



## Library Director's Report March 7th , 2023

### February Patron Data

Monthly Network Usage	387
New Cards	51
Renewed Cards	17
Patron Count	1187
Programs (Services)	25
Programming (Participants)	93
Circulation	629
E-Audiobooks/ Ebooks	182

**Community Members who used the library in the month of February saved a total of: \$2743.92**

	<u>Revenue</u>
B&W	\$ 44.50
Color Copies	\$ 28.25
FAX	\$ 0.00
Donations	\$ 10.00
Fines	\$ 0.00
Lamination	\$ 0.00
<b>Monthly Total</b>	<b>\$ 82.75</b>

Current Updates:

- ★ “Just Craftin’ Around” program for adult crafters has proven to be a great success and we will continue to move forward.
- ★ The Carter Lake Public Library was a part of the elementary Literacy Night. We brought great literature to the program and have seen many new faces in the library since our visit.
- ★ Programming numbers are down. Staff have been getting sick and working long hours for multiple days. Therefore, some programs have had to be postponed and/ or canceled.

Feb 13, 2023

## Carter Lake Public Library Board Meeting Minutes

### Board:

Patti Midkiff

Bonnie Freeman

Jo Chullino

Sharon Paterson

Delbert Settles

Vicki Hawkins

### Staff:

Shannon Putney

Meggie Schmidt

Patti called the meeting to order at 4:43 PM on Monday, February 13, 2023

### Past Minutes

All board members read minutes from last 3 board meetings. Motion passed to accept the minutes

### City financial report

Board goes over financial report: Shannon shares that without salaries, there is around \$65-70,000 left (\$150,000 with salaries). We will still use Papillion Sanitation for trash and recycling. We won't pay for this after March. Continental alarm and detection may be reimbursed due to issues with wiring and now the fire alarm talks to SEI everyday at 9:00am. This has gone on since early December. Called company and they said due to construction dust. This means we do not have a fire alarm currently. Mayor is not happy about this. Also, we still have issues with other alarms (i.e., SEI has not come back to show us how to use the alarm system). They should be here tomorrow or Wednesday.

There is a negative amount for software/databases. Shannon used these funds to pay for Cassie. This is a one time payment. Jackie said to pay for it out of these funds. Printer over \$5,000 and original budget was too low, so we amended it. CC hasn't payed it yet, since we don't get bills every three months we haven't split it yet.

Shannon talked to the grant writer, Nicole Turpin, who has been looking into grants for us and is finishing up the Dollar General grant. Nicole is looking into the grant for shelving, as we've only been allowed to use half of the budgeted money for shelves. This works out, as we can't use the other grant for a singular item. We are trying to save the approximately \$20,000 dollars in CIP for funds. Shannon brings up idea for solar-powered benches with technology for those in the community. Explains it easy to charge phones and has plexiglass which can be replaced. It is also connected to Bridges for our online books and is weaterproof. Nichole liked these ideas for the grant as well.

December budget and expense budget motion, seconded, and accepted.

### Director's Report

Discussion about open house reports. Board agrees it was a very nice event.

The library got invited to literacy night at the school, so we will close at 5:00 (from 5:00-6:00) and do a book tasting. It's a restaurant with genres of books for the kids to get taste of new book genres.

We've gotten our computers set up with Pixton (graphic novel online generator) and BreakOut Edu so we can continue to use these services.

Motioned and seconded Director's Report.

### **Unfinished Business**

DataServ: Jackie says nothing to worry about. This means we don't owe him anything, as far as Shannon is aware.

### **New Business**

Discussion of fund from Pottawatamie County. Programs, computer usage, and wifi from WhoFi can be used as validation. We can compare to other counties. We are one of the largest counties but other counties are getting more funds. We will reassess in June/July and then reconvene to get numbers right for them to take it them by October. Antanea from Council Bluffs reached out and will try to do the Imaginarium. We can't do it because it costs \$50,000 a year. She thinks she can get it funded and is looking to see if we can get to be a part of it.

Board member vacancy: discussion of open position. Supposedly there is a bill coming to dispan gender requirements for board. Misty Gray says Ron has 90 to decide on a male or he doesn't have to fill it at all since we still have enough *corum*. Donna resigned in October. According to Ron, he doesn't have to put anyone until he decides to, and Misty confirms. We may need to change bylaws. Continued discussion of this vacancy.

Discussion about parking lot and accessible curb.

Discussion about grants and when they would come into effect.

Motion to end meeting seconded and approved.



**Library Board Meeting - Agenda  
Monday, March, 13th, 2023  
4:30 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
  - A. February 2023
- III. City Financial Report**
  - A. January Budget & Expense Sheet
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
  - A. Meeting Packet
- VI. Unfinished Business.**
  - A. Construction nearing the end.
- VII. New Business**
  - A. New Board Member - Shawn Ammon
- VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: April 10th, 2023**
- X. Adjourn**

Minutes submitted by: Meggie Schmidt

**REVENUE & EXPENSE REPORT**  
**CALENDAR 1/2023, FISCAL 7/2023**

**PCT OF FISCAL YTD 58.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX		32,397.36	50,000.00	17,602.64
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES	72.95	218.81	1,900.00	1,681.19
001-410-4700	LIBRARY COUNTY CONTRIBUTI		1,246.00	1,500.00	254.00
	GENERAL TOTAL	72.95	33,862.17	54,600.00	20,737.83
005-410-4700	DONATIONS	105.00	107.01	1,000.00	892.99
005-410-4752	BOOK SALES - LIBRARY		42.76		42.76-
	LIBRARY RESERVE TOTAL	105.00	149.77	1,000.00	850.23
	TOTAL REVENUE	177.95	34,011.94	55,600.00	21,588.06
001-410-6010	SALARIES	9,596.87	70,062.48	80,288.00	10,225.52
001-410-6310	BUILDING/GROUNDS	1,783.33	3,583.80	12,200.00	8,616.20
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		4,751.67	4,000.00	751.67-
001-410-6495	PRINTER SUPPLIES	129.47	4,208.98	3,000.00	1,208.98-
001-410-6496	BRIDGES-OVERDRIVE	390.35	2,236.46	1,500.00	736.46-
001-410-6506	OFFICE SUPPLIES	471.17	21,584.14	2,200.00	19,384.14-
001-410-6507	OPERATING EXPENSES	198.30	4,210.60		4,210.60-
001-410-6508	POSTAGE	12.42	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)	1,327.63	11,323.63	10,000.00	1,323.63-
001-410-6606	PROGRAMS	2,171.49	12,031.51	5,500.00	6,531.51-
001-410-6612	COMMUNICATIONS-SECURITY S		35.83		35.83-
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	16,081.03	140,324.98	135,688.00	4,636.98-
005-410-6910	LIBRARY CIP		635.30		635.30-
	LIBRARY RESERVE TOTAL	.00	635.30	.00	635.30-
112-410-6110	FICA EXPENSE	729.58	5,321.88	6,142.00	820.12
112-410-6130	IPERS	906.23	6,608.03	7,579.00	970.97
112-410-6150	HEALTH INSURANCE	437.16	2,072.21	9,792.00	7,719.79
112-410-6151	DENTAL INSURANCE	64.60	378.80	749.00	370.20
112-410-6153	LIFE INSURANCE	25.80	180.60	259.00	78.40

**REVENUE & EXPENSE REPORT**  
**CALENDAR 1/2023, FISCAL 7/2023**

**PCT OF FISCAL YTD 58.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
112-410-6160	WORKER'S COMPENSATION	30.83	233.84	800.00	566.16
112-410-6170	UNEMPLOYMENT INS EXP	312.34	731.73	500.00	231.73-
	EMPLOYEE BENEFITS TOTAL	----- 2,506.54	----- 15,527.09	----- 25,821.00	----- 10,293.91
	TOTAL EXPENSES	=====	=====	=====	=====
		18,587.57	156,487.37	161,509.00	5,021.63
		=====	=====	=====	=====

<b>LIBRARY RESERVE BALANCE</b>			
<b>JANUARY 2023</b>			
<u>1/1/2023</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>1/31/2023</u>
\$20,706.51	105.00	-	\$20,811.51

**GENERAL LEDGER REPORT**  
FROM 1/01/2023 TO 1/31/2023

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-4470		LIBRARY SERVICES				145.86	
1/24/23		LIBRARY SERVIC			LIBRARY SERVICES	52.95	
					RECEIPT #25367		
1/24/23		LIBRARY SERVIC			CL LIBRARY SERVICES	20.00	
					RECEIPT #25370		
						-----	
						.00	72.95
005-410-4700		DONATIONS					
1/24/23		LIBRARY DONATI			LIBRARY DONATIONS	5.00	
					LIBRARY DONATIONS		
					RECEIPT #25368		
1/24/23		LIBRARY DONATI			LUTHER HENSON DONATION	60.00	
					LIBRARY DONATIONS		
					RECEIPT #25369		
1/24/23		LIBRARY DONATI			LIBRARY DONATIONS	40.00	
					LIBRARY DONATIONS		
					RECEIPT #25371		
						-----	
						.00	105.00
001-410-6010		SALARIES					
1/13/23					PR DT: 1/06/23	4,205.94	
1/27/23	172	METLIFE INSURA 2/23			LIFE INSURANCE	.01-	
					Correct Bollom		
1/27/23	172	METLIFE INSURA 02/23	1324130		LIFE INSURANCE	3.00-	
					Correct Bollom		
1/27/23					PR DT: 1/20/23	5,393.94	
						-----	
						9,596.87	.00
001-410-6310		BUILDING/GROUNDS					
1/04/23	1004	WINDOW TINTING 26075	71089		COM WINDOW FILM INSTALLATION	405.00	
1/16/23	784	PAPILLION SANI 6486998T050					
			71124		DUMPSTER/Library	116.38	
1/22/23	120	SAM'S CLUB / A 1/2/23	1324164		BLDG MAINT SUPPLIES/LIBRARY	450.92	
1/27/23	765	AMAZON 1/15/23	1324172		SUPPLIES/LIBRARY	811.03	
1/29/23	784	PAPILLION SANI 0009869			DUMPSTERS	741.00	
1/31/23	784	PAPILLION SANI 0009869			AP CHECK VOIDED	741.00-	
					DUMPSTERS		
						-----	
						1,783.33	.00
001-410-6495		PRINTER SUPPLIES					
1/16/23	984	EAKES OFFICE S 417065	71108		COPIER	129.47	
						-----	
						129.47	.00
001-410-6496		BRIDGES-OVERDRIVE					
1/05/23	707	AMERICAN NAT/C 12/30/23	1324152		OVERDRIVE/LIBRARY	390.35	

**GENERAL LEDGER HISTORY REPORT**  
**FROM 1/01/2023 TO 1/31/2023**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-6496		BRIDGES-OVERDRIVE						
						390.35	.00	
001-410-6506		OFFICE SUPPLIES						
1/27/23	765	AMAZON	1/15/23	1324172	OFFICE SUPPLIES/LIBRARY	471.17		
						471.17	.00	
001-410-6507		OPERATING EXPENSES						
1/05/23	707	AMERICAN NAT/C	12/30/23	1324152	VISTA PRINT/SIGNS LIBRARY	198.30		
						198.30	.00	
001-410-6508		POSTAGE						
1/31/23	1	January 2023			Library Postage July-Jan	12.42		
						12.42	.00	
001-410-6605		BOOKS (CITY)						
1/04/23	765	AMAZON	1RLD-KCG4-6F6W					
				1324148	BOOKS/LIBRARY	527.67		
1/16/23	979	BAKER & TAYLOR	2037066500	71098	NEW BOOKS	193.70		
	25096							
1/16/23	979	BAKER & TAYLOR	2037092238	71098	BOOKS	56.68		
	25152							
1/27/23	765	AMAZON	1/15/23	1324172	BOOKS/LIBRARY	550.34		
1/27/23	765	AMAZON	1/15/23	1324172	BOOKS-DISCOUNTS/LIBRARY	.76-		
						1,327.63	.00	
001-410-6606		PROGRAMS						
1/04/23	765	AMAZON	1RLD-KCG4-6F6W					
				1324148	PROGRAM SUPPLIES/LIBRARY	173.91		
1/05/23	707	AMERICAN NAT/C	12/30/23	1324152	PROGRAM SUPPLIES/LIBRARY	1,266.76		
1/22/23	120	SAM'S CLUB / A	1/2/23	1324164	PROGRAM SUPPLIES/LIBRARY	434.59		
1/22/23	120	SAM'S CLUB / A	1/2/23	1324164	PROGRAM SUPPLIES/LIBRARY	85.51-		
1/27/23	765	AMAZON	1/15/23	1324172	PROGRAMS/LIBRARY	381.74		
						2,171.49	.00	
112-410-6110		FICA EXPENSE						
1/13/23					PR DT: 1/06/23	319.35		
1/27/23					PR DT: 1/20/23	410.23		
						729.58	.00	
112-410-6130		IPERS						
1/13/23					PR DT: 1/06/23	397.04		
1/27/23					PR DT: 1/20/23	509.19		



**GENERAL LEDGER HISTORY REPORT**  
FROM 1/01/2023 TO 1/31/2023

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
112-410-6130		IPERS				906.23	.00	
112-410-6150		HEALTH INSURANCE						
1/13/23					PR DT: 1/06/23	203.58		
1/17/23	158	AUXIANT INSURA	1/17/23	1324158	HEALTH INS	30.00		
1/27/23					PR DT: 1/20/23	203.58		
						437.16	.00	
112-410-6151		DENTAL INSURANCE						
1/13/23					PR DT: 1/06/23	32.30		
1/27/23					PR DT: 1/20/23	32.30		
						64.60	.00	
112-410-6153		LIFE INSURANCE						
1/13/23					PR DT: 1/06/23	19.35		
1/27/23	172	METLIFE INSURA	2/23	1324130	LIFE INSURANCE	12.90-		
1/27/23					Correct Schmidt			
					PR DT: 1/20/23	19.35		
						25.80	.00	
112-410-6160		WORKER'S COMPENSATION						
1/04/23	1450	IMWCA	85547	71073	WORKERS COMP PREMIUM	30.83		
						30.83	.00	
112-410-6170		UNEMPLOYMENT INS EXP						
1/31/23	155	IA WORKFORCE D	12/22	1324171	UNEMPLOYMENT/Library	312.34		
						312.34	.00	
REPORT TOTALS						18,587.57	177.95	
TOTAL DEBITS / CREDITS								

# Carter Lake Public Library Board

2023

*Library Board Members 6 Year Terms*

First name	Last name	Phone	Email	Position	Address	Expiration
Patricia	Midkiff	402-981-2932	midkiffchuck@gmail.com	President	1516 Murray St. Carter Lake, IA 51510	July 2027
Bonnie	Freeman	402-639-4863	bjfreeman1@cox.net	Vice-President	1214 Willow Dr. Carter Lake, IA 51510	July 2024
Viki	Hawkins	712-347-6740	vkhawk47@cox.net	Board Member	171 Carter Lake Club Carter Lake, IA 51510	July 2023
Jo	Chullino	712-347-5003	chullino51510@aol.com	Board Member	1902 Lagoon Dr. Carter Lake, IA 51510	July 2023
Sharon	Paterson	402-203-9904	patersonlake@aol.com	Board Member	1100 Waters Edge Ct. Carter Lake, IA 51510	July 2026
Delbert	Settles	712-347-6272	grandsettles@cox.net	Board Member	38 Carter Lake Club Carter Lake, IA 51510	July 2027
Shawn	Ammon	712-847-0017	shawnammon@creighton.edu	Board Member	1009 Hiatt Street Carter Lake, IA 51510	July 2029

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