



**Library Board Meeting
Agenda
Monday, July 11th, 2022
4:30 PM**

I. Roll Call of Members

II. Disposition of Minutes of Previous Meeting

- a. June 2022 – Pg 3 of Agenda Packet

III. City Financial Report

- a. Correction on \$133.84

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. Elly Byers follow-up
- c. Revision to Bylaws for meeting change
- d. Director's power and duties in accordance with City Ordinance 115.05 (management of employees)

VII. New Business

- a. Announcement of New Full-Time Hire (in accordance with fiscal budget)
- b. Adoption of city hall's employee manual

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

IX. Adjourn

Minutes submitted by: Viki Hawkins (typed by Elly Byers)



Library Director's Report June 11, 2022

June Circulation

WiFi Usage	29
Computer Usage	36
Tech Help	40
New Cards	Adult - 3 Juvenile - 3
Patron Count	292
Circulation	212
Community Passes	6

Revenues

Photocopies	\$ 2.55
Computer Printouts	\$ 26.65
FAX	\$ 14.25
Laminate	\$ 1.00
Donations	\$ 226.80

Current Updates:

- Library Director, registered notary
- Invited Misty Gray to June board meeting for introduction and information
- Posted and Closed Full-Time Librarian 1 job posting
- Began creating strategic plan
- Ordered new library cards (adult & children's card)
- Learning Library City Ordinances in accordance to Iowa State Library requirements



Library Board Meeting Minutes
Wednesday, June 29, 2022
4:30 PM

Members responding to roll call: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Sharon Paterson, Delbert Settles, Jo Chullino, Shannon Putney - Library Director

Absent: Donna Callender

Visitors: Misty Gray, SW District Consultant

Patti opened the meeting.

Disposition of Minutes of Previous Meeting:

Bonnie made motion to accept minutes. Sharon seconded. Motion passed.

City Financial Report: Shannon will check the \$133.84 out of C.I.P. with Jackie.

Bonnie made motion with \$133.84 correction. Viki seconded. Motion passed.

Action on Bills:

Sharon made motion to pay bills. Jo seconded. Motion passed.

Process and Service Report of the Director: See the report in June packet.

Viki made motion to accept. Delbert seconded. Motion passed.

Unfinished Business:

1. Construction

All the Library supplies to do construction arrived. Carpet is up and working to get glue up. Library closed until July 18th

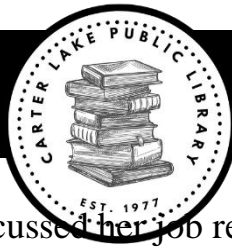
New Business:

1. Budget was amended.

2. Shannon is interviewing for new position. Shannon will close apps. on July 1st

3. Discussion was held on Elly's position. Shannon will review the job description.

4. Meeting updating by-laws to move meeting to second Monday at 4:30pm ASAP. Bonnie made motion to make change to comply with state requirements. Viki seconded. Motion passed.



5. Misty Gray (District Consultant) discussed her job relationship to our Library. She discussed accreditation and the tiers.

6. C.I.P. Viki made motion to move balance of 21/22 budget to C.I.P. Bonnie seconded. Motion passed.

Adjournment:

Viki made motion to adjourn. Delbert seconded. Motion passed.

REVENUE & EXPENSE REPORT
CALENDAR 6/2022, FISCAL 12/2022

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX		56,710.16	40,000.00	16,710.16-
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES	505.72	1,269.58	1,900.00	630.42
001-410-4700	LIBRARY COUNTY CONTRIBUTI		2,473.00	1,500.00	973.00-
	GENERAL TOTAL	505.72	60,452.74	44,600.00	15,852.74-
005-410-4700	DONATIONS	195.00	2,061.65	1,000.00	1,061.65-
	LIBRARY RESERVE TOTAL	195.00	2,061.65	1,000.00	1,061.65-
	TOTAL REVENUE	700.72	62,514.39	45,600.00	16,914.39-

001-410-6010	SALARIES	6,197.35	86,888.13	76,000.00	10,888.13-
001-410-6310	BUILDING/GROUNDS	2,153.80	9,640.20	12,200.00	2,559.80
001-410-6371	UTILITIES-LIBRARY	528.94	7,519.92	8,000.00	480.08
001-410-6373	TELEPHONE-LIBRARY	191.40	1,837.76	2,300.00	462.24
001-410-6408	ICAP INSURANCE-LIBRARY	2,505.62	2,505.62	2,200.00	305.62-
001-410-6419	SOFTWARE/DATABASES	759.00	3,308.47	3,000.00	308.47-
001-410-6495	COPIER	598.37	2,581.05	2,300.00	281.05-
001-410-6496	BRIDGES-OVERDRIVE		981.30	1,025.00	43.70
001-410-6506	OFFICE SUPPLIES	1,317.15	3,491.76	2,300.00	1,191.76-
001-410-6508	POSTAGE			55.00	55.00
001-410-6601	PERIODICALS		938.65	650.00	288.65-
001-410-6604	COUNTY MONEY			1,500.00	1,500.00
001-410-6605	BOOKS (CITY)	142.68	5,533.00	10,000.00	4,467.00
001-410-6606	PROGRAMS	580.85	2,458.75	5,000.00	2,541.25
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	14,975.16	127,684.61	127,730.00	45.39

****There is no budget left to transfer to CIP Account.****

005-410-6910	LIBRARY CIP	133.84-			
	LIBRARY RESERVE TOTAL	133.84-	.00	.00	.00

112-410-6110	FICA EXPENSE	470.62	6,643.39	5,814.00	829.39-
112-410-6130	IPERS	582.21	7,256.02	7,174.00	82.02-
112-410-6150	HEALTH INSURANCE		2,881.20	13,236.00	10,354.80
112-410-6151	DENTAL INSURANCE	15.60-	202.80	749.00	546.20
112-410-6153	LIFE INSURANCE	12.90	131.70	259.00	127.30
112-410-6160	WORKER'S COMPENSATION	71.98	913.55	600.00	313.55-
112-410-6170	UNEMPLOYMENT INS EXP		165.79	500.00	334.21
	EMPLOYEE BENEFITS TOTAL	1,122.11	18,194.45	28,332.00	10,137.55

REVENUE & EXPENSE REPORT
CALENDAR 6/2022, FISCAL 12/2022

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL EXPENSES	15,963.43	145,879.06	156,062.00	10,182.94

LIBRARY RESERVE BALANCE			
JUNE 2022			
<u>6/1/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>6/30/2022</u>
\$20,968.50	195.00	(133.84)	\$21,297.34