



**Library Board Meeting - Agenda**  
**Monday, September 11, 2023**  
**4:30 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
  - A. August 2023
- III. City Financial Report**
  - A. July Budget & Expense Report (City Hall)
  - B. August Budget & Expense Sheet (Director)
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
  - A. Meeting Packet
- VI. Unfinished Business.**
  - A. Corrections to Policy Changes
  - B. Introduction of Tiffany Zuerlein (New PT Employee)
  - C. Introduction of Chauni Staff (UNO Practicum Student)
  - D. Grant Research/ Ideas - Chrissie Matthews
  - E. County Funding Update
    - a. Turned in total numbers last week. After much research rural numbers are drastically lower than reported in '21. We have 6 rural residents.
- VII. New Business**
  - A. Introduction of Misty Gray - Southwest Library District Consultant
    - a. Board Training by Misty Gray
  - B. City Hall hired new cleaners for the entire facility.
  - C. The Annual Report has been released
  - D. Shelving has been pushed back a month for installation until November
  - E. The last major book order was placed last week.
    - a. Library will place the next book order after shelf installation
  - F. Professional Conference Sept 19th - 23rd
    - a. Tiffany and Chauni will be managing the library during this time
  - G. Director's Medical Absence (2nd Quarter)
    - a. Chelsea will fill in for Shannon for November's Board Meeting due to medical absence
  - H. HAPPY 88TH BIRTHDAY DELBERT!! FROM ALL OF US!!!
- VIII. Public Comments from the Library Director, Library Board, and/ or Citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: **October 9th, 2023****
- X. Adjourn**

Minutes submitted by: Shawn Ammon



## Library Board Minutes, August 14, 2023

Carter Lake Public Library Board Meeting Bonnie called the meeting to order at 4:33 pm

**Roll Call: Shawn Ammon, Chrissie Matthews, Delbert Settles, Sharon Paterson, Bonnie Freeman, Shannon Putney, Chelsea Bollom, and Pattie Midkiff.**

### **Disposition of Minutes of Previous Meeting**

Correct the phrase to accept with the following changes correction. All in favor.

### **Unfinished Business**

We need the city council to tell us if they correctly adjusted the director's salary to reflect that 70% came from the library budget and 30% came from other city funds. Sharon made a motion to accept the cities budget for June 2023. Pattie seconded. All in favor

We then looked at the library director's budget for the 2023/24 fiscal year. Discussion of the money in the budget for shelving. Luckily the shelving will be about half of the budgeted amount. The library director spends a lot of the money for annual subscriptions at the beginning of the fiscal year. Sharon made a motion to accept the budget. Delbert seconded. All in Favor.

### **City Financial Report**

### **Action on Bills**

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

### **Director's Report**

The report says that it is for all of the 2022/23 year. We actually weren't open July and August because of the construction. But overall usage was up. Also, the Council Bluffs Public Librarian has told the director that there has been a drop in usage of the CBPL by Carter Lake residents. Cancelled Disney Channel, Pixton, Optisigns, and Proquest SIRSDiscover for lack of use. We have gone to only one Children's Museum card because of restrictions in how families can use it.

Chelsea talked about the success of the summer reading program. Trying to make separate areas for age groups in the library. Added a security camera in a blind spot near the children's area focused on the adult area.

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

Discussion of the Whofi statistics that the state pays for. This automates a lot of tracking and reporting for us.



## **New Business**

Director's evaluation. Pattie and Bonnie are happy with the director and the progress of the last year. They would like a little more communication. They would also like to make it more of a director's evaluation than a librarian evaluation.

New library policies.

Bonnie made a motion to accept the Patron code of conduct with the changes we discussed. Sharon seconded. All in favor.

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

Change in the suspension and banning policy. Sharon made the motion to accept with changes. Delbert seconded. All in favor.

Bonnie made the motion to accept the ban forms. Sharon seconded. All in favor.

Discussion that the County Board of Supervisors is reconsidering how much money they give to Carter Lake for library services because we have few rural residents.

The director, Chrissie, and Chelsea are going to apply for a few more grants.

We need to do some work to get our accreditation renewed. We only have to do a few more things to be accredited at the higher Tier 3 level.

See if we can get more presentations for programming. More adult programming. Maybe bring back some of the tech classes. Maybe get some hobby and crafting programs. Partnering with the senior center for programs.

More educational programming for teens. Adulting classes. Maybe have a college fair / apprenticeship – trades. Budgeting.

Staff changes. Chelsea is now asst director. Maggie is youth service. They want to hire a part timer to help fill in for illness or other absences.

Sharon made a motion to approve hiring a part timer. Bonnie seconded. All in favor.

## **Public Comments**

Delbert's family made a donation to the library to memorialize his wife Peggy.  
Sharon is planning to attend meetings electronically starting in December.

## **Adjourned**

Sharon made a motion to adjourn. Delbert seconded. All in favor. Meeting ended at 6:02 p.m.



# Carter Lake



# Public Library

## Library Board Minutes

### **Carter Lake Public Library Board Meeting**

**Roll Call:** Bonnie Freeman, Shawn Ammon, Sharon Patterson, Chrissie Matthews, Delbert Settles, Chris Heuertz, and Pattie Mibkiss. Meeting began at 5:30 pm.

### **Unfinished Business**

Amend the pay rate for part time library assistant Tiffany Zuerlein. Sharon made the motion to pay \$16 an hour. Bonnie seconded. All in favor.

### **Adjourned**

Chrissie moved to adjourn. Sharon seconded. All in favor. Meeting adjourned at 5:35 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

08/01/23 - 08/31/23

### Name

Shannon Putney

### Department

Library

### Library Report

Shannon Putney

### Purpose

Transparency of Bills/ Payments for Library

Payment Type	Acct#	Category	Description	Amount
<b>BOOKS</b>				
ACH	001-410-6605	Books	Amazon #1QVR-377W-4KHW	\$534.63
CHECK	001-410-6605	Books	Perfection Learning (State Books)	\$738.87
ACH	001-410-6605	Books	Baker & Taylor	\$1,196.93
				<b>\$2,470.43</b>
<b>OFFICE SUPPLIES</b>				
ACH	001-410-6506	Office Supplies	Amazon #1QVR-377W-4KHW	\$557.29
CHECK	001-410-6506	Office Supplies	Demco	\$640.28
CHECK	001-410-6506	Office Supplies	Petty Cash	\$35.00
CHECK	001-410-6506	Office Supplies	Demco	\$229.69
SCC	001-410-6506	Office Supplies	Sam's Club	\$241.71
				<b>\$1,703.97</b>
<b>PROGRAMMING</b>				
	001-410-6606	Programming	Amazon #1QVR-377W-4KHW	\$24.83
ACH	001-410-6606	Programming	Durham Heritage Museum	\$200.00
CHECK	001-410-6606	Programming	Petty Cash	\$182.71
CHECK	001-410-6606	Programming	Breakout EDU	\$213.49

CC	001-410-6606	Programming	Omaha Children's Museum	\$500.00
CHECK	001-410-6606	Programming	Eileen's Cookies	\$42.75
CC	001-410-6606	Programming	Sam's Club	\$134.40
CC	001-410-6606	Programming	WalMart	\$75.06
CC	001-410-6606	Programming	Bakers	\$58.93
CC	001-410-6606	Programming	Lauritzen Gardens	\$225.00
CHECK	001-410-6606	Programming	Fontenelle Forest (Rapture Show)	\$160.00
CHECK	001-410-6606	Programming	Sam's Club	\$265.23
SCC				
				\$2,082.40
			<b>VIDEOS</b>	
	001-410-6602	Videos	Amazon #1QVR-377W-4KHW	\$392.36
ACH				
				\$392.36
			<b>OPERATING EXPENSES</b>	
	001-410-6507	Operating Expenses	Annual Notary Certification 3(30)	\$90.00
CC	001-410-6507	operating Expenses	J.P. Cooke Notary Stamp	\$60.90
CHECK	001-410-6507	Operating Expenses	Wix GSuite	\$449.40
CC	001-410-6507	Operating Expenses	Sling	\$6.30
CC	001-410-6507	Operating Expenses	Vista Print	\$100.46
CC	001-410-6507	Operating Expenses	Retro Shirtz - Employee Shirts	\$235.40
				\$942.46
			<b>SOFTWARE/ DATABASES</b>	
	001-410-6419	Software/ Databases	Adobe Standard DC	\$298.66
CC	001-410-6419	Software/ Databases	Microsoft Office (BizCo)	\$288.00
ACH	001-410-6419	Software/ Databases	Librarica	\$199.00
CC				
				\$785.66
			<b>EQUIPMENT</b>	
				\$0.00
			<b>Total</b>	<b>\$8,377.28</b>

Shannon L Putney

August 5, 2023

# MONTHLY EXPENSES SUMMARY

<b>G/L Code</b>	<b>Account Title</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>
001-410-6010	Salaries	\$5,550.22	\$5,550.22	\$0.00	\$0.00
001-410-6419	Software/ Databases	\$1,426.80	\$785.66	\$0.00	\$0.00
001-410-6495	Printers Supplies	\$0.00	\$0.00	\$0.00	\$0.00
001-410-6496	Bridges/ Libby	\$0.00	\$0.00	\$0.00	\$0.00
001-410-6504	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
001-410-6506	Office Supplies	\$0.00	\$1,703.97	\$0.00	\$0.00
001-410-6507	Operating Expenses	\$3,331.33	\$942.46	\$0.00	\$0.00
001-410-6602	Videos	\$227.40	\$392.36	\$0.00	\$0.00
001-410-6605	Books	\$5,675.60	\$2,470.43	\$0.00	\$0.00
001-410-6606	Programming	\$805.25	\$2,082.40	\$0.00	\$0.00
001-410-6614	Projects	\$6,000.00	\$0.00	\$0.00	\$0.00
Total		\$23,016.60	\$13,927.50	\$0.00	\$0.00

# ACTUAL vs. BUDGET YTD

FISCAL YEAR  
'23 - '24

Account Number	Account Title	YTD Balance	Budget	Difference
001-410-6010	Salaries	\$11,100.44	\$162,968.00	\$151,867.56
001-410-6419	Software/ Databases	\$2,212.46	\$4,400.00	\$2,187.54
001-410-6495	Printers Supplies	\$0.00	\$3,500.00	\$3,500.00
001-410-6496	Bridges/ Libby	\$0.00	\$6,000.00	\$6,000.00
001-410-6504	Equipment	\$0.00	\$2,500.00	\$2,500.00
001-410-6506	Office Supplies	\$1,703.97	\$3,500.00	\$1,796.03
001-410-6507	Operating Expenses	\$4,273.79	\$8,500.00	\$4,226.21
001-410-6602	Videos	\$619.76	\$5,000.00	\$4,380.24
001-410-6605	Books	\$8,146.03	\$30,000.00	\$21,853.97
001-410-6606	Programming	\$2,887.65	\$15,565.00	\$12,677.35
001-410-6614	Projects (Library Shelving)	\$6,000.00	\$81,500.00	\$75,500.00
<b>Total</b>		<b>\$36,944.10</b>	<b>\$323,433.00</b>	<b>\$286,488.90</b>
<b>YTD Budget Balance</b>		<b>\$36,944.10</b>	<b>\$323,433.00</b>	<b>\$286,488.90</b>





# CARTER LAKE PUBLIC LIBRARY

WHERE COMMUNITY AND LEARNING COME TOGETHER.

## Library Director's Report September 11th, 2023

### August Patron Data

Monthly Network Usage	565
Unique (Wifi) Visitors	133
New Cards	42
Renewed Cards	0
Patron Count	1768
Programs (Services)	30
Programming (Participants)	186
Circulation	761
E-Audiobooks/ Ebooks	223

**Community Members who checked out materials from the library in the month of July  
Saved a total of \$13,427.10**

### Revenue

B&W	\$ 23.50
Color Copies	\$ 6.50
FAX	\$ 14.35
Donations	\$ 00.00
Sales	\$ 16.25
Fines	\$ 24.00
Lamination	\$ 00.00
<b>Monthly Total</b>	<b>\$ 84.60</b>

Current Updates:

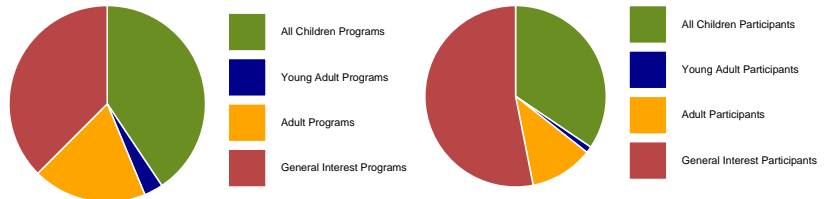
- ★ New Logo!!! Created by the entire team! We'll still use the original logo but this one is much more versatile.
- ★ Misty Gray - Southwest Library District Consultant - will be doing board training at the September board meeting.



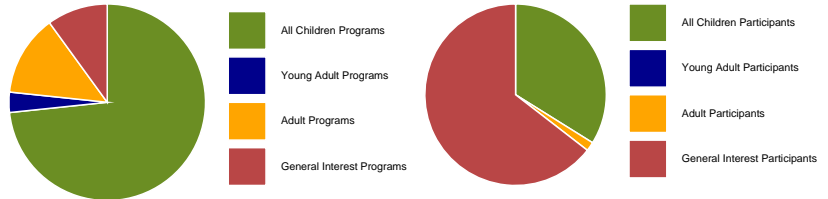
**CARTER LAKE PUBLIC LIBRARY**  
WHERE COMMUNITY AND LEARNING COME TOGETHER.

- ★ The back-to-school bash was a huge hit for the library and the community center. The library had 80 people attend the cakewalk.
- ★ Back-to-school night was a success. - We didn't get as many card sign-ups as we did the previous year. However, what we did get that was priceless was recognition as a positive force within the community.
- ★ We have made an amazing partnership with Nebraska's Writer's Collective. NWC has goals of expanding its organization to encompass the entire Midwest. They started this goal by partnering with TJ High School and Wilson Middle. We are the first community organization to partner with this amazing organization.
- ★ OCTOBER 14, 2023 - The national youth poet laureate - [Salome Agbaroji](#) will be speaking and giving a workshop at the library on Saturday, October 14, 2023, from 12:30 pm - 2 pm. This is an amazing opportunity for our little library.

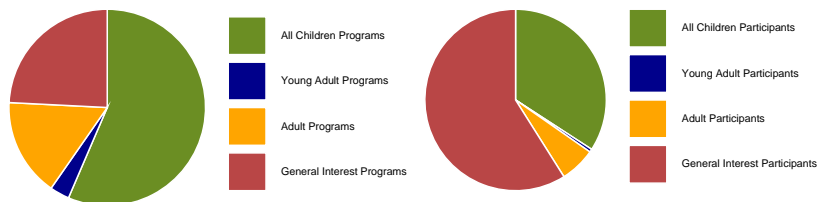
July					
Overview					
All Children Programs	13	40.63%	All Children Participants	61	34.46%
Young Adult Programs	1	3.13%	Young Adult Participants	2	1.13%
Adult Programs	6	18.75%	Adult Participants	20	11.3%
General Interest Programs	12	37.5%	General Interest Participants	94	53.11%
Total Programs	32		Total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



August					
Overview					
All Children Programs	22	73.33%	All Children Participants	63	33.87%
Young Adult Programs	1	3.33%	Young Adult Participants	0	0%
Adult Programs	4	13.33%	Adult Participants	3	1.61%
General Interest Programs	3	10%	General Interest Participants	120	64.52%
Total Programs	30		Total Participants	186	



Year in Review					
Overview					
All Children Programs	35	56.45%	All Children Participants	124	34.16%
Young Adult Programs	2	1.61%	Young Adult Participants	2	0.55%
Adult Programs	10	9.68%	Adult Participants	23	5.51%
General Interest Programs	15	19.35%	General Interest Participants	214	25.9%
Total Programs	62		Total Participants	363	



This document shows how many programs that were held at the library and how many participants attended. In August, we had less programs than what we had in July however we had more participants in our programming. Educated reasoning - Families and children were coming home from vacations and preparing for the start of school. Therefore, more people were home and visited the library for enrichment.

The library is still struggling bringing in teens for programming. Therefore, that is a place of focus for the '23-'24 year.

In August, 133 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



626 ↓ -12.57%

Monthly Sessions



565 ↓ -6.92%

Total Visits



133 ↑ 3.1%

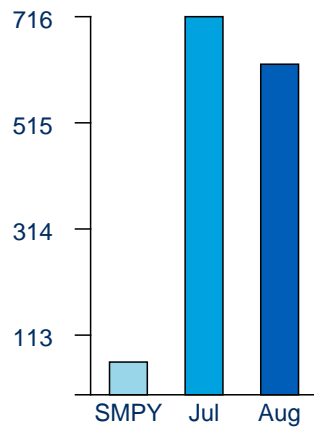
Unique Visitors



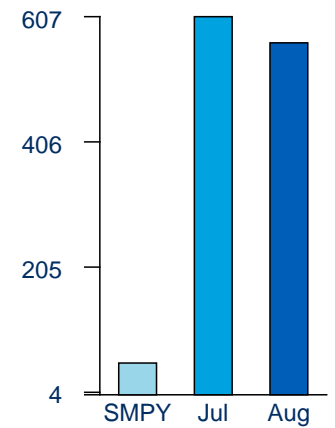
4.25 ↓ -9.77%

Average Return Rate

Total Monthly Session Count

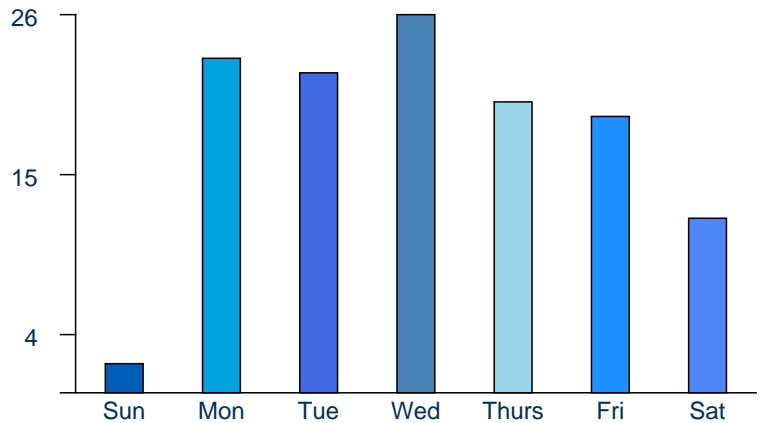


Total Monthly Visits



\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly

