Physical and Digital Program)
- VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: June 12, 2023**
- X. Adjourn**

Minutes submitted by: Chelsea Bollom



Carter Lake Public Library Board Meeting

4/10/2023 4:30 pm

Roll Call:

President Patricia Midkiff
Vice-President Bonnie Freeman
Sharon Paterson
Delbert Settles
Jo Chullino
Shawn Ammon
Library Director Shannon Putney
Librarian I Chelsea Bollom (taking minutes)

Guest:

Pat Patterson
Jackie Wahl
Jackie Carl
Kelly
Victor

Absent:

Viki Hawkins

Disposition of Minutes of Previous Meeting

March 2023 Patti asks if there are any questions. Sharon moves to accept the minutes.
Minutes passed.

Finances

Patti asks if the finances have been amended. Jackie Carl guarantees they will be amended next week. Pharonics was supposed to come out of CIP so this will need to be corrected. It will be changed next month.

Bonnie makes a motion to accept financials and it passes.

Action on Bills

The only bills will be coming out of CIP. Shannon got a desktop exclusively for work and money was put toward the library's new app. Patti asks for questions and there are none. Patti makes a motion to accept the bill. Motion is passed.

Progress and Service Report of the Director

Shannon starts with the monthly method numbers have increased this month. There were over 1000 patrons that came through due to the door count. Shannon explains how library staff subtracts 30 from the number each day to account for community and library staff. Patti asks for questions and any other comments. Shannon shares that the library is in the process of creating summer reading promotions such as a video, and Meggie will be going to the school. The school will be coming to the library on April 21st for a book tasting. This will take place all day and allow the children a chance to explore the library and see our collection. The library will be partnering with the Nebraska Writers Collective and the Joselyn



Museum. We are also partnering with Purposeful Pups so that kids can read to a dog. Shawn motions to accept the director's report. Motion passed. Shannon makes a motion to do the end-of-the-meeting stuff now before the big vote.

The unfinished business

Construction has finally ended.

Library policies are still being updated. The completed policies are being shared with board members. The policies will be discussed during May's meeting.

New Business

The library director mans the position of the community center director if the city offers it to her. Shannon would spend 60% of her time at the library and 40% of her time helping at the community center. There are 6 locations with some being a similar size and two being larger than our current library. More libraries are becoming a combination of community centers and libraries since it is cheaper for city funding. The infrastructure for libraries was really bad thus leading to this change. Bonnie asks if the library is getting more foot traffic now that the community center is open. Shannon agrees seeing how there has been an increase in new faces and patrons. Shawn asks how many employees would be working on the community center and the library side. Shannon says it's up to the city. Shawn asks if she would be doing the employee evaluations which Shannon will. The board will have to decide what percentage Shannon will be working for either side. Of course, a higher percentage would be on the library since Shannon is hired by the Board. Shannon would be mainly covering admin, making partnerships, working on grants, and handling supply requests. She wouldn't be working on any programs. Jo asks how the sharing would work since Shannon was hired as the library director. How will the board now share Shannon with the community center better the library? Shannon explains how this will create more partnerships between the library and the community center to create a better product for the community as a whole. Pat Patterson introduces himself as a member of the city council but not a representative. He states that the council will be voting on Monday on offering the position to Shannon. He states that this is not a full-time assignment but a buffer to help the city write a problem. Shannon has already been helping be the interim but it was never official. The board will influence the council's decision.

Shawn points out that the point of this meeting is to make this official so there won't be a liability if Shannon is helping out. There is no one running the community center at this time.

Jackie Carl points out that the city council will determine how long Shannon works as an interim.

Shannon points out that she can't do this because the board needs to vote on it. The board has to agree to let her do this.

Jackie Carl mentions that Shannon is the only one they feel comfortable helping the city get through this issue now that Sandy has left. The city needs someone to administer the building since she has experience with the community center since day one. They want to continue to have Shannon help run the community center since it was a smooth transition.

Patti asks why the board wasn't informed of this once it happened and not after. She insists that Shannon should inform the board about these issues since the board is supposed to run what happens in the library. Pat says they needed to get something done quickly. Patti insists that someone should have texted or called her when it happened. Pat reminds her that the city owns the library, not the board.

Jackie Carl says that they had to do something right away and that this is an unusual situation the city hadn't fit. Bonnie points out that more communication is needed and that the board doesn't advise they make decisions and need to be in the loop more.



Bonnie makes a motion to allow Shannon to do the interim period. Shawn seconds Bonnie's motion to let Shannon do this for 90 days. three said yes three said no. There is a discussion between the board members and guests about the issue from both sides. A second meeting will be held.

New Budget

No new budget was presented.

Board Member Training:

The library has now included meeting minutes on the library website. Shannon encourages board members to explore the new website and add the app to their phones. This will be the training for the board members tonight. The meeting ended without training due to high tensions.

Question:

Why can't the city just hire someone? Why can't Nick or Dan do it? Why is Shannon needed? Does Shannon want to be the community center director and leave her position as the library director? Why don't other board members care about the community despite being community members? Why is Jo struggling with this concept that Shannon wouldn't be leaving the library?

Public Comments (See New Business for a play-by-play)

Kelly, a guest stated, that she was in support of Shannon doing a trial period. She shared her personal experience that she and her family had with the new library staff and the changes she is seeing in the community. She also stated she invited the State Library Board to join them for the next board meeting.

Jackie Wahl stated that making Shannon interim is unnecessary and that Dan and Nick can just do it. She also claims that HOAs have the same rules as Library Boards.

There was some arguing between Jackie Wahl and Kelly. Kelly also asked the library board questions as well.

Victor called for the vote to be tabled for another meeting.

Jackie Carl asks that the library board help the city out while they figure out the crisis.

Pat asks that the board let the city borrow Shannon's skills and ensure them it wouldn't be a permanent position and that it wasn't even a guarantee when the council goes to vote.

Adjourned

Patti motions for the meeting to adjourn. It passes.



**Library Board Meeting - Agenda
Wednesday, April 12th, 2023
5:00 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
- III. City Financial Report**
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
- VI. Unfinished Business.**
- VII. New Business**
 - A.** Discussion of the possibility of the Library Director assisting the City of Carter Lake as the Director of the Carter Lake Community Center on a Interim/ Temporary basis.
- VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**
- IX. Adjourn**



Carter Lake Public Library Board Meeting

4/12/2023 5:00 pm

Roll Call:

President Patricia Midkiff
Vice-President Bonnie Freeman
Sharon Paterson
Delbert Settles
Jo Chullino
Shawn Ammon
Library Director Shannon Putney
Librarian I Chelsea Bollom (taking minutes)

Guest:

Absent:

Viki Hawkins

Disposition of Minutes of Previous Meeting

No minutes are available.

Finances

None

Action on Bills

None

Progress and Service Report of the Director

None

The Unfinished Business

Whether the board will allow Shannon will act as interim for the Community Center while the city is in crisis.

New Business

Patti states that she reconsidered her decision and would like to change her vote. Jo commented that she is voting in favor of the library and for what she believes is best for the library. Patti wishes that there be better open communication between the library and the council.



Patti makes a motion to 'share' Shannon for a 90-day period. In exchange, a representative from the council and the board need to meet to create stipulations for what this entails. Bonnie seconded this motion. Five voted yes and one no.

New Budget

None

Board Member Training:

None

Question:

Public Comments

Closed Emergency Meeting

Adjourned

Patti motions for the meeting to adjourn. It passes.

REVENUE & EXPENSE REPORT
CALENDAR 3/2023, FISCAL 9/2023

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX		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	----- .00	----- 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	=====	=====	=====	=====
		.00	48,351.97	55,600.00	7,248.03
		=====	=====	=====	=====
001-410-6010	SALARIES	9,342.26	88,638.99	80,288.00	8,350.99-
001-410-6310	BUILDING/GROUNDS	196.57	5,619.61	12,200.00	6,580.39
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		6,542.67	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	196.13	22,191.27	2,200.00	19,991.27-
001-410-6507	OPERATING EXPENSES	135.00	4,345.60		4,345.60-
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)	8,357.45	19,745.40	10,000.00	9,745.40-
001-410-6606	PROGRAMS	529.23	13,682.86	5,500.00	8,182.86-
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	----- 18,756.64	----- 175,591.55	----- 135,688.00	----- 39,903.55-
005-410-6910	LIBRARY CIP	1,142.72	1,778.02		1,778.02-
	LIBRARY RESERVE TOTAL	----- 1,142.72	----- 1,778.02	----- .00	----- 1,778.02-
112-410-6110	FICA EXPENSE	709.87	6,733.35	6,142.00	591.35-
112-410-6130	IPERS	881.91	8,361.66	7,579.00	782.66-
112-410-6150	HEALTH INSURANCE	407.16	2,895.29	9,792.00	6,896.71
112-410-6151	DENTAL INSURANCE	64.60	508.00	749.00	241.00
112-410-6153	LIFE INSURANCE	38.70	296.70	259.00	37.70-

REVENUE & EXPENSE REPORT
CALENDAR 3/2023, FISCAL 9/2023

PCT OF FISCAL YTD 75.0%

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	2,102.24	19,760.57	25,821.00	6,060.43
	TOTAL EXPENSES	22,001.60	197,130.14	161,509.00	35,621.14-

LIBRARY RESERVE BALANCE MARCH 2023			
<u>3/1/2023</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>3/31/2023</u>
\$20,811.51	-	1,142.72	\$19,668.79

GENERAL LEDGER HISTORY REPORT
FROM 3/01/2023 TO 3/31/2023

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-6010		SALARIES				79,296.73		
3/10/23					PR DT: 3/03/23	4,599.88		
3/24/23					PR DT: 3/17/23	4,742.38		

						9,342.26	.00	
001-410-6310		BUILDING/GROUNDS						
3/14/23	1595	PETTY CASH/LIB 1/23			PETTY CASH - LIBRARY	93.63		
3/27/23	1595	PETTY CASH/LIB 03132023	03132023	71399	PETTY CASH - LIBRARY	102.94		

						196.57	.00	
001-410-6506		OFFICE SUPPLIES						
3/12/23	22	OFFICE DEPOT 2/15/23	2/15/23	1324252	OFFICE SUPPLIES/LIBRARY	149.79		
					2-DRAWER FILE CABINET			
3/27/23	1595	PETTY CASH/LIB 03132023	03132023	71399	PETTY CASH - LIBRARY	46.34		

						196.13	.00	
001-410-6507		OPERATING EXPENSES						
3/05/23	707	AMERICAN NAT/C 2/28/23	2/28/23	1324247	OPTISIGNS/ANNUAL FEE LIBRARY	135.00		

						135.00	.00	
001-410-6605		BOOKS (CITY)						
3/14/23	979	BAKER & TAYLOR 0003274117	0003274117	71286	BOOKS/LIBRARY		300.00	
	25203							
3/14/23	979	BAKER & TAYLOR 2037112929	2037112929	71286	BOOKS/LIBRARY	981.92		
	25204							
3/14/23	979	BAKER & TAYLOR 2037122922	2037122922	71286	BOOKS/LIBRARY	2,415.14		
	25152							
3/14/23	979	BAKER & TAYLOR 2037133125	2037133125	71286	BOOKS/LIBRARY	233.52		
	25152							
3/14/23	979	BAKER & TAYLOR 2037157947	2037157947	71286	BOOKS/LIBRARY	238.49		
	25152							
3/14/23	979	BAKER & TAYLOR 2037173570	2037173570	71286	BOOKS/LIBRARY	9.13		
	25204							
3/14/23	979	BAKER & TAYLOR 2037199954	2037199954	71286	BOOKS/LIBRARY	14.27		
	25204							
3/14/23	979	BAKER & TAYLOR 2037218921	2037218921	71286	BOOKS/LIBRARY	31.75		
	25204							
3/14/23	979	BAKER & TAYLOR 2037261474	2037261474	71286	BOOKS/LIBRARY	749.04		
	25306							
3/14/23	979	BAKER & TAYLOR 2037264927	2037264927	71286	BOOKS/LIBRARY	192.97		
	25306							
3/14/23	979	BAKER & TAYLOR 2037130487	2037130487	71287	BOOKS/LIBRARY	19.29		
	25151							
3/14/23	979	BAKER & TAYLOR 2037146025	2037146025	71287	BOOKS/LIBRARY	18.83		
	25095							
3/14/23	979	BAKER & TAYLOR 2037170911	2037170911	71287	BOOKS/LIBRARY	10.32		
	25151							
3/14/23	979	BAKER & TAYLOR 2037187162	2037187162	71287	BOOKS/LIBRARY	109.74		
	25203							

GENERAL LEDGER HISTORY REPORT
FROM 3/01/2023 TO 3/31/2023

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-6605		BOOKS (CITY)						
3/14/23		979 BAKER & TAYLOR	2037205619	71287	BOOKS/LIBRARY	9.03		
	25203							
3/14/23		979 BAKER & TAYLOR	2037225767	71287	BOOKS/LIBRARY	178.73		
	25203							
3/14/23		979 BAKER & TAYLOR	2037253523	71287	BOOKS/LIBRARY	9.14		
	25203							
3/14/23		979 BAKER & TAYLOR	2037261432	71287	BOOKS/LIBRARY	1,582.22		
	25203							
3/14/23		979 BAKER & TAYLOR	2037283067	71287	BOOKS/LIBRARY	275.42		
	25305							
3/21/23		120 SAM'S CLUB / A	3/2/23	1324258	BOOKS/LIBRARY	231.07		
3/22/23		1037 LERNER PUBLISH	1448226	71356	BOOKS FOR LIBRARY	1,347.43		
	25325							

						8,657.45	300.00	
001-410-6606		PROGRAMS						
3/05/23		707 AMERICAN NAT/C	2/28/23	1324247	MICROSOFT/PROGRAMS LIBRARY	72.00		
3/14/23		1595 PETTY CASH/LIB	1/23	71289	PETTY CASH - LIBRARY	149.29		
3/21/23		120 SAM'S CLUB / A	3/2/23	1324258	PROGRAM SUPPLIES/LIBRARY	207.53		
3/22/23		143 DEMCO	7261264	71340	SUPPLIES/LIBRARY	81.47		
3/27/23		1595 PETTY CASH/LIB	03132023	71399	PETTY CASH - LIBRARY	18.94		

						529.23	.00	
005-410-6910		LIBRARY CIP						
3/22/23		1014 BIZCO	00458822	71329	DELL OPTIPLEX 3000	1,142.72		

						1,142.72	.00	
112-410-6110		FICA EXPENSE						
3/10/23					PR DT: 3/03/23	349.49		
3/24/23					PR DT: 3/17/23	360.38		

						709.87	.00	
112-410-6130		IPERS						
3/10/23					PR DT: 3/03/23	434.23		
3/24/23					PR DT: 3/17/23	447.68		

						881.91	.00	
112-410-6150		HEALTH INSURANCE						
3/10/23					PR DT: 3/03/23	203.58		
3/24/23					PR DT: 3/17/23	203.58		

						407.16	.00	
112-410-6151		DENTAL INSURANCE						
3/10/23					PR DT: 3/03/23	32.30		
3/24/23					PR DT: 3/17/23	32.30		

GENERAL LEDGER HISTORY REPORT
FROM 3/01/2023 TO 3/31/2023

ACCOUNT NUMBER DATE ACCT NO	JOB/PO NAME	ACCOUNT TITLE INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
112-410-6151		DENTAL INSURANCE			64.60	.00	
112-410-6153		LIFE INSURANCE					
3/10/23				PR DT: 3/03/23	19.35		
3/24/23				PR DT: 3/17/23	19.35		
					38.70	.00	
REPORT TOTALS					22,301.60	300.00	
		TOTAL DEBITS / CREDITS					



Library Director's Report May 8th , 2023

April Patron Data

Monthly Network Usage	426
Unique (Wifi) Visitors	99
New Cards	65
Renewed Cards	10
Patron Count	1619
Programs (Services)	33
Programming (Participants)	211
Circulation	806
E-Audiobooks/ Ebooks	187

**Community Members who checked out materials from the library in the month of April
Saved a total of: \$13,282.60**

Revenue

B&W	\$ 53.00
Color Copies	\$ 11.75
FAX	\$ 16.50
Sales	\$ 0.00
Fines	\$ 9.00
Lamination	\$ 0.00
Monthly Total	\$ 90.25

Current Updates:

- ★ The Carter Lake Elementary students toured the library on April 21st for a book tasting at “Page Turner Cafe”. We were able to show the kids where their age books are out in the library as well as speak to all the exciting summer reading activities coming their way.
- ★ Since the school visit we have had kids in the library everyday after school.
- ★ Our overall circulation is down for the month but our juvenile and young adult book circulation has increased.



Carter Lake



Public Library

- ★ The library partnered with Centro Latino, Pott. County Health, NAMI (National Alliance on Mental Illness), and Family Inc. for the Children's Day event on April 28th. We broke a pinata and it was fantastic.
- ★ Through Meggie's initiative the library has partnered with "Pups with a Purpose" for a read to a dog program and it has been wonderfully successful. Kids sign up for 15 minute time slots to have their own time reading to one of these very special animals.
- ★ Our librarian, Chelsea, has done an amazing job reaching out and receiving summer reading prizes from all over the metro area.

Carter Lake Public Library Unattended Children Policy

The Carter Lake Public Library welcomes children to use its facilities and services. However, responsibility for children using the library rests with the parent, guardian, or other adult individuals who are responsible for children, not with library personnel. This allows for a library environment that allows all patrons to utilize library materials and information sources in a safe, relaxed manner.

Children under the age of 10 shall not be left unattended in the library. Children under the age of 10 should be accompanied by an adult or caregiver 16 and older. Children need to be monitored by an adult during their library visit.

The following procedure will be used if it is determined that a child under the age of 10 is left unattended in the library:

1. **A staff person** will attempt to locate the parent, guardian, or adult individual who is responsible for the child within the library.
2. **If the parent, guardian, or adult person responsible for the child** has not been located, or if the library is closing, a staff member will notify the police.
3. **Under no circumstance** shall the staff of the Carter Lake Public Library deliver a child to the child's home.

In any situation that requires calling a parent about a child's behavior or that involves law enforcement, library staff will complete an Incident Report.

Children 10 years of age and older may visit the library unattended.