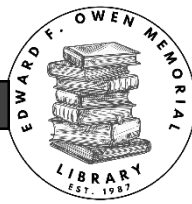




AGENDA
City of Carter Lake
LIBRARY BOARD WORKSHOP
1120 Willow Dr., MONDAY, May 16, 2022
at 1:00 p.m.

Business

1. Hiring of qualified part-time programming librarian at the start of fiscal year
2. Concerns about setting per item monetary limit
3. Library future goals



**Library Board Meeting
Agenda
Wednesday, May 25th, 2022
6:00 PM**

I. Roll Call of Members

II. Disposition of Minutes of Previous Meeting

1. April 2022

III. City Financial Report

1. April 2022

IV. Action on Bills

V. Progress and Service Report of the Director

VI. Unfinished Business

1. Hiring of qualified part-time librarian at the start of fiscal year
2. New 22/23 Amended Budget w/ City Clerk – Jackie Carl

VII. New Business

1. Future Goals for the library

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

IX. Adjourn

Facilitator Name adjourned the meeting at time.

Minutes submitted by:



Director's Monthly Report

04/01/2022 - 04/30/2022

Revenue

Photocopies	\$13.25
Computer Printouts	\$25.00
Fax	\$4.50
Laminate	\$0.50
Donations	\$54.01

Passes Program

Community Passes	11
------------------	----

Patrons

# of Patrons	1470
Door Count	198
Adult Cards	12
Juvenile Cards	2

Circulation

Physical Items	253
Ebooks (Bridges)	23
Audiobooks (Bridges)	75

Other

WiFi Usage	42
Computer Usage	48
Tech Help	6



Monthly changes

Library Wide

- ✓ Update Library Hours- Mon. – Fri. 10a – 6p; Sat. 10a – 2p
- ✓ Revamped Facebook Page now called “Carter Lake Public Library”
- ✓ Established Children’s Facebook Page “Carter Lake Children’s Library” for posts specific to children and family events.
- ✓ Established “Carter Lake Teens” Instagram for posts specific to Carter Lake Teenagers
- ✓ Promoted and Collected Items for Ms. Whitmore’s 5th Grade Exhibition Group Project “Stop Neglect and Abuse of Animals (CLE)
- ✓ Promoted information and collected items for Pollinator Event – June 25th
- ✓ Promoted and Collected puzzles for community “Puzzle Swap”
- ✓ Secured Teaching Books Database to use for programming and in conjunction with CLE curriculum (\$850 annual cost) for \$0
- ✓ Promoting Summer Reading @ CLE Friday, May 20th
- ✓ Drafted Part-Time Librarian I position to be reviewed and posted
- ✓ Focused training with current employee and going well
- ✓ Scheduled Scholastic Book Fair – June 6th – 11th in conjunction with Summer Reading
- ✓ Preparing the library and excited for demolition, flooring, and painting
Scheduled safety and CPR training with Phil Newton for Elly and I, May 2nd , 2022

REVENUE & EXPENSE REPORT
CALENDAR 4/2022, FISCAL 10/2022

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX		39,281.08	40,000.00	718.92
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES	21.50	763.86	1,900.00	1,136.14
001-410-4700	LIBRARY COUNTY CONTRIBUTI	1,236.50	2,473.00	1,500.00	973.00-
	GENERAL TOTAL	1,258.00	42,517.94	44,600.00	2,082.06
005-410-4700	DONATIONS	6.05	1,816.65	1,000.00	816.65-
	LIBRARY RESERVE TOTAL	6.05	1,816.65	1,000.00	816.65-
	TOTAL REVENUE	1,264.05	44,334.59	45,600.00	1,265.41
001-410-6010	SALARIES	2,922.50	74,632.03	76,000.00	1,367.97
001-410-6310	BUILDING/GROUNDS	591.07	7,003.59	12,200.00	5,196.41
001-410-6371	UTILITIES-LIBRARY	688.41	6,407.05	8,000.00	1,592.95
001-410-6373	TELEPHONE-LIBRARY	140.88	1,567.36	2,300.00	732.64
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES	54.00	1,985.91	3,000.00	1,014.09
001-410-6495	COPIER	103.45	1,890.68	2,300.00	409.32
001-410-6496	WILBOR - AUDIO AND E-BOOK		981.30	1,025.00	43.70
001-410-6506	OFFICE SUPPLIES		1,486.51	2,300.00	813.49
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)		4,001.69	10,000.00	5,998.31
001-410-6606	PROGRAMS		1,821.14	5,000.00	3,178.86
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	4,500.31	102,715.91	127,730.00	25,014.09
005-410-6910	LIBRARY CIP		133.84		133.84-
	LIBRARY RESERVE TOTAL	.00	133.84	.00	133.84-
112-410-6110	FICA EXPENSE	223.57	5,709.28	5,814.00	104.72
112-410-6130	IPERS	275.89	6,101.86	7,174.00	1,072.14
112-410-6150	HEALTH INSURANCE		2,872.44	13,236.00	10,363.56
112-410-6151	DENTAL INSURANCE		218.40	749.00	530.60
112-410-6153	LIFE INSURANCE	32.40-	118.80	259.00	140.20
112-410-6160	WORKER'S COMPENSATION		841.57	600.00	241.57-
112-410-6170	UNEMPLOYMENT INS EXP	123.24	165.79	500.00	334.21
	EMPLOYEE BENEFITS TOTAL	590.30	16,028.14	28,332.00	12,303.86

REVENUE & EXPENSE REPORT
CALENDAR 4/2022, FISCAL 10/2022

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL EXPENSES	5,090.61	118,877.89	156,062.00	37,184.11

LIBRARY RESERVE BALANCE			
APRIL 2022			
<u>4/1/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>4/30/2022</u>
\$20,912.45	6.05	-	\$20,918.50

GENERAL LEDGER HISTORY REPORT
FROM 4/01/2022 TO 4/30/2022

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		742.36	
4/28/22	LIBRARY SERVIC	LIBRARY SERVICES COPIES FAXES PRINTS RECEIPT #24360	21.50	

		.00	21.50	
001-410-4700	LIBRARY COUNTY CONTRIBUTION			
4/30/22	LIBRARY COUNTY	POTTAWATTAMIE COUNTY LIBRARY COUNTY MONEY RECEIPT #24381	1,236.50	

		.00	1,236.50	
005-410-4700	DONATIONS			
4/28/22	LIBRARY DONATI	DONATIONS LIBRARY DONATIONS RECEIPT #24359	6.05	

		.00	6.05	
001-410-6010	SALARIES			
4/08/22		PR DT: 4/01/22	888.75	
4/22/22		PR DT: 4/15/22	3,001.25	
4/30/22	1 April2022 P/R	Corr P/R 3/25 Dble Posts	967.50-	

		2,922.50	.00	
001-410-6310	BUILDING/GROUNDS			
4/07/22	585 ANDRE'S PRO CL 24	71717 LIBRARY JANITORIAL	100.00	
4/07/22	784 PAPIILLION SANI 6230151T050	71752 DUMPSTER/LIBRARY	91.07	
4/13/22	585 ANDRE'S PRO CL 24A	71764 LIBRARY CLEANING	200.00	
4/27/22	585 ANDRE'S PRO CL 26	71804 JANITORIAL/LIBRARY	200.00	

		591.07	.00	
001-410-6371	UTILITIES-LIBRARY			
4/06/22	1184 BLACK HILLS 3/17/22	1323684 UTILITIES	295.04	
4/22/22	131 OPPD 4/1/22	1323693 UTILITIES	393.37	

		688.41	.00	
001-410-6373	TELEPHONE-LIBRARY			
4/12/22	767 COX BUSINESS S 3/25/22	1323685 INTERNET/Library	79.00	
4/20/22	767 COX BUSINESS S 040722	71784 TELEPHONE/INTERNET	61.88	

		140.88	.00	
001-410-6419	SOFTWARE/DATABASES			
4/13/22	221 DATASERV CORPO 177828	71767 COMPUTER NETWORK	54.00	

GENERAL LEDGER HISTORY REPORT
 FROM 4/01/2022 TO 4/30/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-6419		SOFTWARE/DATABASES					

						54.00	.00
001-410-6495		COPIER					
4/20/22	456	GREAT AMERICAN	31334836	1323691	COPIER/LIBRARY	103.45	

						103.45	.00
001-410-6506		OFFICE SUPPLIES					
4/19/22	1595	PETTY CASH/LIB	4/22	71780	INCREASE PETTY CASH/LIBRARY	210.00	
4/30/22		1 April 2022			Corr Ck71780 Library PettyCash	210.00-	

						.00	.00
112-410-6110		FICA EXPENSE					
4/08/22					PR DT: 4/01/22	67.99	
4/22/22					PR DT: 4/15/22	229.60	
4/30/22	1	April2022 P/R			Corr P/R 3/25 Dble Posts	74.02-	

						223.57	.00
112-410-6130		IPERS					
4/08/22					PR DT: 4/01/22	83.90	
4/22/22					PR DT: 4/15/22	283.32	
4/30/22	1	April2022 P/R			Corr P/R 3/25 Dble Posts	91.33-	

						275.89	.00
112-410-6153		LIFE INSURANCE					
4/22/22	172	METLIFE INSURA	5/22	1323670	LIFE INSURANCE	32.40-	
					Credit/ G Hawkins		

						32.40-	.00
112-410-6170		UNEMPLOYMENT INS EXP					
4/30/22	155	IA WORKFORCE D	3/22	1323698	UNEMPLOYMENT/Library	123.24	

						123.24	.00
		REPORT TOTALS				=====	
					TOTAL DEBITS / CREDITS	5,090.61	1,264.05

Budget Lines	D	(FT)	(PT)	22/23 Amend-Projected	Difference from Orig. Bud.
Wages	\$52,000.00	\$33,280.00	\$27,144.00	\$112,424.00	-\$32,136.00
Buildings/Grounds	\$12,200.00			\$12,200.00	\$0.00
Utilities	\$12,000.00			\$12,000.00	-\$3,500.00
Telephone/Internet	\$3,000.00			\$3,000.00	\$0.00
Insurance	\$2,200.00			\$2,200.00	\$0.00
Software/Databases	\$4,500.00			\$4,500.00	-\$500.00
Copier/Printer	\$3,000.00			\$3,000.00	\$0.00
BRIDGES - E Books	\$3,000.00			\$3,000.00	-\$1,500.00
Office Supplies	\$4,000.00			\$4,000.00	-\$1,800.00
Postage	\$150.00			\$150.00	
Periodicals	\$700.00			\$700.00	-\$200.00
County Money	\$1,500.00			\$1,500.00	
Books	\$23,000.00			\$23,000.00	-\$13,000.00
Programs	\$13,600.00			\$13,600.00	-\$8,100.00
Community Passes	\$1,900.00			\$1,900.00	-\$1,900.00
Resin Library Cards	\$2,200.00			\$2,200.00	-\$2,200.00
Library Computers	\$11,850.00			\$11,850.00	-\$11,850.00
Marketing	\$400.00			\$400.00	-\$400.00
Totals	\$151,200.00	\$33,280.00	\$27,144.00	\$211,624.00	-\$77,086.00
Extra Salary Costs					\$27,144.00
Approximate Extra Operating Costs					-\$49,942.00

Designate \$3,000.00 out of CIP for new employee computers

Director - \$25 x 40 =52,000.00 - Library Clerk - \$16.00 x 40 = \$33,280.00 - Part-Time Librarian/Programmer - \$18.00 x 29 = \$27,144

LIBRARY SERVICES	Original FY Budget 22/23
Wages	\$80,288.00
Buildings/Grounds	\$12,200.00
Utilities	\$8,500.00
Telephone/Internet	\$3,000.00
Insurance	\$2,200.00
Software/Databases	\$4,000.00
Copier/Printer	\$3,000.00
BRIDGES - E Books	\$1,500.00
Office Supplies	\$2,200.00
Postage	\$100.00
Periodicals	\$500.00
County Money	\$1,500.00
Books	\$10,000.00
Programs	\$5,500.00
Total:	\$134,488.00

Expenditures 22/23 Fiscal Year		
LIBRARY SERVICES	Explanation of Expenditures	Approx. Budget Amounts
Wages	LD = \$52,000 FT = \$33,280 PT = \$27,144	\$112,424.00
Integrated Library System	Apollo Set Up Fee = \$400 Annual Cost = \$800	\$1,200.00
Resin Library Cards Brodart	New Library Cards for community (price increase)	\$2,200.00
Databases (Annual Cost)	Ancestry = \$1600 Newsbank = \$900 Breakout.Edu = \$230 (Physical & Digital) Pixton = \$300 Book Connections = \$850 =\$0 Crunchy Roll Anime = \$205 =\$0	\$3,300.00
Overdrive BRIDGES + Advantage	Overdrive = \$1100 Advantage Program = \$1900 (approx. 3 Ebooks a month)	\$3,000.00
Operating Expenses	Cash Register Barcode Scanner Book Tape Kapco Paperback Book Covers Postage	\$4,000.00
Periodicals		\$700.00
Books & DVDs	Children's Nonfiction Update = \$5000 Books & DVDs = \$18000	\$23,000.00
Programming (annual cost derived from approximate monthly cost)	Childrens & Teens= \$9600 Adult = \$4000	\$13,600.00
(Community) Programming	Passes: Henry Doorly Zoo Fontenelle Forest Omaha Children's Museum Lauritzen Garden Durham Heritage Museum Pottawattamie Parks & Rec	\$1,900.00
Computers	(2) AWE Stations = \$7500 (3) Employee Computers = \$1650 (6) Library Computers = \$2700	\$11,850.00
Marketing	OptiSigns	\$300.00
Total:		\$177,474.00
Designate \$3,000.00 out of CIP for new computers		
Library Director - \$25 x 40 = \$2,000.00 - FT - \$16.00 x 40 = \$33,280.00 - Part-Time Librarian/Programmer - \$18.00 x 29 = \$27,144		