



**Library Board Meeting - Agenda
Monday, June 12th, 2023
4:30 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
 - A. May 2023
- III. City Financial Report**
 - A. April Budget & Expense Sheet
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
 - A. Meeting Packet
- VI. Unfinished Business.**
 - A. Voting on the Unattended Children's Policy.
- VII. New Business**
 - A. Jo Chullino's Library Board term has ended, will not be returning.
 - B. Vicki Hawkins' Library Board term has ended, will not be returning.
 - C. Director Evaluation
 - D. Mayor to appoint two new Library Board members.
 - E. Summer Reading Program Progress Report.
 - F. The Library Board discuss changes to the Buisness Phone Memorandum Policy.
 - G. Board Training
 - a. Reader Zone
- VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: **July 10, 2023****
- X. Adjourn**

Minutes submitted by: Shawn Ammon

Carter Lake Public Library Board Meeting Minutes 5/8/2023 4:36 pm

Roll Call:

Vice-president Bonnie Freeman

Delbert Settles

Jo Chullino

Vicki Hawkins

Shawn Ammon

Library Director Shannon Putney

Guest:

Absent:

President Patricia Midkiff

Sharon Paterson

Disposition of Minutes of Previous Meeting

Bonnie asks for any changes to the minutes. Vicki made the motion. Delbert seconded. All in favor of accepting the minutes.

Finances

We discussed our finances and are waiting for the amended budget to come from the city. Vicki made a motion. Delbert seconded. All in favor of accepting the finances.

Action on Bills

One bill for Traveling Ranch. Vicki made a motion to pay the bill. Delbert seconded. All in favor.

Meeting packet

Progress and Service Report of the Director

Discussed the director's report. Bonnie made a motion to accept the report. Jo seconded. All in favor.

Unfinished business

Policy updates.

Circulation Policy. Made some revisions to the circulation policy. Bonnie made a motion to pass the circulation policy with the changes. Vicki seconded. All in favor.

New Business

Review of Unattended Children Policy

Summer Reading Program. Summer reading kickoff party Saturday June 10th.

The participants will use the Readerzone app to track their reading from June 1st to July 31st.

There are all kinds of prizes for different age groups.

Board Member Training

Discussion of the new Library App. Director demonstrated the new web site. We will do the breakout edu at a future meeting

Public Comments

Adjourned Vicki motioned to adjourn. Shawn seconded. All in favor.

6:02 pm.

REVENUE & EXPENSE REPORT
CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

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	9,408.63	98,047.62	80,288.00	17,759.62-
001-410-6310	BUILDING/GROUNDS	791.21	6,410.82	12,200.00	5,789.18
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	31.99	6,574.66	4,000.00	2,574.66-
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	132.77	22,324.04	2,200.00	20,124.04-
001-410-6507	OPERATING EXPENSES		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)	4,395.37	24,140.77	10,000.00	14,140.77-
001-410-6606	PROGRAMS	568.92	14,251.78	5,500.00	8,751.78-
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	-----	-----	-----	-----
		15,328.89	190,920.44	135,688.00	55,232.44-
		-----	-----	-----	-----
005-410-6910	LIBRARY CIP	115.43	1,893.45		1,893.45-
	LIBRARY RESERVE TOTAL	-----	-----	-----	-----
		115.43	1,893.45	.00	1,893.45-
		-----	-----	-----	-----
112-410-6110	FICA EXPENSE	714.95	7,448.30	6,142.00	1,306.30-
112-410-6130	IPERS	888.18	9,249.84	7,579.00	1,670.84-
112-410-6150	HEALTH INSURANCE	407.16	3,302.45	9,792.00	6,489.55
112-410-6151	DENTAL INSURANCE	64.60	572.60	749.00	176.40
112-410-6153	LIFE INSURANCE	38.70	335.40	259.00	76.40-

REVENUE & EXPENSE REPORT
CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

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	83.53	815.26	500.00	315.26-
	EMPLOYEE BENEFITS TOTAL	2,197.12	21,957.69	25,821.00	3,863.31
	TOTAL EXPENSES	17,641.44	214,771.58	161,509.00	53,262.58-

LIBRARY RESERVE BALANCE			
APRIL 2023			
<u>4/1/2023</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>4/30/2023</u>
\$19,668.79	-	115.43	\$19,553.36

GENERAL LEDGER HISTORY REPORT
FROM 4/01/2023 TO 4/30/2023

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				88,638.99		
4/06/23					PR DT: 3/31/23	4,648.63		
4/21/23					PR DT: 4/14/23	4,760.00		

						9,408.63	.00	
001-410-6310		BUILDING/GROUNDS						
4/06/23	765	AMAZON	4/6/23		BUILDING MISC/LIBRARY	791.21		

						791.21	.00	
001-410-6419		SOFTWARE/DATABASES						
4/06/23	707	AMERICAN NAT/C	3/31/23	1324298	WIX.com/App Fee Library	31.99		

						31.99	.00	
001-410-6506		OFFICE SUPPLIES						
4/06/23	765	AMAZON	4/6/23	1324299	OFFICE SUPPLIES/LIBRARY	132.77		

						132.77	.00	
001-410-6605		BOOKS (CITY)						
4/03/23	979	BAKER & TAYLOR	4/4/23	1324294	BOOKS/LIBRARY	3,539.10		
4/03/23	979	BAKER & TAYLOR	04/03/23	1324295	BOOKS/LIBRARY	829.29		
4/06/23	765	AMAZON	4/6/23	1324299	BOOKS/LIBRARY	26.98		

						4,395.37	.00	
001-410-6606		PROGRAMS						
4/06/23	765	AMAZON	4/6/23	1324299	PROGRAMS/LIBRARY	314.96		
4/06/23	707	AMERICAN NAT/C	3/31/23	1324298	GamersOasis/GamingSupp Library	186.18		
4/20/23	120	SAM'S CLUB / A	4/2/23	1324307	PROGRAMS/LIBRARY	67.78		

						568.92	.00	
005-410-6910		LIBRARY CIP						
4/06/23	707	AMERICAN NAT/C	3/31/23	1324298	WIX.com/Scheduler Library	115.43		

						115.43	.00	
112-410-6110		FICA EXPENSE						
4/06/23					PR DT: 3/31/23	353.22		
4/21/23					PR DT: 4/14/23	361.73		

						714.95	.00	
112-410-6130		IPERS						
4/06/23					PR DT: 3/31/23	438.83		
4/21/23					PR DT: 4/14/23	449.35		

GENERAL LEDGER HISTORY REPORT
 FROM 4/01/2023 TO 4/30/2023

ACCOUNT NUMBER DATE ACCT NO	JOB/PO NAME	ACCOUNT TITLE INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
112-410-6130	IPERS				888.18	.00	
112-410-6150	HEALTH INSURANCE						
4/06/23				PR DT: 3/31/23	203.58		
4/21/23				PR DT: 4/14/23	203.58		
					407.16	.00	
112-410-6151	DENTAL INSURANCE						
4/06/23				PR DT: 3/31/23	32.30		
4/21/23				PR DT: 4/14/23	32.30		
					64.60	.00	
112-410-6153	LIFE INSURANCE						
4/06/23				PR DT: 3/31/23	19.35		
4/21/23				PR DT: 4/14/23	19.35		
					38.70	.00	
112-410-6170	UNEMPLOYMENT INS EXP						
4/30/23	155 IA WORKFORCE D 3/23		1324311	UNEMPLOYMENT/Library	83.53		
					83.53	.00	
REPORT TOTALS					17,641.44	.00	
TOTAL DEBITS / CREDITS							



Library Director's Report June 12th , 2023

April Patron Data

Monthly Network Usage	539
Unique (Wifi) Visitors	126
New Cards	59
Renewed Cards	5
Patron Count	1569
Programs (Services)	33
Programming (Participants)	103
Circulation	757
E-Audiobooks/ Ebooks	192

**Community Members who checked out materials from the library in the month of May
Saved a total of: \$14,224.63**

Revenue

B&W	\$ 61.10
Color Copies	\$ 11.75
FAX	\$ 12.75
Sales	\$ 25.00
Fines	\$ 6.00
Lamination	\$ 0.25
Monthly Total	\$ 116.35

Current Updates:

- ★ We cracked down on the age limit and required unattended children to get a library application filled out for contact information.
- ★ Circulation has decreased for this month but we've seen an increase in Ebooks/Audio book usage.

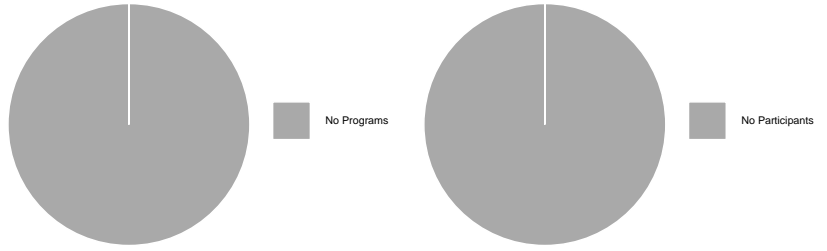


- ★ Our Read to a Dog program through ‘Pups with a Purpose’ continues to be a popular program. We’ve seen an increase in repeat readers and new readers signing up for the program.
- ★ There has been an increase in new families attending our Storytime Program.
- ★ The Reader Zone app is set up for the Summer Reading Program.
- ★ Despite being short staffed due to staff member injury for the last four weeks, staff has persevered and ensured the Summer Reading Program was ready for launch.

July

Overview

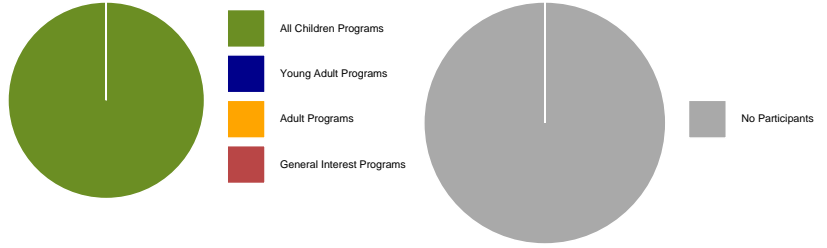
All Children Programs	0	0%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	0		Total Participants	0	



August

Overview

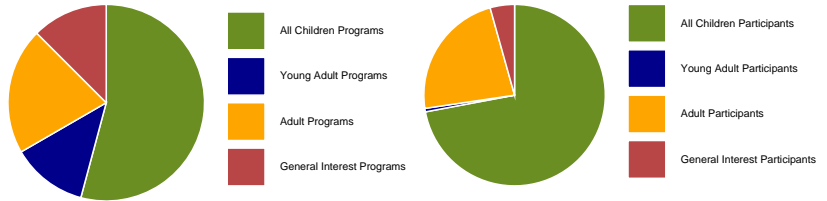
All Children Programs	1	100%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	1		Total Participants	0	



September

Overview

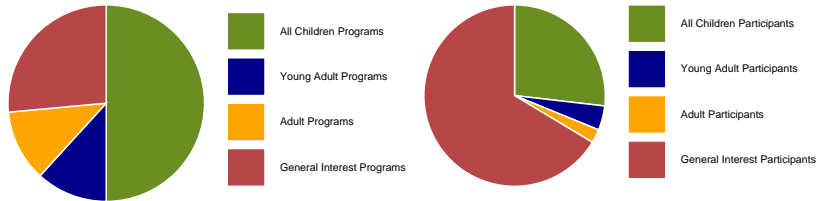
All Children Programs	13	54.17%	All Children Participants	116	72.05%
Young Adult Programs	3	12.5%	Young Adult Participants	1	0.62%
Adult Programs	5	20.83%	Adult Participants	37	22.98%
General Interest Programs	3	12.5%	General Interest Participants	7	4.35%
Total Programs	24		Total Participants	161	



October

Overview

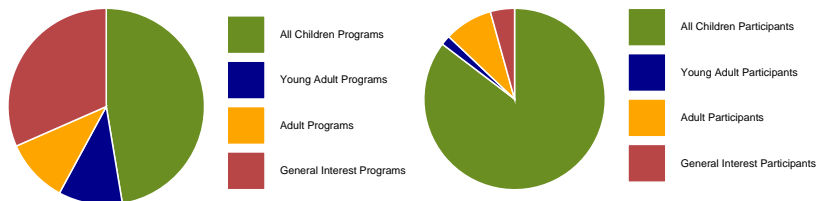
All Children Programs	17	50%	All Children Participants	99	26.83%
Young Adult Programs	4	11.76%	Young Adult Participants	16	4.34%
Adult Programs	4	11.76%	Adult Participants	9	2.44%
General Interest Programs	9	26.47%	General Interest Participants	245	66.4%
Total Programs	34		Total Participants	369	



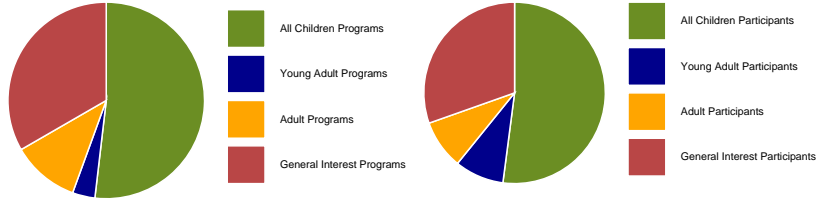
November

Overview

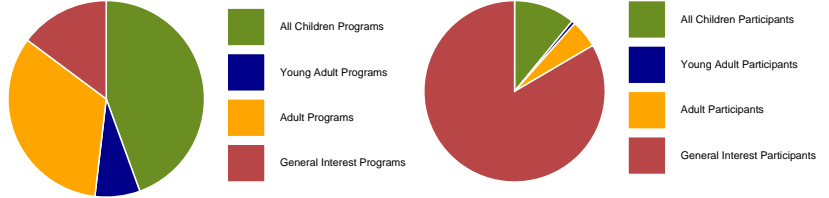
All Children Programs	18	47.37%	All Children Participants	99	85.34%
Young Adult Programs	4	10.53%	Young Adult Participants	2	1.72%
Adult Programs	4	10.53%	Adult Participants	10	8.62%
General Interest Programs	12	31.58%	General Interest Participants	5	4.31%
Total Programs	38		Total Participants	116	



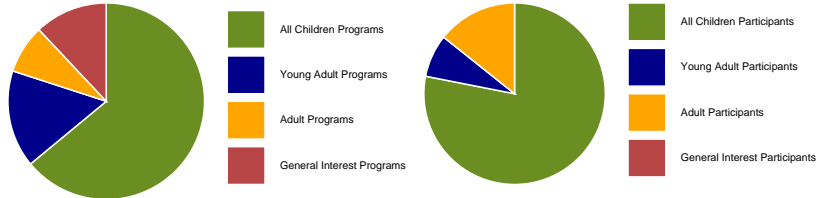
December					
Overview					
All Children Programs	14	51.85%	All Children Participants	101	52.06%
Young Adult Programs	1	3.7%	Young Adult Participants	17	8.76%
Adult Programs	3	11.11%	Adult Participants	17	8.76%
General Interest Programs	9	33.33%	General Interest Participants	59	30.41%
Total Programs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



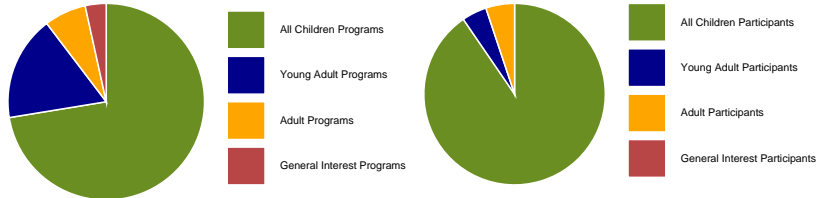
January					
Overview					
All Children Programs	12	44.44%	All Children Participants	35	10.94%
Young Adult Programs	2	7.41%	Young Adult Participants	2	0.63%
Adult Programs	9	33.33%	Adult Participants	16	5%
General Interest Programs	4	14.81%	General Interest Participants	267	83.44%
Total Programs	27	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



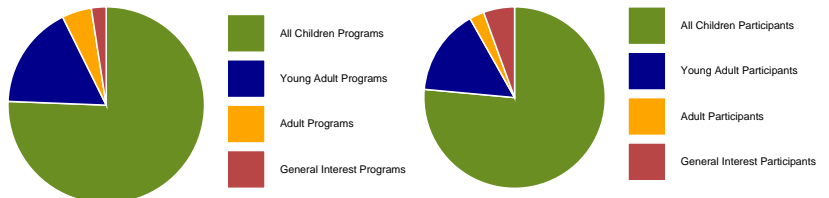
February					
Overview					
All Children Programs	16	64%	All Children Participants	82	78.1%
Young Adult Programs	4	16%	Young Adult Participants	8	7.62%
Adult Programs	2	8%	Adult Participants	15	14.29%
General Interest Programs	3	12%	General Interest Participants	0	0%
Total Programs	25		Total Participants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



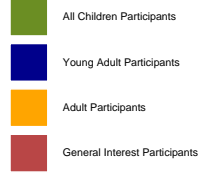
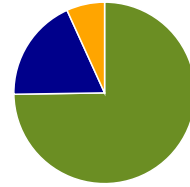
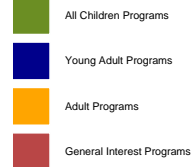
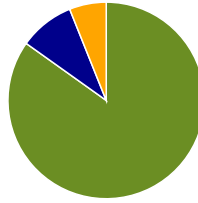
April					
Overview					
All Children Programs	31	75.61%	All Children Participants	552	76.45%
Young Adult Programs	7	17.07%	Young Adult Participants	111	15.37%
Adult Programs	2	4.88%	Adult Participants	19	2.63%
General Interest Programs	1	2.44%	General Interest Participants	40	5.54%
Total Programs	41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



May

Overview

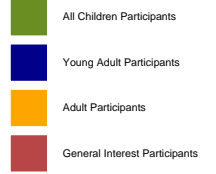
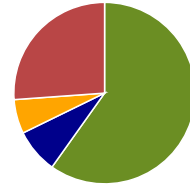
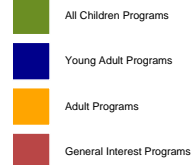
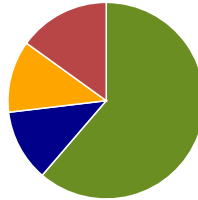
All Children Programs	28	84.85%	All Children Participants	77	74.76%
Young Adult Programs	3	9.09%	Young Adult Participants	19	18.45%
Adult Programs	2	6.06%	Adult Participants	7	6.8%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	33		Total Participants	103	



Year in Review

Overview

All Children Programs	171	61.29%	All Children Participants	1426	59.84%
Young Adult Programs	33	10.75%	Young Adult Participants	189	7.13%
Adult Programs	33	11.11%	Adult Participants	145	5.79%
General Interest Programs	42	15.05%	General Interest Participants	623	26.14%
Total Programs	279		Total Participants	2383	



In May, 126 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



539 ↑ 26.53%

Monthly Sessions



472 ↑ 23.24%

Total Visits



126 ↑ 27.27%

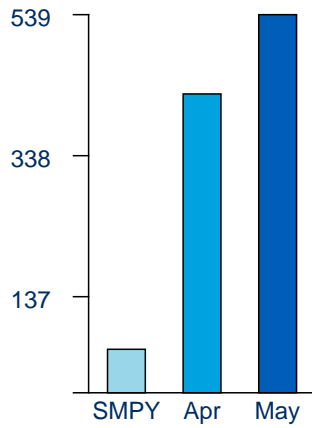
Unique Visitors



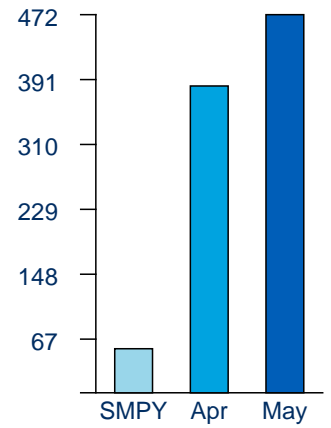
3.75 ↓ -3.1%

Average Return Rate

Total Monthly Session Count

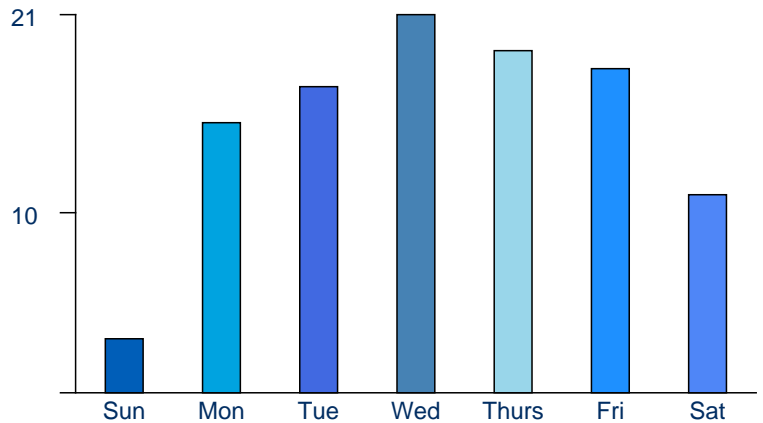


Total Monthly Visits



*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly

