

Library Board Meeting - Agenda
Monday, January 8, 2024
4:30 PM

I. Roll Call of Members

II. Disposition of Minutes of Previous Meeting

A. November 2023

III. City Financial Report

- A. October Budget & Expense Report (City Hall)
- B. November & December Budget & Expense Sheet (Director)

IV. Action on Bills

Accepted
Tabled

V. Progress and Service Report of the Director

A. Meeting Packet

VI. Tabled/ On-Going Business

- A. Questions on any Email correspondence over the past Month
- B. Shelving Project
- C. Grant Information Chrissie Matthews

VII. New Business

- A. Fundraising Opportunities from Board (Chrissie Matthews)
- B. Restructured Event Programming (8 Major Events Annually)
 - a. 5-6 Storybook Characters Annually (literacy based)
 - b. College/ Career Fair
 - c. Summer Reading Blast
 - d. Carter Lake Days
 - e. Back to School Bash
 - f. Halloween
 - g. Holiday Party
 - h. Noon Year's Eve
- C. Restructured of Partnership Programming
 - a. Partnerships (free)
 - i. Iowa State University Extension and Outreach - S.T.E.M (7th-12th) ii.
 - Nebraska Writer's Collective - Creative Writing & Poetry (7th-12th) iii.
 - Spielbound, Inc (Adults Only)
 - iv. Pups w/ a Purpose (Read to a Dog Program) (All Ages)
 - v. Baby Reads (Families)
- D. Restructuring of Staff and Staff Duties
 - a. Chelsea Bollom - Asst Director - Marketing Librarian
 - b. Meggie Schmidt - Youth Librarian - All things Youth

c. Tiffany Zuerlein - Outreach Librarian - Plans events with outside organizations that benefit the community.

E. Present and vote on new Vision & Mission

F. Accreditation Paperwork Needs to be signed by President by Feb. 5th.

G. Extension of Saturday Hours to 10 am - 4 pm (Flexible Seasonal Hours in the summer?) H.

January 25th 2024, Library Closed - Iowa Libraries Professional Development Day - Trustees can also register through IA Learns to attend.

I. '24-'25 Budget Questions & Concerns

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

IX. Library Board meetings are held on the 2nd Monday of the month. Meetings take place in Multi-Purpose Room 1 of the Community Center. All meetings are open to the public.

X. Next Board Meeting Date: - February 12, 2023 at 4:30 p.m.

XI. Adjourn

Monthly Minutes submitted by: Shawn Ammon

Library Board Minutes

**Carter Lake Public Library Board Meeting
November 14, 2023 4:41 pm CLCC Commons**

Roll Call:

Patti Midkiff, president, Bonnie Freeman, vice president, Delbert Settles, Shawn Ammon, Christiane "Chrissie" Matthews, Shannon Putney, library director, Chelsea Bollom, librarian, Chris Heuertz. Sharon Paterson

Disposition of Minutes of Previous Meeting

Chrissie made a motion to accept the minutes with the corrections. Bonnie seconded. All in favor.

Unfinished Business

Chelsea brought the books purchased in memory of Mrs. Settles and played the video of Carter Lake Veterans that is on YouTube.

Wall shelving is delayed.

Walmart grant was declined.

Have submitted a grant to Carver Foundation for wall shelving.

Need to decide about the donor recognition amount. Bonnie made a motion to make the recognition amount \$500 dollars with possible exceptions for special circumstances. Sharon seconded. All in favor.

City Financial Report

Discussion of when the city financial report comes. Bonnie made a motion to accept the city financial report and the October Director's financial report. Delbert seconded. All in favor.

Action on Bills

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

Director's Reporta

Sharon made the motion to accept the director's report. Delbert seconded. All in favor.

New Business

Changing the term length for library trustees. We decided to change the term to 3 years. Pattie will talk to the city council so it can be changed in the city ordinance.

The floor shelving is now on order.

The next year's budget is delayed. We may have to call a special meeting in December to officially approve before submitting to the city.

No December scheduled meeting.

Next meeting is January 8, 2025 and we might be able to approve the budget then if it works with the city council schedule.

Public Comments

Adjourned

Sharon made a motion to adjourn the meeting. Chris seconded. All in favor. Meeting adjourned at 5:11 p.m.

Software/ Database 410-6419

Carter Lake Public Library

Office/ Printer Supplies 410-6495 1120 Willow Dr Bridges/ Libby 410-6496 Carter

Lake, IA 51510 Equipment 410-6504 712-347-5492 Office Office Supplies 410-6506 712-347-5013 Fax

Operating Exp. 410-6507 info@carterlakelibrary.org Videos 410-6602 Books 410-6605

Programming 410-6606

Projects (Shelving) 410-6614

Library Board Expense Report

08/01/23 - 08/31/23

Name Department

Shannon Putney Library

Library Report Purpose

Shannon Putney Transparency of Bills/ Payments for Library

Payment

Type Acct# Category Description Amount

BOOKS/ 410-6605

11/1/23	Scholastic (Peggy Settles)	\$393.23	11/11/23	AMAZON INVOICE #1TMD-JTY1-XWWK	\$331.83	11/13/23	Baker &
Taylor	\$456.68	11/14/23	Language Tool Kit - Cards and				
	Teacher's Manual	\$57.44	11/27/23	Baker & Taylor	\$1,442.67	11/29/23	lowa.Gov_ - Iowa Code Books
11/30/23	Baker & Taylor	\$400.37	12/08/23	AMAZON INVOICE #1R6M-MWRH-4F7L	\$20.72	12/19/23	Baker & Taylor
							\$1,877.75

\$5,057.57

OFFICE SUPPLIES/ PRINTER

SUPPLIES/ 410-6495

11/11/23 AMAZON INVOICE # 1TMD-JTY1-XWWK 001-410-6495 \$501.10 11/17/23 Dollar General Store 001-410-6506 \$6.42
12/6/23 DEMCO 001-410-6495 \$50.33 12/08/23 AMAZON INVOICE #1R6M-MWRH-4F7L 001-410-6506 \$148.41 12/08/23
AMAZON INVOICE #1R6M-MWRH-4F7L 001-410-6495 \$368.31
\$1,074.57

PROGRAMMING - 410-6606

11/10/23 Costume Specialist Penelope Rex \$180.00 11/11/23 AMAZON INVOICE #1TMD-JTY1-XWWK \$861.66 11/30/23 Sam's
Club Snack Refill \$73.88 11/30/23 Eileen's Cookies Penelope Rex Storytime \$26.25 11/30/23 WalMart Penelope Rex Storytime
\$15.88 12/6/23 IRead Programming Data \$15.00 12/7/23 JoAnn Fabrics Gingerbread Houses/ Holiday Party \$25.52 12/7/23
JoAnn Fabrics Gingerbread Houses/ Holiday Party \$86.13 12/7/23 JoAnn Fabrics Gingerbread Houses/ Holiday Party \$41.47
12/08/23 AMAZON INVOICE #1R6M-MWRH-4F7L \$204.48 12/15/23 WalMart Holiday Party \$20.16 12/28/23 Petty Cash
Reimbursement \$101.29
\$1,651.72

VIDEOS - 410-6602

11/11/23 AMAZON INVOICE #1TMD-JTY1-XWWK \$219.73 12/08/23 AMAZON INVOICE #1R6M-MWRH-4F7L \$316.81
\$536.54

OPERATING EXPENSES - 410-6507

11/8/23 Janousek Florist & Greenhouse Flowers for Shannon \$85.54 11/15/23 Mitinet Library Services Global MARC
Records \$449.00 11/28/23 WalMart Library Holiday Decor \$193.66 12/08/23 AMAZON INVOICE #1R6M-MWRH-4F7L
\$531.51 12/14/23 Zoom Video Communications Video Conferencing Software \$160.39 12/26/23 Mitinet Library Services 2nd
License \$199.00
\$1,619.10

SOFTWARE/ DATABASES
- 410-6419

12/12/23 LIBRARICA Support Renewal \$281.49 **\$281.49**

BRIDGES/ LIBBY - 410-6496

10/27/23 Libby/ Overdrive Book Purchases \$812.02 **\$812.02**

EQUIPMENT - 410-6504

11/11/23 AMAZON INVOICE #1TMD-JTY1-XWWK \$782.92 12/8/23 AMAZON INVOICE #1R6M-MWRH-4F7L \$545.74

\$1,328.66

PROJECTS - 410-6614

11/3/23 LFI - Library Furniture International Shelving \$6,665.00 12/27/23 LFI - Library Furniture International Shelving
\$10,147.60

\$16,812.60

Total \$29,174.27

Signature Date
Shannon L Putney December 28, 2023

Account Number Account Title YTD

Balance Budget Difference

	001-410-6010 Salaries	\$59,826.41)	\$162,968.00)	\$103,141.59)
	001-410-6419 Software/ Databases	\$3,787.70)	\$4,400.00)	\$612.30)
001-410-6495	Printers Supplies/ Office			
	Supplies	\$1,230.42)	\$3,500.00)	\$2,269.58)
	001-410-6496 Bridges/ Libby	\$2,935.43)	\$6,000.00)	
				\$3,064.57)
001-410-6504	Equipment	\$2,035.15)	\$2,500.00)	\$464.85)
001-410-6506	Office Supplies	\$3,482.81)	\$3,500.00)	\$17.19)
001-410-6507	Operating Expenses	\$7,222.30)	\$8,500.00)	\$1,277.70)
001-410-6602	Videos	\$1,343.71)	\$5,000.00)	
				\$3,656.29)
001-410-6605	Books	\$17,585.99)	\$30,000.00)	\$12,414.01)
001-410-6606	Programming	\$6,445.80)	\$15,565.00)	\$9,119.20)
001-410-6614	Projects			

(Library Shelving) **\$22,812.60** \$81,500.00) **\$58,687.40** 001-410-6604 County Money **\$0.00**

\$1,299.00 **\$1,299.00**)

Total \$128,708.32 \$324,732.00 \$196,023.68)

YTD

Budget Balance **\$128,708.32** **\$324,732.00** **\$196,023.68**

MONTHLY EXPENSES SUMMARY



G/L Code Account

Title July August September October November December 001-410-6010 Salaries \$11,100.44)

\$11,288.20) \$11,944.00) \$12,805.76) \$12,688.01) \$0.00)

001-410-6419 Software/

Databases \$1,426.80) \$785.66) \$0.00) \$1,293.75) \$0.00) \$281.49) 001-410-6495 Printers Supplies \$0.00) \$0.00)

\$310.68) \$0.00) \$501.10) \$418.64)

001-410-6496 Bridges/ Libby \$0.00) \$0.00) \$2,123.41) \$0.00) \$812.02) \$0.00) 001-410-6504 Equipment \$0.00) \$0.00) \$596.50) \$109.99)

\$782.92) \$545.74)

001-410-6506 Office Supplies \$0.00) \$1,703.97) \$1,235.38) \$388.63) \$0.00) \$154.83)

001-410-6507 Operating

Expenses \$4,427.44) \$942.46) \$0.00) \$233.30) \$534.54) \$1,084.56) 001-410-6602 Videos \$227.40) \$392.36) \$170.61)

\$16.80) \$219.73) \$316.81)

001-410-6605 Books \$4,579.49) \$2,470.43) \$2,330.05) \$3,148.45) \$2,681.85) \$2,375.72) 001-410-6606 Programming \$805.25) \$2,082.40)

\$1,115.07) \$791.36) \$1,157.67) \$494.05) 001-410-6614 Projects \$6,000.00) \$0.00) \$0.00) \$0.00) \$6,665.00) \$10,147.60) 001-410-6604

Total \$28,566.82 \$19,665.48 \$19,825.70 \$18,788.04 \$26,042.84 \$15,819.44

Library Director's Report
December 12th, 2023
4:30 P.M.

<u>November Patron Data</u>
Monthly Network Usage 858
Unique Wifi Visitors 192
Computer Usage 234
New Library Cards 23
Renewed Cards 1
Patron Count 1604
Program (Services) 34
Programming (Participants) 282
Circulation 818
E-Audiobooks/ Ebooks 205

Community Members who checked out materials from the library in November saved a total of \$12,652.24

<u>Library Revenue</u>
Black & White Copies \$38.05
Color Copies \$10.75
Fax \$13.00
Donations \$5.60
Sales \$48.50
Fines \$0

Lamination \$0.75

Monthly Total \$101.35

Month in Review:

- ★ Meggie made connections with the Spielbound Board Game Cafe.
- ★ She also organized a special storytime program to have it happen once a month going forward.
- ★ The Veterans display was amazing and brought in a lot of community engagement to make it possible. We had the display up for a week and published the tribute video on YouTube to preserve it.
- ★ Digging Dinos with the Omaha Children's Museum was a great experience. The kids loved being able to create their own salt dough fossils and take them home.
- ★ Tiffany launched her first monthly spice kits for adults and weekly take-home STEM kits for kids. It was a great success!
- ★ Penelope Rex arrived safely the last week of November.

What's to Come:

- ★ Holiday Closures
 - December 24, & 25 for Christmas
 - Monday, Jan. 1st for New Year's Day
- ★ Holiday Events
 - Winter Holiday Party December 16.
 - Noon Year's Eve Balloon Drop Party, December 30th
- ★ Wall Shelving is expected in December
- ★ 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 Character Storytime will be held on Dec. 2nd

Library Director's Report

January 8th, 2024

4:30 P.M.

<u>December Patron Data</u>
Monthly Network Usage 880
Unique Wifi Visitors 191
Computer Usage 140
New Library Cards 50
Renewed Cards 2
Patron Count 1630
Program (Services) 32
Programming (Participants) 481
Circulation 500
E-Audiobooks/ Ebooks 214

Community Members who checked out materials from the library in December saved a total of \$9,172.32

<u>Library Revenue</u>
Black & White Copies 26.40
Color Copies 2.75
Fax 25.25
Donations 500.00
Sales 0.00
Fines 0.00
NR. Library Card 30.00
Lamination 0.00

Monthly Total 584.40

Month in Review:

- ★ First Spielbound, Inc. Board Game night - Great Success
- ★ Penelope Rex made an appearance - Great Success
- ★ Wall Shelving was installed and looks great
- ★ Pott. County Health Dept. came and did a storytime
- ★ Winter Holiday Party - Made Gingerbread Houses and the Grinch made an appearance
- ★ Omaha Children's Museum did Bubbology
- ★ Received a \$500 donation from William Ideker
- ★ Noon Year's Eve Party - Great Success

Mission:

Is to provide a welcoming and inclusive environment, support intellectual freedom, encourage community engagement, and inspire the realization of individual potential.

Vision:

We aim to be THE cornerstone of the community by ensuring everyone has access to the knowledge, resources, and tools that they need to succeed. Our library is more than just a building filled with books - it's a vibrant community hub that fosters creativity, innovation, literacy and lifelong learning for all ages.

We strive to support intellectual freedom, provide a welcoming and inclusive environment, and encourage community engagement and participation. Through our collections, programs, and partnerships, we aim to enrich our patrons' lives and contribute to our community's growth and vitality.

With a shared sense of purpose and a commitment to excellence, the Carter Lake Public Library is poised to be a vital part of our community for generations to come.

4-H

CAREER PATHWAYS ACADEMY



The 4-H Career Pathways Academy is a college and career exploration program that provides opportunities for youth in grades 7-12 to:

DISCOVER and **EXPLORE** pathways to higher education and careers in the high-need fields of Agriculture, Education, Entrepreneurship, Healthcare, STEAM (Science, Technology, Engineering, Art, Mathematics), and Skilled Trades through fun activities and on-site visits to local businesses and colleges.

Receive **HANDS-ON** workforce development training to build leadership, innovative thinking, and other important employability skills by connecting with professionals and businesses through **JOB SHADOW EXPERIENCES** in your local communities.

Work with an adult mentor to conduct a scientific experiment and showcase your findings at the State Science and Technology Fair of Iowa.

Opportunities to participate in local, state, and national college and career learning opportunities.

Program begins January 2024! Youth engage in monthly Career Pathways Academy sessions, job shadow experiences, and develop a State Science and Technology Fair of Iowa science project.

More information: www.extension.iastate.edu/4h/career-pathways-academy

Registration: form.jotform.com/230875364316964

Questions?

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

OUR MISSION

Is to provide a welcoming and inclusive environment, support intellectual freedom, encourage community engagement, and inspire the realization of individual potential.

OUR VISION

We aim to be THE cornerstone of the community by ensuring everyone has access to the knowledge, resources, and tools that they need to succeed. Our library is more than just a building filled with books - it's a vibrant community hub that fosters creativity, innovation, literacy, and lifelong learning for all ages.

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Staffing

Shannon Putney
Director

Chelsea Bollom
Assistant Director

Meggie Schmidt
Youth Services Librarian

Tiffany Zuerlein
Outreach Librarian

Circulation Overview and Trends

Lorem ipsum dolor sit amet,
consectetur adipiscing elit. Sed
tristique dui dui, ac iaculis sem
Developed first of its kind
pretium a. Praesent id quam non
Sensory Wall
lorem tempor gravida.
Increased one year patron
visitor rate by 800%
Experienced 113% follower
increase across social media
channels
Increased YA collection from
100 to 862 titles

STRATEGIC PLAN

OUR PROCESS

The Strategic Planning process was designed to gather input from a broad range of stakeholders through a variety of methods. Our process included:

1. Reviewed preliminary data: past library user surveys, priorities highlighted by library staff, and assessment of current operations in comparison to goals.
2. Designed, delivered, and promoted public surveys.
3. Surveyed and interviewed library staff and board members.
4. Obtained input from city administration, public schools, and city council.
5. Liaised with surrounding libraries; communicating about community needs and interests.
6. Forward/share the plan with the Library board.

GOAL 1

Enhance Services

Users will have access to collections, experts, and services when, where, and how users need them.

Elevate Digital Experiences Transform
In-Person Experiences Elevate Collection
Development

GOAL 2

Standardize Library Procedures

Establish Library Management Standards
Establish Board Operating Procedures
Establish Community Center and City Partnership Procedures

Enhance the patron experience through the establishment and implementation of library industry procedures to ensure the most effective and efficient manner

of operations.

Marketing

Increasing our social media presence increases internal buy-in and external awareness.

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GOAL 3

Our aim is to solidify the City of

Enhance Partnerships and Standing

Launch a campaign highlighting the division's efforts related to DEI, Enhance available services to patrons by building engagement, and leadership development. the library's reputation and standing through community partnerships, and the establishment of additional funding sources.

We believe in creating a workplace experience that inspires engagement, and helps teammates feel valued, Establish Additional Funding Sources respected, appreciated, and heard. Develop Community Partnerships

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Objective 1 Elevate Digital Experiences

Add Apollo as the operating system

Add 7 computers and 2 AWE hubs
Standardize a social media marketing plan for

digital services

25% corrected by 6/24

Improve Marc Records accuracy

2022 = complete

2023 = complete

draft 1 = 1/24, draft 2 = 3/24, final = 6/24

Transform In-Person

Experiences 2023 = complete

Add notary service

Objective 2

Standardize a social media

gain librarian certification = 3/24

marketing plan for in-person services

Implement dyslexia services for the

draft = 1/24, draft 2 = 3/24, final = 6/24

community

Marketing

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Increasing our social media presence

Our aim is to solidify the City of Lincoln tristisque dui dui, ac iaculis sem

Objective 3

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increases internal buy-in and external

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and Lancaster County as the premier

awareness.

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Elevate Collection

Development

Launch a campaign highlighting the

division's efforts related to DEI,

Standardize weeding procedures

engagement, and leadership development.

We believe in creating a workplace

experience that inspires engagement,

Replace existing collection by 30% =

and helps teammates feel valued, 4/24

respected, appreciated, and heard. resolve

problems and issues to a weekly rate of

10 = 3/24

Develop and implement Lost and Missing

#LeadershipCan #LincolnLeadership

protocols

Objective 1

Establish Library Management Standards

experience

Hire professional library staff with

Establish ILL standards

Establish performance management and reporting practices 2023 = complete

2023 = complete 2023 = complete

Objective 2

Establish Board Operating Procedures

2023 = ongoing

Establish a relationship with the District Consultant

2024

Create a board position focussed on grants

2025

Establish board fundraising

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Marketing

standards and expectations

Increasing our social media presence

Lincoln tristique dui dui, ac iaculis sem

Objective 3

Our aim is to solidify the City of

increases internal buy-in and external

and Lancaster County as the premier

Establish Community Center Partnership Procedures

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awareness.

employer in the state. lorem tempor gravida.

Launch a campaign highlighting the division's efforts related to DEI, Partner with Parks and Rec on Sweet Street engagement, and leadership development. event

We believe in creating a workplace experience that inspires engagement,

Participate in Carter Lake Days with city #LeadershipCan #LincolnNonLeadership Examine the potential of Story Walk in the park

2022 = complete and helps teammates feel valued, respected, appreciated, and heard. 2023 = complete 6/24 = Obtain cost estimate

Goal 3

Enhance Partnerships and Standing

Objective 1

Establish Additional Funding Sources

2022 = complete

Identify and apply for a construction grant

2023 = complete

Identify and apply for an In-Kind grant

5/24 = Have potential granters identified with deadlines for grant submission 5/24

Identify and apply for sensory wall grant

= Have potential granters identified with deadlines for grant submission

Identify and apply for database grant

Objective 2

Develop Community Partnerships

Establish a relationship with the elementary school

Explore partnership with CB library

Explore partnership with Writers Collective

Explore partnership with Keiwi Luminarium

Establish a partnership with Family Inc

Establish a partnership with Rose Theatre

Establish a partnership with Joslyn Art Museum

2022 = complete (Back to School Night)

2023 = complete (MOU for shared services)

2024 = in work

2024 = in work

2024 = in work (Baby Reads program)

2025 = in work

2025 = in work