



**Library Board Meeting - Agenda
Monday, Nov. 14th, 2022
4:30 PM**

- I. Roll Call of Members**
- II. Disposition of Minutes of Previous Meeting**
 - a. October 2022
- III. City Financial Report**
 - a. September Budget & Expense Sheet
- IV. Action on Bills**
- V. Progress and Service Report of the Director**
 - a. Meeting Packet
- VI. Unfinished Business.**
 - a. Construction moving forward from this point.
- VII. New Business**
 - a. Overtime
 - b. Furniture
 - c. Holiday Closures
 - Thanksgiving (Nov. 24th - 27th)
 - December (23rd - Half Day) (24th - 26th)
 - January (2nd)
 - d. Board Member Vacancy
- VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)**
- IX. Next Board Meeting Date: **January 9th, 2023****
- X. Adjourn**

**Library Director's Report
November 14th, 2022****October Circulation**

| | |
|----------------------|-----|
| Network Usage | 104 |
| New Cards | 45 |
| Patron Count | 209 |
| Programming | 362 |
| Circulation | 521 |
| E-Audiobooks/ Ebooks | 23 |

Revenue

| | |
|--------------------------------------|----------|
| B&W / Color Copies | \$ 43.59 |
| FAX | \$ 21.01 |
| Better World Books (Discarded Books) | \$ 42.76 |
| Donations | \$ 50.00 |

Current Updates:

- Website is getting an update now that we have been operating for 60 days and know more about what the community is needing and looking for from us.
- Creating Mobile App through Spaces by Wix. However, looking into a branded app for better usability.
- In an effort to focus more on library programming, library staff will no longer work with the 21st Century Club through the CB district after the first of the year. Instead we will be partnering directly with CLE and individual classes.
- Creating partnership with Courtney Comfort of the Boys and Girls club. Looking to offer programming at times and days that her kids would be able to attend.
- Working with Sandy Anderson for space for library board meetings and monthly book club.
- Due to the experiences we were able to give our UNO practicum student. UNO has put our library on their permanent list for practicum student placement.
- SWEET STREET WAS A HUGE SUCCESS!! Chelsea, Meggie, JaKLyn (Practicum Student), Branden Bowen (TJ student volunteer), and Nora Schmidt (Meggie's Twin) created, built, and worked the "haunted corn maze". They gave out popcorn and candy.

Chelsea, Meggie, & JaKLyn were "Li-Bear-ians", (Paddington Bear, Corduroy, and Mother Bruce. From the statements I've received from the community, they seemed to love it!! So now we'll have to outdo ourselves next year.



Carter Lake Public Library Board Meeting

10/11/2022 4:30pm

Roll Call:

President Patricia Midkiff
Vice-President Bonnie Freeman
Sharon Paterson
Viki Hawkins
Jo Chullino
Delbert Settles
Library Director Shannon Putney
Librarian Specialist Meggie Schmidt

Guest:

Pam Christensen

Absent:

Donna Callender

Disposition of Minutes of Previous Meeting

No previous minutes from Donna- Vicki reports the following:

- Accepted financial report, accepted payment of bills, director report, all passed.
- The library will offer cards for non-resident members, \$35 per/year. A new policy will need to be made.
- According to Shannon, construction is still working on the workout room, library, and community center.
- New from September: name change with new sign with Edward F. Owen underneath.
- CIP money used for tech, as needed.

Passed as last month's meetings.

City Financial Report

Concerns stated about \$16,000 owed on office supplies and operating expenses. This has NOT been renewed for this year (\$25,000 new office budget instead of \$2,200). Shannon showed the revised budget and what is spent monthly. Office expenses included items like computers/monitors/laptops (7 desktops), DataServ expenses, Demco. New operating expenses are new to the budget, so nothing was budgeted (that's why showing in the hole). Computers will be set up when the drywall is done.

Will print off the updated actual/revised budget sheet to compare for the next meeting.

Action on Bills

Motion to pay bills accepted.

Progress and Service Report of the Director

Director: patron count is on the rise! Wednesdays are popular between tech class, preschool, coffee ladies, and other patrons. Lots of good reviews about tech class. Audio ebook and audiobook- we are



in a consortium from the state; but the problem is you are typically on hold a lot longer. Would like to get some of our own books to reduce wait time.

Coffee club made a donation of \$50.00 a couple of weeks ago. It is in the petty cash deposit bag instead of the till. It was a nice donation to the library.

Unfinished business

N/A

New Business

Proposed CIP funds for technology. New computers will need “deep freeze”, which is around \$600 for 3 years. In the process of getting a new tech company to work with the city. City interviewed 2 new companies.

DataServ emailed that the library did not communicate problems. Shannon responded with an email. Our wifi is very weak, DataServ put us off and Shannon asked for data points. One access point is overworked. Staff can't download marc records to put info into the catalog. The firewall has staff blocked. Not having records leads to days of work. WhoFi tablet takes patron information about phones, etc. that reports to the state. It is great! Data serve has a splash page for wifi and it blocks WhoFi. Fortinet needs to be changed but now states it has not been brought up. Shannon wrote out a bullet statement of when she listed the changes and sent it out to everyone. Other vendors could not do work without these changes done.

*Notetaker had to step out to assist patrons... Returning approx 5:10pm

At the construction meeting, Shannon asked about hiring Lowe's to put in cabinets to put under circ. desk. Instead, Nichole will send exact numbers for custom cabinets. Shannon will make a decision after seeing the numbers but wants to go with the cheaper options. Nichole is hesitant with what will last, but we need to fit it in the budget. The library is known to be frugal, but the budget has been tripled to get updates with the community center. Have previously been working with a limited budget, but doing some new things in teens, new books, etc.

We are holding off on talking about CIP money. Warning on what CIP money and what the city wants. Do not want to spend CIP money on furniture.

Put everything on hold for now. Shannon will let any changes know with construction. Board will approve or disapprove it.



Shannon tells the board about professional development at the Ethics conference at CHI.

Board Member Training:

Using a new projector screen. Programs have been getting positive responses.

Pixton: used with a graphic novel club. This is software bought for programs. Kids sign in with the link and you build your own avatar. You can then build your own comics. Shannon shows an example comic from an elementary student and explains how we will print out their comics at the end of the semester. 21st-Century Club (partners with council bluffs school district) is what we are currently using this with, but not sure we will partner with them for next semester (try to focus on some more programs at the library).

Working to get some grants to get this as a possible program at the library. Content packets provide topics for the students if Chelsea chooses to use them. Adults and children can prefer to read graphic novels/comics over novels. Kids at elementary school had requested graphic novels, so we are making sure we have them at the library.

Shannon does Brainbusters on Thursdays and will do breakout EDU with the board next time to demonstrate. The library might not continue this club due to students' behaviors, as they don't always want to be there. At mystery club, they get into the Breakout Edu club because they want what's inside, so reduce behaviors. We still have students who don't want to be there, and they move kids around each week. 21st-Century is understaffed (was supposed to have another person to stay with the group floater). Currently, we have 3rd-5th graders and one 2nd grader. They don't have an after-school Kids and Company program anymore, that's why 21st-Century is here. Chelsea hasn't had many kids join because hers is more of a set program. Thinks it's an interesting program and it is good to know what we are doing.

Patty suggests looking into a grant for furniture.

Question: \$17.00 of fines, books were lost (*Smile*). Excited because it was a teenager. Also, Shannon got her first tutor and a second tutor will join at the end of November. 12 year old wants to volunteer as well.

Used to do GED classes, and someone used to come in and do them. Do we still do them? Shannon will look into it. Usually 1-3 people. We have tech classes currently.

Public Comments

None

Adjourned

REVENUE & EXPENSE REPORT
CALENDAR 9/2022, FISCAL 3/2023

PCT OF FISCAL YTD 25.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|---------------------------|-------------|-------------|------------|------------|
| 001-410-4085 | HOTEL/MOTEL TAX | | 19,867.76 | 50,000.00 | 30,132.24 |
| 001-410-4466 | ENRICH IOWA | | | 1,200.00 | 1,200.00 |
| 001-410-4470 | LIBRARY SERVICES | | | 1,900.00 | 1,900.00 |
| 001-410-4700 | LIBRARY COUNTY CONTRIBUTI | | | 1,500.00 | 1,500.00 |
| | GENERAL TOTAL | ----- | ----- | ----- | ----- |
| | | .00 | 19,867.76 | 54,600.00 | 34,732.24 |
| | | ----- | ----- | ----- | ----- |
| 005-410-4700 | DONATIONS | | | 1,000.00 | 1,000.00 |
| | LIBRARY RESERVE TOTAL | ----- | ----- | ----- | ----- |
| | | .00 | .00 | 1,000.00 | 1,000.00 |
| | | ----- | ----- | ----- | ----- |
| | TOTAL REVENUE | ===== | ===== | ===== | ===== |
| | | .00 | 19,867.76 | 55,600.00 | 35,732.24 |
| | | ===== | ===== | ===== | ===== |
| 001-410-6010 | SALARIES | 9,674.50 | 25,885.03 | 80,288.00 | 54,402.97 |
| 001-410-6310 | BUILDING/GROUNDS | 940.19 | 1,169.46 | 12,200.00 | 11,030.54 |
| 001-410-6371 | UTILITIES-LIBRARY | 841.57 | 2,180.92 | 8,500.00 | 6,319.08 |
| 001-410-6373 | TELEPHONE-LIBRARY | 550.80 | 1,234.16 | 3,000.00 | 1,765.84 |
| 001-410-6408 | ICAP INSURANCE-LIBRARY | | | 2,200.00 | 2,200.00 |
| 001-410-6419 | SOFTWARE/DATABASES | 190.67 | 2,889.67 | 4,000.00 | 1,110.33 |
| 001-410-6495 | COPIER | 3,051.51 | 3,376.80 | 3,000.00 | 376.80- |
| 001-410-6496 | BRIDGES-OVERDRIVE | | 1,096.11 | 1,500.00 | 403.89 |
| 001-410-6506 | OFFICE SUPPLIES | 1,554.18 | 19,902.97 | 2,200.00 | 17,702.97- |
| 001-410-6507 | OPERATING EXPENSES | 227.70 | 3,298.45 | | 3,298.45- |
| 001-410-6508 | POSTAGE | | | 100.00 | 100.00 |
| 001-410-6601 | PERIODICALS | | | 500.00 | 500.00 |
| 001-410-6604 | COUNTY MONEY | | | 1,500.00 | 1,500.00 |
| 001-410-6605 | BOOKS (CITY) | 3,769.54 | 4,983.27 | 10,000.00 | 5,016.73 |
| 001-410-6606 | PROGRAMS | 2,056.73 | 3,338.84 | 5,500.00 | 2,161.16 |
| 001-410-6623 | ENRICH IOWA | | | 1,200.00 | 1,200.00 |
| | GENERAL TOTAL | ----- | ----- | ----- | ----- |
| | | 22,857.39 | 69,355.68 | 135,688.00 | 66,332.32 |
| | | ----- | ----- | ----- | ----- |
| 112-410-6110 | FICA EXPENSE | 735.43 | 1,961.40 | 6,142.00 | 4,180.60 |
| 112-410-6130 | IPERS | 913.27 | 2,437.66 | 7,579.00 | 5,141.34 |
| 112-410-6150 | HEALTH INSURANCE | .01- | 8.75 | 9,792.00 | 9,783.25 |
| 112-410-6151 | DENTAL INSURANCE | 31.20 | 93.60 | 749.00 | 655.40 |
| 112-410-6153 | LIFE INSURANCE | 25.80 | 51.60 | 259.00 | 207.40 |
| 112-410-6160 | WORKER'S COMPENSATION | 30.83 | 92.49 | 800.00 | 707.51 |
| 112-410-6170 | UNEMPLOYMENT INS EXP | | 161.16 | 500.00 | 338.84 |
| | EMPLOYEE BENEFITS TOTAL | ----- | ----- | ----- | ----- |
| | | 1,736.52 | 4,806.66 | 25,821.00 | 21,014.34 |
| | | ----- | ----- | ----- | ----- |
| | TOTAL EXPENSES | ===== | ===== | ===== | ===== |
| | | 24,593.91 | 74,162.34 | 161,509.00 | 87,346.66 |
| | | ===== | ===== | ===== | ===== |

REVENUE & EXPENSE REPORT
CALENDAR 9/2022, FISCAL 3/2023

PCT OF FISCAL YTD 25.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|---------------|----------------|----------------|--------|------------|
|----------------|---------------|----------------|----------------|--------|------------|

| LIBRARY RESERVE BALANCE | | | |
|--------------------------------|-----------------|----------------|------------------|
| September 2022 | | | |
| <u>9/1/2022</u> | <u>REVENUES</u> | <u>EXPEND.</u> | <u>9/30/2022</u> |
| \$21,297.34 | - | - | \$21,297.34 |

GENERAL LEDGER HISTORY REPORT
FROM 9/01/2022 TO 9/30/2022

| ACCOUNT NUMBER | JOB/PO ACCOUNT TITLE | | | | DEBITS | CREDITS | NET CHANGE |
|----------------|----------------------|-------------|----------|--------------------------------|-----------|---------|------------|
| DATE ACCT NO | NAME | INVOICE NO | CHECK NO | REFERENCE | | | ENDING BAL |
| 001-410-6010 | SALARIES | | | | 16,210.53 | | |
| 9/09/22 | | | | PR DT: 9/02/22 | 4,750.25 | | |
| 9/23/22 | | | | PR DT: 9/16/22 | 4,924.25 | | |
| | | | | | ----- | | |
| | | | | | 9,674.50 | .00 | |
| 001-410-6310 | BUILDING/GROUNDS | | | | | | |
| 9/12/22 | 765 AMAZON | 008012022 | | TEMP DROP BOX | 420.35 | | |
| 9/12/22 | 784 PAPILLION SANI | 6359938T060 | | | | | |
| | | | 70629 | DUMPSTER/LIBRARY | 15.62 | | |
| 9/12/22 | 765 AMAZON | 008012022 | | TEMP DROP BOX | 420.35 | | |
| 9/12/22 | 765 AMAZON | 8/10/22 | 70603 | TEMP DROP BOX/LIBRARY | 259.99 | | |
| 9/30/22 | 120 SAM'S CLUB / A | 9/2/22 | 1323958 | SUPPLIES/Library | 497.86 | | |
| | | | | Shelving and Vaccum | | | |
| 9/30/22 | 1 September 2022 | | | Corr Ck 70574 Papillion Sanita | 166.72 | | |
| | | | | | ----- | | |
| | | | | | 940.19 | .00 | |
| 001-410-6371 | UTILITIES-LIBRARY | | | | | | |
| 9/06/22 | 1184 BLACK HILLS | 8/17/22 | 1323939 | UTILITIES | 37.73 | | |
| 9/21/22 | 131 OPPD | 9/1/22 | 1323951 | UTILITIES | 803.84 | | |
| | | | | | ----- | | |
| | | | | | 841.57 | .00 | |
| 001-410-6373 | TELEPHONE-LIBRARY | | | | | | |
| 9/11/22 | 767 COX BUSINESS S | 8/25/22 | 1323960 | TELEPHONES/LIBRARY | 68.46 | | |
| 9/11/22 | 767 COX BUSINESS S | 8/25/22 | 1323960 | INTERNET/LIBRARY | 482.34 | | |
| | | | | | ----- | | |
| | | | | | 550.80 | .00 | |
| 001-410-6419 | SOFTWARE/DATABASES | | | | | | |
| 9/05/22 | 707 AMERICAN NAT/C | 8/31/22 | 1323912 | SOFTWARE/LIBRARY ADOBE | 190.67 | | |
| | | | | | ----- | | |
| | | | | | 190.67 | .00 | |
| 001-410-6495 | COPIER | | | | | | |
| 9/15/22 | 984 EAKES OFFICE S | 388099 | 70662 | NEW COPIER | 2,957.00 | | |
| 9/20/22 | 456 GREAT AMERICAN | 32310361 | 1323949 | COPIER/LIBRARY | 94.51 | | |
| | | | | | ----- | | |
| | | | | | 3,051.51 | .00 | |
| 001-410-6506 | OFFICE SUPPLIES | | | | | | |
| 9/12/22 | 143 DEMCO | 717928 | 70623 | SUPPLIES/LIBRARY | 143.23 | | |
| 9/12/22 | 1415 AWE | 13116 | 70612 | KEYBOARD/MOUSE/MOUSE PAD | 128.48 | | |
| 9/12/22 | 765 AMAZON | 8/10/22 | 70603 | OFFICE SUPPLIES/LIBRARY | 1,282.89 | | |
| 9/12/22 | 765 AMAZON | 8/10/22 | 70603 | OFFICE SUPPLIES/LIBRARY | .42 | | |
| | | | | | ----- | | |
| | | | | | 1,554.18 | .00 | |
| 001-410-6507 | OPERATING EXPENSES | | | | | | |
| 9/05/22 | 707 AMERICAN NAT/C | 8/31/22 | 1323912 | OFFICE SUPPLIES/LIBRARY DEMCO | 197.70 | | |
| 9/21/22 | 907 SECRETARY OF S | 091622 | 70691 | NORTARY BOLLON, CHELSEA LIBRAR | 30.00 | | |

GENERAL LEDGER HISTORY REPORT
FROM 9/01/2022 TO 9/30/2022

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | | | | DEBITS | CREDITS | NET CHANGE |
|--------------------|----------------|--------------------|-------------------------|----------|--------------------------------|---------------------|---------|------------|
| DATE | ACCT NO | NAME | INVOICE NO | CHECK NO | REFERENCE | | | ENDING BAL |
| 001-410-6507 | | OPERATING EXPENSES | | | | | | |
| | | | | | | 227.70 | .00 | |
| 001-410-6605 | | BOOKS (CITY) | | | | | | |
| 9/05/22 | 707 | AMERICAN NAT/C | 8/31/22 | 1323912 | BOOKS/LIBRARY | 1,052.49 | | |
| | | | | | 1/2 PRICE BOOKS / SCHOLASTIC | | | |
| 9/12/22 | 765 | AMAZON | 473933985377 | | SUPPLIES-LIBRARY | 784.20 | | |
| 9/12/22 | 25099 | 979 BAKER & TAYLOR | 2036933273 | 70613 | BOOKS/LIBRARY | 1,173.51 | | |
| 9/12/22 | 25095 | 979 BAKER & TAYLOR | 2036944434 | 70613 | BOOKS/LIBRARY | 143.60 | | |
| 9/12/22 | 25096 | 979 BAKER & TAYLOR | 2036947536 | 70613 | BOOKS-YOUNG ADULTS | 790.12 | | |
| 9/12/22 | 765 | AMAZON | 473933985377 | | SUPPLIES-LIBRARY | 784.20 | | |
| 9/12/22 | | 765 AMAZON | 8/10/22 | 70603 | BOOKS/LIBRARY | 107.65 | | |
| 9/12/22 | | 765 AMAZON | 8/22 | 70603 | BOOKS/LIBRARY | 502.17 | | |
| | | | | | | 3,769.54 | .00 | |
| 001-410-6606 | | PROGRAMS | | | | | | |
| 9/05/22 | 707 | AMERICAN NAT/C | 8/31/22 | 1323912 | PROGRAMS/LIBRARY BREAKOUT EDU | 212.93 | | |
| 9/05/22 | 707 | AMERICAN NAT/C | 8/31/22 | 1323912 | PROGRAMS/LIBRARY PIXTON LICENS | 299.97 | | |
| 9/05/22 | 707 | AMERICAN NAT/C | 8/31/22 | 1323912 | PROGRAMS/LIBRARY AWE LEARNING | 128.48 | | |
| 9/12/22 | 202 | OMAHA CHILDREN | 371 | 70628 | CL PUB LIBRARY 2 PASSES | 1,000.00 | | |
| 9/12/22 | 765 | AMAZON | 072022 | | SUPPLIES-LIBRARY | 1,363.08 | | |
| 9/12/22 | 765 | AMAZON | 072022 | | SUPPLIES-LIBRARY | 1,363.08 | | |
| 9/12/22 | | 765 AMAZON | 8/10/22 | 70603 | PROGRAMS/LIBRARY | 420.35 | | |
| 9/12/22 | | 765 AMAZON | 8/10/22 | 70603 | PROGRAMS/LIBRARY | 5.00 | | |
| | | | | | | 2,056.73 | .00 | |
| 112-410-6110 | | FICA EXPENSE | | | | | | |
| 9/09/22 | | | | | PR DT: 9/02/22 | 361.06 | | |
| 9/23/22 | | | | | PR DT: 9/16/22 | 374.37 | | |
| | | | | | | 735.43 | .00 | |
| 112-410-6130 | | IPERS | | | | | | |
| 9/09/22 | | | | | PR DT: 9/02/22 | 448.42 | | |
| 9/23/22 | | | | | PR DT: 9/16/22 | 464.85 | | |
| | | | | | | 913.27 | .00 | |
| 112-410-6150 | | HEALTH INSURANCE | | | | | | |
| 9/09/22 | | | | | PR DT: 9/02/22 | 192.12 | | |
| 9/23/22 | 148 | WELLMARK/PAYRO | 10/22 | 1323927 | Health Insurance | 384.25 | | |
| | | | | | Correct Bollom per invoice | | | |
| 9/23/22 | | | | | PR DT: 9/16/22 | 192.12 | | |

GENERAL LEDGER HISTORY REPORT
 FROM 9/01/2022 TO 9/30/2022

| 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 | | | | | | |
| | | | | | | ----- | | |
| | | | | | | .01- | .00 | |
| 112-410-6151 | | DENTAL INSURANCE | | | | | | |
| 9/09/22 | | | | | PR DT: 9/02/22 | 31.20 | | |
| 9/23/22 | 750 DELTA DENTAL P 10/22 | | 1323930 | | Dental Insurance | 31.20- | | |
| | | | | | Correction Bollom per invoice | | | |
| 9/23/22 | | | | | PR DT: 9/16/22 | 31.20 | | |
| | | | | | | ----- | | |
| | | | | | | 31.20 | .00 | |
| 112-410-6153 | | LIFE INSURANCE | | | | | | |
| 9/09/22 | | | | | PR DT: 9/02/22 | 12.90 | | |
| 9/23/22 | | | | | PR DT: 9/16/22 | 12.90 | | |
| | | | | | | ----- | | |
| | | | | | | 25.80 | .00 | |
| 112-410-6160 | | WORKER'S COMPENSATION | | | | | | |
| 9/15/22 | 1450 IMWCA | 84275 | 70650 | | WORKERS COMP PREMIUM | 30.83 | | |
| | | | | | | ----- | | |
| | | | | | | 30.83 | .00 | |
| | | | | | | ===== | | |
| | | REPORT TOTALS | | | | 24,593.91 | .00 | |
| | | TOTAL DEBITS / CREDITS | | | | | | |