

Library Board Meeting
Minutes
Wednesday, May 25, 2022
6:00 PM

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

Absent: Jo Chullino

Visitors: Jackie Carl, City Clerk

Pattie opened the meeting.

Disposition of Minutes of Previous Meeting:

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

City Financial Report:

Bonnie made motion to accept report. Viki seconded. Motion passed.

Action on Bills:

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

Process and Service Report of the Director:

Bonnie made motion to accept report by Director. Sharon seconded. Motion passed.

Unfinished Business:

1. Hiring of qualified part-time librarian at the start of fiscal year:

Bonnie made motion to hire a full-time librarian. Sharon seconded. Motion passed.

2. New 22/23 Amended Budget w/ City Clerk - Jackie Carl

The City Clerk will amend the 22/23 library budget later in the year. City Council is aware of our need to increase library budget. Jackie will put in Council members packets a copy of the revised budget for June 15th workshop.

New Business:

1. Director presented the updated 22/23 budget for additional items/materials for updated library.

- Discussion on marketing budget line by Donna. She thought amount was too low. Changed to \$50 per month.
- Periodicals and computers - Director will buy both newspapers in paper and digital format for \$1,600 per year.
- Board discussed other budget line items and Director will make changes.

2. **Nomination for Officers:**

President:

Sharon made motion for Patti to President. Delbert seconded Motion passed.

Vice President:

Patti made motion for Bonnie to Vice President. Donna seconded. Motion passed.

Secretary:

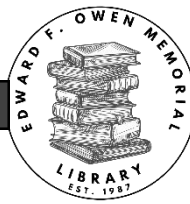
Bonnie made motion for Donna to be secretary. Delbert seconded. Motion passed.

Public Comments from the Library Director, Library Board, and/or Carter Lake citizens: Reminder, June 15th at 5:30 is the next Council Member workshop meeting. Next Board Meeting is 4:30 p.m. on June 29th.

Adjournment:

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

Viki Hawkins
Secretary



**Library Board Meeting
Agenda
Wednesday, June 29th, 2022
4:30 PM**

I. Roll Call of Members

II. Disposition of Minutes of Previous Meeting

- a) May 2022

III. City Financial Report

- a) May 2022

IV. Action on Bills

V. Progress and Service Report of the Director

VI. Unfinished Business

- a) Construction Update (Library Closure)

VII. New Business

- a) Amended Budget
- b) Full-Time Position Posted 06/21/22
- c) Misty Gray – District Representative for the Iowa State Library
- d) Benefits of Tier Levels

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

IX. Adjourn

Facilitator Name time.

Minutes submitted by: Donna Callender



Director's Monthly Report

05/01/2022 - 05/31/2022

May Circulation

WiFi Usage	55
Computer Usage	43
Tech Help	9
Adult Card	8
Juvenile Card	4
Patron Count	213
Community Passes	7
Circulation – Physical	260
Circulation – Downloadable Audiobooks	79
Circulation – Ebooks	22

Revenues

Photocopies	\$ 25.10
Computer Printouts	\$ 21.53
FAX	\$ 12.50
Laminate	\$ 0.50
Donations	\$ 43.60

Current Updates:

- ✓ Promoted Summer Reading Program @ CLE
- ✓ Scholastic Book Fair was extremely successful
- ✓ Kicked off Summer Reading program & incentives
- ✓ With several kids already actively engaged in the SRP it is on track to be a success regardless of the construction.
- ✓ Sent out paper and electronic surveys (We've received a lot of feedback)
- ✓ Working on updating/ replacing current website
- ✓ Construction started June 1st as scheduled.
- ✓ Library Closure extended June 20th – July 18th due to added renovations
- ✓ Facebook Page has reached many citizens and is active
- ✓ Secured CrunchyRoll (Anime Streaming Channel) for Free specifically for anime programming
- ✓ Setting regular meetings with new Community Center Director, Sandy Anderson to ensure programming space moving forward.
- ✓ Met Courtney Comfort of the Boys & Girls Club looking to partner in the future.
- ✓ Stepped away from graduate program to focus completely on library renovations, staffing, programs, and services. Planning to finish Library Director's certification for the Iowa State Library while taking a short break from graduate school.
- ✓ Budget was amended, voted on, and accepted from \$132,888 to a one time budget of \$239,632 for the 22/23 fiscal year.

REVENUE & EXPENSE REPORT
CALENDAR 5/2022, FISCAL 11/2022

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	17,429.08	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		763.86	1,900.00	1,136.14
001-410-4700	LIBRARY COUNTY CONTRIBUTI		2,473.00	1,500.00	973.00-
	GENERAL TOTAL	17,429.08	59,947.02	44,600.00	15,347.02-
005-410-4700	DONATIONS	50.00	1,866.65	1,000.00	866.65-
	LIBRARY RESERVE TOTAL	50.00	1,866.65	1,000.00	866.65-
	TOTAL REVENUE	17,479.08	61,813.67	45,600.00	16,213.67-
001-410-6010	SALARIES	6,058.75	80,690.78	76,000.00	4,690.78-
001-410-6310	BUILDING/GROUNDS	482.81	7,486.40	12,200.00	4,713.60
001-410-6371	UTILITIES-LIBRARY	583.93	6,990.98	8,000.00	1,009.02
001-410-6373	TELEPHONE-LIBRARY	79.00	1,646.36	2,300.00	653.64
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES	563.56	2,549.47	3,000.00	450.53
001-410-6495	COPIER	92.00	1,982.68	2,300.00	317.32
001-410-6496	WILBOR - AUDIO AND E-BOOK		981.30	1,025.00	43.70
001-410-6506	OFFICE SUPPLIES	688.10	2,174.61	2,300.00	125.39
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)	1,388.63	5,390.32	10,000.00	4,609.68
001-410-6606	PROGRAMS	56.76	1,877.90	5,000.00	3,122.10
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	9,993.54	112,709.45	127,730.00	15,020.55
005-410-6910	LIBRARY CIP		133.84		133.84-
	LIBRARY RESERVE TOTAL	.00	133.84	.00	133.84-
112-410-6110	FICA EXPENSE	463.49	6,172.77	5,814.00	358.77-
112-410-6130	IPERS	571.95	6,673.81	7,174.00	500.19
112-410-6150	HEALTH INSURANCE	8.76	2,881.20	13,236.00	10,354.80
112-410-6151	DENTAL INSURANCE		218.40	749.00	530.60
112-410-6153	LIFE INSURANCE		118.80	259.00	140.20
112-410-6160	WORKER'S COMPENSATION		841.57	600.00	241.57-
112-410-6170	UNEMPLOYMENT INS EXP		165.79	500.00	334.21
	EMPLOYEE BENEFITS TOTAL	1,044.20	17,072.34	28,332.00	11,259.66

REVENUE & EXPENSE REPORT
CALENDAR 5/2022, FISCAL 11/2022

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL EXPENSES	11,037.74	129,915.63	156,062.00	26,146.37

LIBRARY RESERVE BALANCE MAY 2022			
<u>5/1/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>5/31/2022</u>
\$20,918.50	50.00	-	\$20,968.50

GENERAL LEDGER REPORT
FROM 5/01/2022 TO 5/31/2022

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		39,281.08	
5/31/22	HOTEL/MOTEL TA STATE OF IOWA HOTEL/MOTEL TAX RECEIPT #24492		17,429.08	

		.00	17,429.08	
005-410-4700	DONATIONS			
5/18/22	LIBRARY DONATI MEMORIAL DOROTHY LORDES LIBRARY DONATIONS RECEIPT #24418		50.00	

		.00	50.00	
001-410-6010	SALARIES			
5/06/22	PR DT: 4/29/22	2,993.75		
5/20/22	PR DT: 5/13/22	3,065.00		

		6,058.75	.00	
001-410-6310	BUILDING/GROUNDS			
5/09/22	784 PAPILLION SANI 6257437T050			
	71861 DUMPSTER/LIBRARY	82.81		
5/27/22	585 ANDRE'S PRO CL 27 71912 CLEANING/LIBRARY	400.00		

		482.81	.00	
001-410-6371	UTILITIES-LIBRARY			
5/10/22	1184 BLACK HILLS 4/20/22 1323711 UTILITIES	197.92		
5/23/22	131 OPPD 5/2/22 1323741 UTILITIES	386.01		

		583.93	.00	
001-410-6373	TELEPHONE-LIBRARY			
5/12/22	767 COX BUSINESS S 4/24/22 1323714 INTERNET/Library	79.00		

		79.00	.00	
001-410-6419	SOFTWARE/DATABASES			
5/09/22	221 DATASERV CORPO 29181 71840 COMPUTER NETWORK	563.56		

		563.56	.00	
001-410-6495	COPIER			
5/20/22	456 GREAT AMERICAN 31517653 1323738 COPIER/LIBRARY	92.00		

		92.00	.00	
001-410-6506	OFFICE SUPPLIES			
5/05/22	707 AMERICAN NAT/C 4/29/22 1323709 VistaPrint/Business Cards/Libr	29.41		
5/12/22	272 CHI HEALTH CLI 00206075-00 71882 PREEMPLOYMENT PUTNEY SHANNON	109.00		

GENERAL LEDGER HISTORY REPORT
FROM 5/01/2022 TO 5/31/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
5/31/22	24950	765 AMAZON	5/10/22	71933	SUPPLIES/LIBRARY	549.69		

						688.10	.00	
001-410-6605		BOOKS (CITY)						
5/09/22	765	AMAZON	4/10/22	71831	SUPPLIES-LIBRARY	218.27		
5/31/22	765	AMAZON	5/10/22	71933	BOOKS/LIBRARY	1,170.36		

						--		
						1,388.63	.00	
001-410-6606		PROGRAMS						
5/31/22	765	AMAZON	5/10/22	71933	PROGRAMS/LIBRARY	56.76		

						--		
						56.76	.00	
112-410-6110		FICA EXPENSE						
5/06/22					PR DT: 4/29/22	229.02		
5/20/22					PR DT: 5/13/22	234.47		

						463.49	.00	
112-410-6130		IPERS						
5/06/22					PR DT: 4/29/22	282.61		
5/20/22					PR DT: 5/13/22	289.34		

						571.95	.00	
112-410-6150		HEALTH INSURANCE						
5/09/22	508	AETNA BEHAVORI	E0266411	71829	EAP SERVICES	8.76		

						8.76	.00	
						=====		
		REPORT TOTALS				11,037.74	17,479.08	
					TOTAL DEBITS / CREDITS			