



**Library Board Meeting  
Agenda  
Monday, August 8<sup>th</sup>, 2022  
4:30 PM**

**I. Roll Call of Members**

**II. Disposition of Minutes of Previous Meeting**

- a. July 2022 – Pg 3 of Agenda Packet

**III. City Financial Report**

**IV. Action on Bills**

**V. Progress and Service Report of the Director**

- a. Page 2 of Meeting Packet

**VI. Unfinished Business**

- a. Renovation/ Construction Status Report
- b. Revision to Bylaws for meeting change
- c. Adoption of city hall's employee manual (on hold)

**VII. New Business**

- a. Extra Apollo Costs
- b. Operating Expenses – Budget Line
- c. County Money (added to Book Budget Line)/ Enrich Iowa and postage (added to Office Supplies Budget Line)
- d. Apollo Training
- e. New Library Cards

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

**IX. Adjourn**

Minutes submitted by: Donna Callender



## Library Director's Report August 8<sup>th</sup>, 2022

### July Circulation

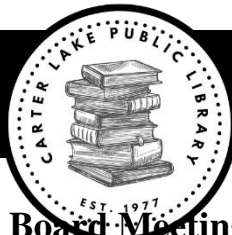
WiFi Usage	0
Computer Usage	0
Tech Help	0
New Cards	0
Patron Count	0
Circulation	0
Community Passes	0
Ebooks – Bridges	29
E-Audiobooks-Bridges	97

### Revenue

Photocopies	\$ 0
Computer Printouts	\$ 0
FAX	\$ 0
Laminate	\$ 0
Donations	\$ 0

### Current Updates:

- Due to major construction the employees of the library were stationed at Carter Lake City Hall from June 20<sup>th</sup> until August 1<sup>st</sup> therefore there was little data to report.
- Chelsea Bollom – Librarian I – began work on July 15<sup>th</sup>
- Chelsea created marketing plan for Carter Lake Days
- New Library Cards came in
- Ordered Youth State Awarded Books waiting on delivery
- Created programming for CL Elementary Preschool students
- Purchased and received Two A.W.E (Advanced Workstations in Education)
- Keeping up daily with construction
- Slowly putting library back together. Instituted a pick-up service which has been received positively by the community.



**Library Board Meeting Minutes**  
**Wednesday, July 11, 2022**  
**4:30 PM**

**Members responding to roll call:** Patti Midkiff, Bonnie Freeman, Viki Hawkins, Sharon Paterson, Jo Chullino, Donna Callender, Shannon Putney, Library Director

**Absent:** Delbert Settles

**Visitors:** No Visitors

Pattie opened the meeting.

**Disposition of Minutes of Previous Meeting:** Shannon made motion to accept minutes. Bonnie seconded. Motion passed.

**City Financial Report:** Shannon reported the \$133.84 clerical error withdrawal out of C.I.P. has been resolved and the funds credited back. Bonnie made motion to accept report. Viki seconded. Motion passed.

**Action on Bills:** No bills presented for action.

**Process and Service Report of the Director:** The June 11, 2022 Library Director's report presented and approved, followed by discussion. The financial benefits the Library will receive warrants obtaining accreditation status from the state. The board learned about Library City ordinances in accordance to Iowa's State Library requirements and elected the adoption of City Council Ordinances. Jo made motion to accept report by Director. Donna seconded. Motion passed.

**Unfinished Business:**



**a. Renovation/Construction Status Report:** Construction delays have moved the library reopening date back to August 1, 2022. Access to the library dropbox will remain closed until the reopening.

**b. Elly Byers follow-up: Discussion**

**c. Revision to Edward F. Owen Memorial Library, Library Board By-Laws:**

1) Add Library Mission Statement

2) Section II Membership, point 1. Delete third sentence “Board members shall serve no more than two consecutive terms.” Viki made motion to accept.

Bonnie seconded. Motion passed.

**d. Director’s authority and duties in accordance with City Ordinance 115.05 (management of employees): Discussion**

## **New Business:**

**a. Announcement of New Full-Time Hire (in accordance with fiscal budget):** Job offer made, waiting for resolution to approve pay.

**b. Adoption of City Hall’s Employee Handbook -** Additional discussion scheduled for next board meeting. Specific review of City and Library paid holidays schedules.

Public Comments from the Library Director, Library Board, and/or Carter Lake citizens: Next Board Meeting is 4:30 p.m. on August 8th.

**Adjournment:** Viki made motion to adjourn at 6:03. Jo seconded. Motion passed.

Donna Callender  
Secretary

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2022, FISCAL 1/2023**

**PCT OF FISCAL YTD 8.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	.00	.00	50,000.00	50,000.00
001-410-4466	ENRICH IOWA	.00	.00	1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES	.00	.00	1,900.00	1,900.00
001-410-4700	LIBRARY COUNTY CONTRIBUTI	.00	.00	1,500.00	1,500.00
	GENERAL TOTAL	.00	.00	54,600.00	54,600.00
005-410-4550	LIBRARY RESERVE	.00	.00	.00	.00
005-410-4700	DONATIONS	.00	.00	1,000.00	1,000.00
	LIBRARY RESERVE TOTAL	.00	.00	1,000.00	1,000.00
	TOTAL REVENUE	.00	.00	55,600.00	55,600.00
001-410-6010	SALARIES	8,363.89	8,363.89	80,288.00	71,924.11
001-410-6210	DUES/MEMBERSHIPS	.00	.00	.00	.00
001-410-6230	TRAINING & ADMIN	.00	.00	.00	.00
001-410-6310	BUILDING/GROUNDS	229.27	229.27	12,200.00	11,970.73
001-410-6371	UTILITIES-LIBRARY	621.56	621.56	8,500.00	7,878.44
001-410-6373	TELEPHONE-LIBRARY	146.08	146.08	3,000.00	2,853.92
001-410-6408	ICAP INSURANCE-LIBRARY	.00	.00	2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES	.00	.00	4,000.00	4,000.00
001-410-6495	COPIER	228.25	228.25	3,000.00	2,771.75
001-410-6496	BRIDGES-OVERDRIVE	.00	.00	1,500.00	1,500.00
001-410-6504	EQUIPMENT	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	8,209.00	8,209.00	2,200.00	6,009.00-
001-410-6507	OPERATING EXPENSES	1,329.10	1,329.10	.00	1,329.10-
001-410-6508	POSTAGE	.00	.00	100.00	100.00
001-410-6601	PERIODICALS	.00	.00	500.00	500.00
001-410-6602	VIDEOS	.00	.00	.00	.00
001-410-6603	AUDIO	.00	.00	.00	.00
001-410-6604	COUNTY MONEY	.00	.00	1,500.00	1,500.00
001-410-6605	BOOKS (CITY)	1,183.78	1,183.78	10,000.00	8,816.22
001-410-6606	PROGRAMS	1,132.11	1,132.11	5,500.00	4,367.89
001-410-6612	COMMUNICATIONS-SECURITY S	.00	.00	.00	.00
001-410-6614	HOTEL/MOTEL TAX	.00	.00	.00	.00
001-410-6621	VOLUNTEER APPRECIATION	.00	.00	.00	.00
001-410-6622	SOFTWARE LICENSES	.00	.00	.00	.00
001-410-6623	ENRICH IOWA	.00	.00	1,200.00	1,200.00
	GENERAL TOTAL	21,443.04	21,443.04	135,688.00	114,244.96
005-410-6910	LIBRARY CIP	.00	.00	.00	.00
005-410-6652	DONATIONS	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2022, FISCAL 1/2023**

**PCT OF FISCAL YTD 8.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	LIBRARY RESERVE TOTAL	.00	.00	.00	.00
112-410-6110	FICA EXPENSE	633.78	633.78	6,142.00	5,508.22
112-410-6130	IPERS	787.86	787.86	7,579.00	6,791.14
112-410-6150	HEALTH INSURANCE	8.76	8.76	9,792.00	9,783.24
112-410-6151	DENTAL INSURANCE	31.20	31.20	749.00	717.80
112-410-6152	VISION INSURANCE	.00	.00	.00	.00
112-410-6153	LIFE INSURANCE	18.30	18.30	259.00	240.70
112-410-6160	WORKER'S COMPENSATION	61.66	61.66	800.00	738.34
112-410-6170	UNEMPLOYMENT INS EXP	161.16	161.16	500.00	338.84
	EMPLOYEE BENEFITS TOTAL	1,702.72	1,702.72	25,821.00	24,118.28
	TOTAL EXPENSES	23,145.76	23,145.76	161,509.00	138,363.24

<b>LIBRARY RESERVE BALANCE</b>			
<b>JULY 2022</b>			
<u>7/1/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>7/31/2022</u>
\$21,297.34	-	-	\$21,297.34

**GENERAL LEDGER HISTORY REPORT**  
FROM 7/01/2022 TO 7/31/2022

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				.00		
7/01/22					PR DT: 6/24/22	2,900.00		
7/15/22	172	METLIFE INSURA	07/22	1323838	LIFE INSURANCE	2.29		
					CORRECT PUTNEY			
7/15/22	750	DELTA DENTAL P	8/22	1323840	DENTAL INS	15.60		
					CORRECTION PUTNEY			
7/15/22					PR DT: 7/08/22	2,453.75		
7/29/22					PR DT: 7/22/22	2,992.25		
						-----		
						8,363.89	.00	
001-410-6310		BUILDING/GROUNDS						
7/13/22	784	PAPILLION SANI	6316355T050					
					72159 DUMPSTERS/LIBRARY	82.81		
7/27/22	707	AMERICAN NAT/C	7/27/22	1323867	MENARDS / SUPPLIES / LIBRARY	146.46		
						-----		
						229.27	.00	
001-410-6371		UTILITIES-LIBRARY						
7/06/22	1184	BLACK HILLS	6/16/22	1323814	UTILITIES	37.73		
7/21/22	131	OPPD	7/1/22	1323865	UTILITIES	583.83		
						-----		
						621.56	.00	
001-410-6373		TELEPHONE-LIBRARY						
7/12/22	767	COX BUSINESS S	6/24/22	1323853	TELEPHONE/INTERNET LIBRARY	146.08		
						-----		
						146.08	.00	
001-410-6495		COPIER						
7/20/22	456	GREAT AMERICAN	31922060	1323861	COPIER/LIBRARY	228.25		
						-----		
						228.25	.00	
001-410-6506		OFFICE SUPPLIES						
7/08/22	1595	PETTY CASH/LIB	5/22	72092	INCREASE PETTY CASH/LIBRARY	5.00		
7/13/22	970	BARIGHT PUBLIC	68127	72111	STEEL WALL HANG COLUMNS	1,200.00		
7/13/22	1415	AWE	EOML22001-1	72109	LEARNING STATION	7,004.00		
						-----		
						8,209.00		
001-410-6507		OPERATING EXPENSES						
7/06/22	707	AMERICAN NAT/C	6/30/22	1323816	WEEBLY / WEBSITE LIBRARY	19.95		
7/06/22	707	AMERICAN NAT/C	6/30/22	1323816	WIX.COM / NEW WEBSITE-LIBRARY	442.98		
7/06/22	707	AMERICAN NAT/C	6/30/22	1323816	SUMMIT PRINTING/CARDS-LIBRARY	830.22		

**GENERAL LEDGER REPORT**  
FROM 7/01/2022 TO 7/31/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-6507		OPERATING EXPENSES					
7/13/22		99 JP COOKE	1236444	72142	NOTARY STAMP SHANNON PUTNEY	35.95	
	25055						
						-----	
						1,329.10	.00
001-410-6605		BOOKS (CITY)					
7/06/22		707 AMERICAN NAT/C		1323816	SCHOLASTIC/BOOKS-LIBRARY	293.78	
7/13/22		6/30/22 966		72113	BOOKPAGE PRINT	890.00	
		BOOKPAGE	S60415				
						-----	
						1,183.78	.00
001-410-6606		PROGRAMS					
7/06/22		707 AMERICAN NAT/C 6/30/22		1323816	IREAD / READING PROGRAMS/LIBR	139.10	
7/06/22		707 AMERICAN NAT/C 6/30/22		1323816	ORIENTAL TRADING/LIBR PROGRAMS	292.55	
				72092	PROGRAM SUPPLIES/LIBRARY		
7/08/22		1595 PETTY CASH/LIB 5/22			PARTY CITY/MIDKIFF	65.81	
7/13/22		21 FONTENELLE FOR 05122022		72127	MEMBSHIP PROGRAM	300.00	
7/13/22		575 LAURITZEN GARD 4-13-2021		72148	LIBRARY FAMILY MEMBERSHIP 72166	75.00	
7/13/22		687 THE DURHAM MUS CLO51922			MUSEUM PASS	150.00	
7/27/22		707 AMERICAN NAT/C 7/27/22		1323867	WALMART / PROGRAMS - LIBRARY	109.65	
						-----	
						1,132.11	.00
112-410-6110		FICA EXPENSE					
7/01/22					PR DT: 6/24/22	220.65	
7/15/22					PR DT: 7/08/22	185.60	
7/29/22					PR DT: 7/22/22	227.53	
						-----	
						633.78	.00
112-410-6130		IPERS					
7/01/22					PR DT: 6/24/22	273.76	
7/15/22					PR DT: 7/08/22	231.63	
7/29/22					PR DT: 7/22/22	282.47	
						-----	
						787.86	.00
112-410-6150		HEALTH INSURANCE					
7/13/22		508 AETNA BEHAVORI E0272709		72107	EAP SERVICES	8.76	



**GENERAL LEDGER HISTORY REPORT**  
 FROM 7/01/2022 TO 7/31/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO REFERENCE			ENDING BAL
112-410-6150		HEALTH INSURANCE					
					8.76	.00	
112-410-6151		DENTAL INSURANCE					
7/01/22				PR DT: 6/24/22	15.60		
7/15/22				PR DT: 7/08/22	15.60		
					31.20	.00	
112-410-6153		LIFE INSURANCE					
7/15/22	172	METLIFE INSURA	07/22	1323838 LIFE INSURANCE	5.40		
				CORRECT PUTNEY			
7/15/22				PR DT: 7/08/22	7.50		
7/29/22				PR DT: 7/22/22	5.40		
					18.30	.00	
112-410-6160		WORKER'S COMPENSATION					
7/13/22	1450	IMWCA	83639	72137 WORKERS COMP PREMIUM	30.83		
7/29/22	1450	IMWCA	83957	70498 WORKERS COMP PREMIUM	30.83		
					61.66	.00	
112-410-6170		UNEMPLOYMENT INS EXP					
7/31/22	155	IA WORKFORCE D	6/22	1323869 UNEMPLOYMENT/LIBRARY	161.16		
					161.16	.00	
REPORT TOTALS					23,145.76	.00	
TOTAL DEBITS / CREDITS							