



Library Board Meeting - Agenda
Tuesday, Oct. 11th, 2022
4:30 PM

I. Roll Call of Members

II. Disposition of Minutes of Previous Meeting

- a. September 2022

III. City Financial Report

- a. August Budget & Expense Sheet

IV. Action on Bills

V. Progress and Service Report of the Director

- a. Page 2 of Meeting Packet

VI. Unfinished Business

- a. Use of CIP funds
- b. Library/ Community Center construction

VII. New Business

- a. Board member vacancy
- b. Library Closed Thursday, October 13th for Staff Professional Development
- c. Board Member Training

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

IX. Adjourn

Minutes: Minutes for the September meeting will not be included.



Library Director's Report October 11th, 2022

September Circulation

WiFi Usage	116
New Cards	33
Patron Count	295
Circulation	340
Community Passes	15
Ebooks/ E-Audiobooks	80

Revenue

Photocopies/ Printouts	\$ 41.85
FAX	\$ 22.40
Fines	\$ 17.00
Donations	\$ 2.01

Current Updates:

- The teen area now has a lockable cabinet and television for future gaming programs. There are a few more things that we need to add before we start doing programs in that area but things are moving in the right direction.
- Several board games (in great shape) were donated for our Family Board Game Day.
- As noted above patron count and physical circulation have been phenomenal. We are seeing a lot of new faces in the library.
- We have begun to offer Tech classes for common tech concerns and everyday technology.
- The community response over the changes that have been made at the library continues to be very POSITIVE!
- Keeping up daily with construction (trying, lol!!)

REVENUE & EXPENSE REPORT
CALENDAR 8/2022, FISCAL 2/2023

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	19,867.76	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	19,867.76	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	19,867.76	19,867.76	55,600.00	35,732.24
001-410-6010	SALARIES	7,846.64	16,210.53	80,288.00	64,077.47
001-410-6310	BUILDING/GROUNDS		229.27	12,200.00	11,970.73
001-410-6371	UTILITIES-LIBRARY	717.79	1,339.35	8,500.00	7,160.65
001-410-6373	TELEPHONE-LIBRARY	537.28	683.36	3,000.00	2,316.64
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES	2,699.00	2,699.00	4,000.00	1,301.00
001-410-6495	COPIER	97.04	325.29	3,000.00	2,674.71
001-410-6496	BRIDGES-OVERDRIVE	1,096.11	1,096.11	1,500.00	403.89
001-410-6506	OFFICE SUPPLIES	10,139.79	18,348.79	2,200.00	16,148.79
001-410-6507	OPERATING EXPENSES	1,741.65	3,070.75		3,070.75
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)	29.95	1,213.73	10,000.00	8,786.27
001-410-6606	PROGRAMS	150.00	1,282.11	5,500.00	4,217.89
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	25,055.25	46,498.29	135,688.00	89,189.71
112-410-6110	FICA EXPENSE	592.19	1,225.97	6,142.00	4,916.03
112-410-6130	IPERS	736.53	1,524.39	7,579.00	6,054.61
112-410-6150	HEALTH INSURANCE		8.76	9,792.00	9,783.24
112-410-6151	DENTAL INSURANCE	31.20	62.40	749.00	686.60
112-410-6153	LIFE INSURANCE	7.50	25.80	259.00	233.20
112-410-6160	WORKER'S COMPENSATION		61.66	800.00	738.34
112-410-6170	UNEMPLOYMENT INS EXP		161.16	500.00	338.84
	EMPLOYEE BENEFITS TOTAL	1,367.42	3,070.14	25,821.00	22,750.86
	TOTAL EXPENSES	26,422.67	49,568.43	161,509.00	111,940.57

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PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
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LIBRARY RESERVE BALANCE August 2022			
<u>8/1/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>8/30/2022</u>
\$21,297.34	-	-	\$21,297.34

GENERAL LEDGER REPORT
FROM 8/01/2022 TO 8/31/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-4085		HOTEL/MOTEL TAX					.00	
8/31/22		HOTEL/MOTEL TA			STATE OF IOWA		19,867.76	
					HOTEL/MOTEL TAX			
					RECEIPT #24827			

						.00	19,867.76	
001-410-6010		SALARIES						
8/12/22					PR DT: 8/05/22	3,607.25		
8/26/22	750	DELTA DENTAL P 9/22		1323887	Dental Insurance	46.80		
					Correct Putney			
8/26/22	172	METLIFE INSURA 9/22		1323885	LIFE INSURANCE	2.29-		
					Correct Putney			
8/26/22					PR DT: 8/19/22	4,194.88		

						7,846.64	.00	
001-410-6371		UTILITIES-LIBRARY						
8/08/22	1184	BLACK HILLS 7/18/22		1323894	UTILITIES	37.73		
8/22/22	131	OPPD 8/2/22		1323905	UTILITIES	680.06		

						717.79	.00	
001-410-6373		TELEPHONE-LIBRARY						
8/12/22	767	COX BUSINESS S 7/24/22		1323897	TELEPHONE/Library	63.67		
8/12/22	767	COX BUSINESS S 7/24/22		1323897	INTERNET/Library	473.61		

						537.28	.00	
001-410-6419		SOFTWARE/DATABASES						
8/22/22	978	PROQUEST 70746880		70575	HERITAGE QUEST/SIRS SUBSCRIPT	2,350.00		
8/23/22	977	NEWSBANK, INC 550194		70579	ANNUAL SUBSCRIPTION LIBRARY	349.00		

						2,699.00	.00	
001-410-6495		COPIER						
8/20/22	456	GREAT AMERICAN 32112094		1323903	COPIER/LIBRARY	97.04		

						97.04	.00	
001-410-6496		BRIDGES-OVERDRIVE						
8/22/22	1521	OVERDRIVE INC CD0649722290522						
					70573 WILBOR FEES/LIBRARY	1,096.11		

						1,096.11	.00	
001-410-6506		OFFICE SUPPLIES						
8/22/22	143	DEMCO 7163491		70539	SUPPLIES/LIBRARY	909.99		
8/23/22	221	DATASERV CORPO 179622		70578	LIBRARY COMPUTER/NETWORK	108.00		
8/23/22	221	DATASERV CORPO 29242		70578	LIBRARY COMPUTER/NETWORK	1,750.00		
8/23/22	221	DATASERV CORPO 29250		70578	LIBRARY COMPUTER/NETWORK	575.00		
8/23/22	221	DATASERV CORPO 29280		70578	LIBRARY COMPUTER/NETWORK	6,796.80		

GENERAL LEDGER HISTORY REPORT
FROM 8/01/2022 TO 8/31/2022

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-6506		OFFICE SUPPLIES					
						10,139.79	.00
001-410-6507		OPERATING EXPENSES					
8/05/22		707 AMERICAN NAT/C 7/31/22		1323893	Wix.com/Website Library	55.60	
8/05/22		707 AMERICAN NAT/C 7/31/22		1323893	Weebly/Website Credit Library	19.95-	
8/22/22		272 CHI HEALTH CLI 00208009-00					
	25064			70533	PRE EMPLOYMENT/CHLSEA BOLLLOM	109.00	
8/22/22	25068	272 CHI HEALTH CLI 07282022		70533	PRE EMPLOYMENT SCHMIDT,MGT	109.00	
8/22/22	25109	972 BIBLIONIX 8330		70530	AUTOMATION ANNUAL SUBSCRIPTION	1,488.00	
						1,741.65	.00
001-410-6605		BOOKS (CITY)					
8/22/22		976 IOWA BARNs 838508		70556	IA BARNES YESTERDAY & TODAY	29.95	
						29.95	.00
001-410-6606		PROGRAMS					
8/22/22		575 LAURITZEN GARD 081022		70561	2 LIB FAMILY MEMBERSHIP	150.00	
						150.00	.00
112-410-6110		FICA EXPENSE					
8/12/22					PR DT: 8/05/22	273.62	
8/26/22					PR DT: 8/19/22	318.57	
						592.19	.00
112-410-6130		IPERS					
8/12/22					PR DT: 8/05/22	340.53	
8/26/22					PR DT: 8/19/22	396.00	
						736.53	.00
112-410-6151		DENTAL INSURANCE					
8/12/22					PR DT: 8/05/22	15.60	
8/26/22					PR DT: 8/19/22	15.60	
						31.20	.00
112-410-6153		LIFE INSURANCE					
8/12/22					PR DT: 8/05/22	6.45	
8/26/22		172 METLIFE INSURA 9/22		1323885	LIFE INSURANCE	5.40-	
					Correct Putney		
8/26/22					PR DT: 8/19/22	6.45	

GENERAL LEDGER HISTORY REPORT
FROM 8/01/2022 TO 8/31/2022

ACCOUNT NUMBER DATE ACCT NO	JOB/PO NAME	ACCOUNT TITLE INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
112-410-6153		LIFE INSURANCE			7.50	.00	
REPORT TOTALS					26,422.67	19,867.76	
TOTAL DEBITS / CREDITS							