

# Bertha Bartlett Public Library

## Board Meeting

Monday, December 18, 2023 6:30 p.m.

### Opening of Meeting:

### Approve Agenda:

### Approval of Minutes

### Citizens' Appearance -

### Foundation update – Shelley Hart

### Treasurer's Report: Duane Fournier –

- P& L Expenses
- November bills

### Circulation Report: Duane Fournier

### Correspondence/Communications:

- Library Board training: Purpose of Library Board
- Tuesday, April 30 6-7:30 county wide Trustees training ( Location to be determined)

### Gilbert Update:

### New Business:

- Library to host the Business After hours event March 7, 5-7pm and we would like to have Board and Foundation attend – great opportunity to talk about the building and what needs for funding we still have. We will be advertising and inviting the general public
- Preliminary Strategic Plan (per request of City Manager)
- Annual Holiday Calendar (attached)

### Old Business:

- Vote Meeting Room Policy

### Adjournment: Monthly board meeting: Monday, December 18, 2023

## Staff Report November 2023

- Presentation of Board approval of bid from Kingland to City Council
- Preparations for Christmas – come check out our book Christmas Tree
- Staff “Clean the Attic” day – we found a wide array of items. Some with small value (under \$100) and we are considering an auction or other fundraising event. We hauled off 5 truck loads of paper, donations, other recyclable items...and found \$3
- Nichelle Hall is hired as Gilbert Children’s Librarian, Abbey Ervin will be back to work of Christmas Break, and we welcome a new teen employee in Gilbert- Jaden!
- We also had a preliminary weeding

### **December 4: Ladies Night at the Library**

Well attended events 7 vendors, 23 participants. Both vendors and community want to have a repeat of this Event

### **December 16: Holiday Open House**

Join us for a holiday open house! Get your picture taken with Santa and/or Mrs. Claus by Benjamin Gruwell Photography. Make an ornament with Story City Historical Society. And enjoy holiday music on the piano.

### **Upcoming Events:**

**Staff First Aid Training** - December 21, 8 – 12 – Library will open at noon that day (Narcans, AED, etc.)

**NO story time/after school programs during the weeks of December 25 and January 1**

**The library will be closed December 25-26**

**Gilbert library will be closed December 23 -26**

Bertha Bartlett Public Library  
Board of Trustees  
Minutes  
November 27, 2023

Chris Feil, board President, opened the meeting at 6:33 p.m. Attending were Trustees Chris Feil, Grant Reimers, Laura Donaldson, Ashlee Mullenbach, Duane Fournier, Theresa Sens; Tara Turner, library director; Mary Kay Solberg from City Council; Veronica Vaughn, Shelley Hart, Dean Vandegriend, Nicole Moore, Mary Surna, Alaina Christian, Dave Morris and Gretchen Voga from the Library Foundation; Library Staff: Laura Loots, Aubrey Ellig, Abra Martinson, Bethany Johannes, Nicole Gelina, Angie Stover, Shelly Gruwell, Nichelle Hall.

The agenda was reviewed. A motion was made by Theresa, second by Laura to approve the agenda as written. All approved.

Minutes were reviewed from the October meeting. A motion to approve the minutes as written was made by Theresa, second by Ashlee. All approved.

Citizens Appearance – Meet the library staff

All of the staff introduced themselves to the Trustees and Foundation Board. They each gave a brief overview of their responsibilities at the library.

Foundation Report - Nothing new to report.

The Trustees and Foundation discussed the three bids received on the recent rebid of the building project; discussing costs, alternates, and available funds.

The Foundation members left to meet separately and voted to pledge an additional \$200,000 toward the bid contingency.

Treasurer's Report Financial and Budget reports were reviewed by Duane.

The board reviewed the November 2023 bills. A motion to approve the bills for November 2023 was made by Duane, second by Theresa. All approved.

Circulation Report – Circulation report was reviewed by the board.

Correspondence/Communication - None this month.

Board Training - 40 minutes of training tonight regarding staff responsibilities.

Tuesday April 30, 6-7:30 county-wide trustee training. Not yet announced location.

Gilbert Update - Tara gave a report on the Gilbert library.

A Children's Librarian has been hired, starting today. The City of Gilbert has the funding and willingness to increase Gilbert's library staff base rate of pay.

### Staff Wages

Tara discussed the need for an increase in all staff wages and discussed her presentation to the Story City council regarding same. Upon much discussion, a motion was made by Theresa, second by Ashlee, to increase all part-time staff pay to a \$12 per hour base rate, effective December 1, 2023. All approved.

### New Business:

- Meeting Room Policy. Motion by Ashlee, second by Duane, to approve the proposed updated meeting room policy to include a cleaning deposit and a \$50 charge. All approved.
- Budget Proposal to City. Tara has asked city council for \$30,000 more for this current fiscal year. She also discussed the library's budget needs.
- Preliminary Strategic Plan (per request of City Manager). Tara reports that the city manager has requested a preliminary strategic plan. Some discussion was held; she needs to clarify with the city manager what he expects to see in this strategic plan.
- Annual Holiday Calendar. Staff has discussed holidays. Tara will email the board with the information.
- Project Bid
  - Motion to approve Kingland's base bid, with the additions of alternates 1,2,4, and 5, and recommend that city council accept as such, was made by Theresa, second by Ashlee. All approved.

### Old Business:

- Upon the approval of a raise in staff base pay, no further recommendation of limited hours was given at this time.
- Accoustical Glass wall. Tara is exploring funding for a Nanowall for the piano room with an estimated cost of \$13,000.

Next meeting:

Board meeting Monday December 18, 6:30pm.

A motion was made by Theresa, seconded by Ashlee to adjourn the meeting at 9:20pm. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

# MONTHLY SNAPSHOT

## November 2023

### Story City



Books added.....73 Books Withdrawn...68 Interlibrary Loans.....42 Internet Usage: 477 partial Computer Users.....68 Website : 1187 visits 362 unique users	Meeting Room Use.....28 uses Library Sponsored....22 Patron Sponsored....12 uses Kinne Wing.....5 Booked ahead study room..26 Number of Programs.....18 Program Attendance.....347 Story Time.....221 Story Time Express.....16 After-School Program...81 Tweens and Teens.....16 Book Club.....13	Current/New Patrons 5775/12 Reference Questions:.....25 Technical Assistance.....15 Number of volunteers .....26 Volunteer hours.....42 Staff hours.....421 Hours Open.....184 Staff hours/hours open .. 2.34 Average staff wage.....\$12.87 Staff cost/hour open....\$27.54
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\*Average staff pay, Staffing cost per hour did not include director cost, FICA, IPERS.

I also had to adjust for pay period 1-23-11/19 for avg pay

Library Usage	This month	Last Month	Increase or Decrease	November 2022	\$ spent
Physical items checked out	2228	2219	↓ 0.4%	2654	
(Both Libraries) Bridges Materials Unique users	651 Users:136	745 Users:135	↓ 13%	658 Users:138	\$85/month
Hoopla Books 49 users (both libraries)	46 audio 22 e-book 13 other	36 audio 18 ebooks 5 other	↑ 28% ↑ 22% ↑ 182%	NA	\$148.93
Total Items checked out	2960	3023	↓ 2.1%	2951	
Website Visits wifi	1104 73/270	1392 NA	↑ 21%	74	
Library Visits	2426	3734	↓ 35%		



# MONTHLY SNAPSHOT

## November 2023

## Gilbert

\*Average staff pay, Staffing cost per hour did not include director cost, FICA, IPERS.

I also had to adjust for pay period 1-23-11/19 for avg pay

<b>Items added....</b> <b>Items Withdrawn...</b> <b>WiFi usage:.....135</b> <b>Unique users....75</b> <b>AWE.....5 .....Last year NA</b> <b>PC.....5...Last Year... NA</b> <b>New Cards.....6</b>	<b>Programs.....3</b> <b>Story Time.....59</b> <b>After-School Program NA</b> <b>Book Club.....NA</b> <b>Passive Programming ....28</b>	<b>Current/New Patrons..203/6</b> <b>Reference Questions.....30</b> <b>Number of volunteers....0</b> <b>Staff hours....77.75</b> <b>Hours Open...82 Last Year...62</b> <b>Staff Hours/Hours Open...1.33</b> <b>Average staff pay.....\$12.21</b> <b>Staffing per hour cost...\$14.86</b>
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Library Usage	This month	Last Month	Increase or Decrease	2022	Increase or Decrease
Physical items checked out	322	314	↑ 2.5%	216	↑ 59%
WiFi unique visitors sessions	75	44	↑ 70%		
	161	196	↓ 18%		
Library Visits	277	298	↓ 7%	199	↑ 39%

**Bertha Bartlett Public Library**  
**December 2023 bills**

<b>Code</b>	<b>Written To</b>	<b>Date</b>	<b>Amount</b>	<b>Comments/Mileage @ .655/mile-2023</b>
	<b>Story City Bills</b>			
001-4410-6150	Wellmark	auto	\$ 539.72	Health Insurance, TT (split with Gilbert)
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	12/30/2023	\$ 300.00	Library cleaning
001-4410-6501	Story City Space center		\$ 60.00	storage -January
001-4410-6371	Black Hills Energy	12/30/2023		Credit Balance - 267.59
001-4410-6373	Aureon	12/1/2023	\$ 78.66	Telephone - December
001-4410-6772	Visa - Amazon	11/19/2023	\$18.42	Books
001-4410-6772	Visa - Biblio	11/7/2023	\$11.67	
001-4410-6772	Visa - Amazon	12/4/2023	\$ 32.99	Book
001-4410-6772	Baker & Taylor #4819	12/11/2023	\$ 466.35	Books
001-4410-6772	Baker & Taylor #9115	11/28/2023	\$ 176.41	Books
001-4410-6772	Center Point #8903	12/1/2023	\$138.42	Books
001-4410-6772	Amazon - MX94	11/1/2023	\$67.57	Books
001-4410-6773	Amazon - MX94	11/19/2023	\$23.49	Video
		<b>Total</b>	<b>\$ 1,943.70</b>	
	<b>Library Building Expansion</b>		<b>Amount</b>	
		<b>Total</b>	<b>\$0.00</b>	
	<b>Gilbert Bills</b>			
033-4410-6506	Visa - Amazon	12/1/2023	\$255.00	Office supplies - paper
033-4410-6772	Baker & Taylor #4819	12/11/2023	\$334.15	Books
033-4410-6773	Amazon	11/19/2023	\$21.89	Video
	<b>Total - Gilbert</b>		<b>\$ 611.04</b>	

Approved on this day \_\_\_\_\_ by \_\_\_\_\_

Submitted 12/22

001-4410-6772	Cengage	12/8/2023	\$ 54.73	Books
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## November 2023 Story City Account Summary

Name		Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - GENERAL FUND</b>						
<b>Department: 4410 - LIBRARY</b>						
<a href="#">001-4410-6010</a>	SALARIES, FULL-TIME	67200	20898.55	3605.78	24504.33	42695.67 64%
<a href="#">001-4410-6020</a>	SALARIES, PART-TIME	66000	25343.34	5068.18	30411.52	35588.48 54%
<a href="#">001-4410-6110</a>	FICA 6.20% & MEDICARE 1.45%	10190	3519.43	652.87	4172.3	6017.7 59%
<a href="#">001-4410-6130</a>	IPERS 5.75%	12574	3865.27	818.81	4684.08	7890.92 63%
<a href="#">001-4410-6150</a>	INSURANCE, GROUP HEALTH	7225	1247.17	439.54	1686.71	5538.29 77%
<a href="#">001-4410-6230</a>	TRAVEL & TRAINING	1200	163.42	0	163.42	1036.58 86%
<a href="#">001-4410-6320</a>	BUILDING & GROUNDS	4000	1916.35	308.23	2224.58	1775.42 44%
<a href="#">001-4410-6371</a>	UTILITIES	4000	126	31.5	157.5	3842.5 96%
<a href="#">001-4410-6373</a>	TELEPHONE	1200	315.06	157.93	472.99	727.01 61%
<a href="#">001-4410-6408</a>	INSURANCE GENERAL	5000	0	0	0	5000 100%
<a href="#">001-4410-6490</a>	PROFESSIONAL SERVICES	2000	727	200	927	1073 54%
<a href="#">001-4410-6499</a>	MISCELLANEOUS	0	8.75	0	8.75	-8.75 0%
<a href="#">001-4410-6500</a>	PROGRAMMING	3000	463.07	0	463.07	2536.93 85%
<a href="#">001-4410-6501</a>	BUILDING SUPPLIES	2000	0	279.25	279.25	1720.75 86%
<a href="#">001-4410-6502</a>	TECHNOLOGY	2000	555.99	0	555.99	1444.01 72%
<a href="#">001-4410-6505</a>	CATALOGING SUPPLIES	1000	0	8.47	8.47	991.53 99%
<a href="#">001-4410-6506</a>	OFFICE SUPPLIES	2161	1172.16	224.47	1396.63	763.37 35%
<a href="#">001-4410-6507</a>	MISC. OPERATING SUPPLIES		244	0	244	-244 0%
<a href="#">001-4410-6508</a>	PETTY CASH/POSTAGE	250	0	0	0	250 100%
<a href="#">001-4410-6770</a>	MAGAZINES	1000	397.09	0	397.09	602.91 60%
<a href="#">001-4410-6771</a>	AUDIO	500	31.94	0	31.94	468.06 94%
<a href="#">001-4410-6772</a>	BOOKS	10000	6020.56	1271.99	7292.55	2707.45 27%
<a href="#">001-4410-6773</a>	VIDEO	1000	375.16	0	375.16	624.84 62%
<a href="#">001-4410-6774</a>	ONLINE LICENSING/DATABASES	1500	501.96	0	501.96	998.04 67%
	<b>4410 - LIBRARY Totals:</b>	205000	<b>67892.27</b>	<b>13067.02</b>	<b>80959.29</b>	<b>124040.71 61%</b>
	<b>001 - GENERAL FUND Totals:</b>		<b>67892.27</b>	<b>13067.02</b>	<b>80959.29</b>	<b>124040.71 61%</b>

Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

## Gilbert Account Summary

Accou Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">033-4410-6010</a> SALARIES, FULL-TIME	16800	6966.07	1201.92	8167.99	8632.01	51.38%
<a href="#">033-4410-6020</a> SALARIES, PART-TIME	23200	6461.19	1218.66	7679.85	15520.15	66.90%
<a href="#">033-4410-6110</a> FICA 6.20% & MEDICARE 1.45%	3060	1021.85	181.64	1203.49	1856.51	60.67%
<a href="#">033-4410-6130</a> IPERS 5.75%	3775	1100.85	228.51	1329.36	2445.64	64.79%
<a href="#">033-4410-6150</a> INSURANCE, GROUP HEALTH	1600	415.73	141.18	556.91	1043.09	65.19%
<a href="#">033-4410-6230</a> TRAVEL & TRAINING	500	84.03	0	84.03	415.97	83.19%
<a href="#">033-4410-6490</a> PROFESSIONAL SERVICES	500	100	0	100	400	80.00%
<a href="#">033-4410-6500</a> PROGRAMMING	2500	37.02	0	37.02	2462.98	98.52%
<a href="#">033-4410-6502</a> TECHNOLOGY	500	48	0	48	452	90.40%
<a href="#">033-4410-6505</a> CATALOGING SUPPLIES	1000	0	0	0	1000	100.00%
<a href="#">033-4410-6506</a> OFFICE SUPPLIES	300	89.5	15.57	105.07	194.93	64.98%
<a href="#">033-4410-6507</a> MISC. OPERATING SUPPLIES	0	12.47	0	12.47	-12.47	0.00%
<a href="#">033-4410-6770</a> MAGAZINES	100	0	0	0	100	100.00%
<a href="#">033-4410-6772</a> BOOKS	3465	607.03	167.84	774.87	2690.13	77.64%
<a href="#">033-4410-6773</a> VIDEO	200	9.99	0	9.99	190.01	95.01%
<a href="#">033-4410-6774</a> ONLINE LICENSING/DATABASES	1500	501.96	0	501.96	998.04	66.54%
<a href="#">033-4410-6910</a> TRANSFER OUT	3000	0	0	0	3000	100.00%
<b>4410 - LIBRARY Totals:</b>	<b>62000</b>	<b>17455.69</b>	<b>3155.32</b>	<b>20611.01</b>	<b>41388.99</b>	<b>66.76%</b>
<b>033 - GILBERT PUBLIC LIBRARY Totals:</b>	<b>62000</b>	<b>17455.69</b>	<b>3155.32</b>	<b>20611.01</b>	<b>41388.99</b>	<b>66.76%</b>
	<b>517000</b>	<b>85347.96</b>	<b>16222.34</b>	<b>101570.3</b>	<b>415429.7</b>	<b>80.35%</b>



City of Story City, IA

# Detail vs Budget Report Account Detail

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - GENERAL FUND</b>								
Department: 4410 - LIBRARY								
<a href="#">001-4410-1-4580</a>	LIBRARY FINES	0	0	-978.62	-21.6	-1000.22	1000.22	0
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/01/2023	GLPKT06838	JN07766		FINES FAXES FEES PINTO			-11.2	
11/07/2023	GLPKT06743	JN07721		FINES, FAXES, FEES			-278.25	
11/07/2023	GLPKT06751	JN07741		FINES, FAXES, FEES			278.25	
11/17/2023	GLPKT06838	JN07767		FINES FAXES FEES VELASQUEZ			-2.2	
11/24/2023	GLPKT06838	JN07768		FINES FAXES FEES PINTO			-8.2	
<a href="#">001-4410-2-4470</a>	LIBRARY SERVICES	0	-25000	-5	0	-5	-24995	-0.9998
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-0.9597912</b>
<b>001 - GENERAL FUND Totals:</b>		<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-0.9597912</b>
<b>031 - LIBRARY GIFT TRUST FUND</b>								
Department: 4410 - LIBRARY								
<a href="#">031-4410-2-4705</a>	DONATION FROM PRIVATE SOURCES	0	0	-18452.22	0	-18452.22	18452.22	0
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/07/2023	GLPKT06743	JN07721		TRUSTS/MEMORIALS/DONATIONS/BLDG FL			-18242.22	
11/07/2023	GLPKT06751	JN07741		TRUSTS/MEMORIALS/DONATIONS/BLDG FL			18242.22	
<a href="#">031-4410-4-4300</a>	INTEREST ON DEPOSIT	0	-5000	-5181.33	-1316.47	-6497.8	1497.8	0.29956
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
11/30/2023	GLPKT06836	JN07753		CHECKING INTEREST LIBRARY GIFT			-1312.12	
11/30/2023	GLPKT06845	JN07778		Savings Interest/LIB GIFT			-4.35	
<a href="#">031-4410-4-4830</a>	TRANSFER IN	0	-30000	0	0	0	-30000	-1
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-0.287142286</b>
<b>031 - LIBRARY GIFT TRUST FUND Totals:</b>		<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-0.287142286</b>

## Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>033 - GILBERT PUBLIC LIBRARY</b>								
Department: 4410 - LIBRARY								
<a href="#">033-4410-4-4300</a>	INTEREST ON DEPOSIT	0	0	-403.95	-176.52	-580.47	580.47	0

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount				
11/30/2023	GLPKT06836	JN07753		CHECKING INTEREST GILBERT LIB			-176.52				
<a href="#">033-4410-4-4441</a>		LOCAL REIMBURSEMENT	0		-62000	-31000	0	-31000	-31000	-0.5	
				<b>4410 - LIBRARY Totals:</b>	<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-0.490637581</b>
				<b>033 - GILBERT PUBLIC LIBRARY Totals:</b>	<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-0.490637581</b>
				<b>Report Total:</b>	<b>0</b>	<b>-122000</b>	<b>-56021.12</b>	<b>-1514.59</b>	<b>-57535.71</b>	<b>-64464.29</b>	<b>-0.52839582</b>

12/14/2023 9:04:39 AM

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Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - GENERAL FUND</b>								
Department: 4410 - LIBRARY								
<a href="#">001-4410-1-4580</a>	LIBRARY FINES	0	0	-978.62	-21.6	-1000.22	1000.22	0
<a href="#">001-4410-2-4470</a>	LIBRARY SERVICES	0	-25000	-5	0	-5	-24995	-100%
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-96%</b>
<b>001 - GENERAL FUND Totals:</b>		<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-96%</b>
<b>031 - LIBRARY GIFT TRUST FUND</b>								
Department: 4410 - LIBRARY								
<a href="#">031-4410-2-4705</a>	DONATION FROM PRIVATE SOURCES	0	0	-18452.22	0	-18452.22	18452.22	0
<a href="#">031-4410-4-4300</a>	INTEREST ON DEPOSIT	0	-5000	-5181.33	-1316.47	-6497.8	1497.8	0.29956
<a href="#">031-4410-4-4830</a>	TRANSFER IN	0	-30000	0	0	0	-30000	-1
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-29%</b>
<b>031 - LIBRARY GIFT TRUST FUND Totals:</b>		<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-29%</b>
<b>033 - GILBERT PUBLIC LIBRARY</b>								
Department: 4410 - LIBRARY								
<a href="#">033-4410-4-4300</a>	INTEREST ON DEPOSIT	0	0	-403.95	-176.52	-580.47	580.47	0
<a href="#">033-4410-4-4441</a>	LOCAL REIMBURSEMENT	0	-62000	-31000	0	-31000	-31000	-50%
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-49%</b>
<b>033 - GILBERT PUBLIC LIBRARY Totals:</b>		<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-49%</b>
<b>Report Total:</b>		<b>0</b>	<b>-122000</b>	<b>-56021.12</b>	<b>-1514.59</b>	<b>-57535.71</b>	<b>-64464.29</b>	<b>-53%</b>

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Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND	0	-25000	-983.62	-21.6	-1005.22	-23994.78	-96%
031 - LIBRARY GIFT TRUST FUND	0	-35000	-23633.55	-1316.47	-24950.02	-10049.98	-29%
033 - GILBERT PUBLIC LIBRARY	0	-62000	-31403.95	-176.52	-31580.47	-30419.53	-49%
<b>Report Total:</b>	<b>0</b>	<b>-122000</b>	<b>-56021.12</b>	<b>-1514.59</b>	<b>-57535.71</b>	<b>-64464.29</b>	<b>-53%</b>









# Detail vs Budget Report

033 - GILBERT PUBLIC LIBRARY

Department: 4410 - LIBRARY

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Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

# Gilbert

# Account Summary

Accou Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">033-4410-6010</a> SALARIES, FULL-TIME	16800	6966.07	1201.92	8167.99	8632.01	51.38%
<a href="#">033-4410-6020</a> SALARIES, PART-TIME	23200	6461.19	1218.66	7679.85	15520.15	66.90%
<a href="#">033-4410-6110</a> FICA 6.20% & MEDICARE 1.45%	3060	1021.85	181.64	1203.49	1856.51	60.67%
<a href="#">033-4410-6130</a> IPERS 5.75%	3775	1100.85	228.51	1329.36	2445.64	64.79%
<a href="#">033-4410-6150</a> INSURANCE, GROUP HEALTH	1600	415.73	141.18	556.91	1043.09	65.19%
<a href="#">033-4410-6230</a> TRAVEL & TRAINING	500	84.03	0	84.03	415.97	83.19%
<a href="#">033-4410-6490</a> PROFESSIONAL SERVICES	500	100	0	100	400	80.00%
<a href="#">033-4410-6500</a> PROGRAMMING	2500	37.02	0	37.02	2462.98	98.52%
<a href="#">033-4410-6502</a> TECHNOLOGY	500	48	0	48	452	90.40%
<a href="#">033-4410-6505</a> CATALOGING SUPPLIES	1000	0	0	0	1000	100.00%
<a href="#">033-4410-6506</a> OFFICE SUPPLIES	300	89.5	15.57	105.07	194.93	64.98%
<a href="#">033-4410-6507</a> MISC. OPERATING SUPPLIES	0	12.47	0	12.47	-12.47	0.00%
<a href="#">033-4410-6770</a> MAGAZINES	100	0	0	0	100	100.00%
<a href="#">033-4410-6772</a> BOOKS	3465	607.03	167.84	774.87	2690.13	77.64%
<a href="#">033-4410-6773</a> VIDEO	200	9.99	0	9.99	190.01	95.01%
<a href="#">033-4410-6774</a> ONLINE LICENSING/DATABASES	1500	501.96	0	501.96	998.04	66.54%
<a href="#">033-4410-6910</a> TRANSFER OUT	3000	0	0	0	3000	100.00%
<b>4410 - LIBRARY Totals:</b>	<b>62000</b>	<b>17455.69</b>	<b>3155.32</b>	<b>20611.01</b>	<b>41388.99</b>	<b>66.76%</b>
<b>033 - GILBERT PUBLIC LIBRARY Totals:</b>	<b>62000</b>	<b>17455.69</b>	<b>3155.32</b>	<b>20611.01</b>	<b>41388.99</b>	<b>66.76%</b>
	<b>517000</b>	<b>85347.96</b>	<b>16222.34</b>	<b>101570.3</b>	<b>415429.7</b>	<b>80.35%</b>



City of Story City, IA

# Detail vs Budget Report Account Detail

Date Range: 11/01/2023 - 11/30/2023

		Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - GENERAL FUND</b>									
Department: 4410 - LIBRARY									
<a href="#">001-4410-1-4580</a>		LIBRARY FINES	0	0	-978.62	-21.6	-1000.22	1000.22	0
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>		<b>Amount</b>
11/01/2023	GLPKT06838	JN07766		FINES FAXES FEES PINTO					-11.2
11/07/2023	GLPKT06743	JN07721		FINES, FAXES, FEES					-278.25
11/07/2023	GLPKT06751	JN07741		FINES, FAXES, FEES					278.25
11/17/2023	GLPKT06838	JN07767		FINES FAXES FEES VELASQUEZ					-2.2
11/24/2023	GLPKT06838	JN07768		FINES FAXES FEES PINTO					-8.2
<a href="#">001-4410-2-4470</a>		LIBRARY SERVICES	0	-25000	-5	0	-5	-24995	-0.9998
<b>4410 - LIBRARY Totals:</b>			<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-0.9597912</b>
<b>001 - GENERAL FUND Totals:</b>			<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-0.9597912</b>
<b>031 - LIBRARY GIFT TRUST FUND</b>									
Department: 4410 - LIBRARY									
<a href="#">031-4410-2-4705</a>		DONATION FROM PRIVATE SOURCES	0	0	-18452.22	0	-18452.22	18452.22	0
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>		<b>Amount</b>
11/07/2023	GLPKT06743	JN07721		TRUSTS/MEMORIALS/DONATIONS/BLDG FL					-18242.22
11/07/2023	GLPKT06751	JN07741		TRUSTS/MEMORIALS/DONATIONS/BLDG FL					18242.22
<a href="#">031-4410-4-4300</a>		INTEREST ON DEPOSIT	0	-5000	-5181.33	-1316.47	-6497.8	1497.8	0.29956
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>		<b>Amount</b>
11/30/2023	GLPKT06836	JN07753		CHECKING INTEREST LIBRARY GIFT					-1312.12
11/30/2023	GLPKT06845	JN07778		Savings Interest/LIB GIFT					-4.35
<a href="#">031-4410-4-4830</a>		TRANSFER IN	0	-30000	0	0	0	-30000	-1
<b>4410 - LIBRARY Totals:</b>			<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-0.287142286</b>
<b>031 - LIBRARY GIFT TRUST FUND Totals:</b>			<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-0.287142286</b>

## Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining	
<b>033 - GILBERT PUBLIC LIBRARY</b>									
Department: 4410 - LIBRARY									
<a href="#">033-4410-4-4300</a>		INTEREST ON DEPOSIT	0	0	-403.95	-176.52	-580.47	580.47	0

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount				
11/30/2023	GLPKT06836	JN07753		CHECKING INTEREST GILBERT LIB			-176.52				
<a href="#">033-4410-4-4441</a>		LOCAL REIMBURSEMENT	0		-62000	-31000	0	-31000	-31000	-0.5	
				<b>4410 - LIBRARY Totals:</b>	<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-0.490637581</b>
				<b>033 - GILBERT PUBLIC LIBRARY Totals:</b>	<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-0.490637581</b>
				<b>Report Total:</b>	<b>0</b>	<b>-122000</b>	<b>-56021.12</b>	<b>-1514.59</b>	<b>-57535.71</b>	<b>-64464.29</b>	<b>-0.52839582</b>

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Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

### Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - GENERAL FUND</b>								
Department: 4410 - LIBRARY								
<a href="#">001-4410-1-4580</a>	LIBRARY FINES	0	0	-978.62	-21.6	-1000.22	1000.22	0
<a href="#">001-4410-2-4470</a>	LIBRARY SERVICES	0	-25000	-5	0	-5	-24995	-100%
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-96%</b>
<b>001 - GENERAL FUND Totals:</b>		<b>0</b>	<b>-25000</b>	<b>-983.62</b>	<b>-21.6</b>	<b>-1005.22</b>	<b>-23994.78</b>	<b>-96%</b>
<b>031 - LIBRARY GIFT TRUST FUND</b>								
Department: 4410 - LIBRARY								
<a href="#">031-4410-2-4705</a>	DONATION FROM PRIVATE SOURCES	0	0	-18452.22	0	-18452.22	18452.22	0
<a href="#">031-4410-4-4300</a>	INTEREST ON DEPOSIT	0	-5000	-5181.33	-1316.47	-6497.8	1497.8	0.29956
<a href="#">031-4410-4-4830</a>	TRANSFER IN	0	-30000	0	0	0	-30000	-1
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-29%</b>
<b>031 - LIBRARY GIFT TRUST FUND Totals:</b>		<b>0</b>	<b>-35000</b>	<b>-23633.55</b>	<b>-1316.47</b>	<b>-24950.02</b>	<b>-10049.98</b>	<b>-29%</b>
<b>033 - GILBERT PUBLIC LIBRARY</b>								
Department: 4410 - LIBRARY								
<a href="#">033-4410-4-4300</a>	INTEREST ON DEPOSIT	0	0	-403.95	-176.52	-580.47	580.47	0
<a href="#">033-4410-4-4441</a>	LOCAL REIMBURSEMENT	0	-62000	-31000	0	-31000	-31000	-50%
<b>4410 - LIBRARY Totals:</b>		<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-49%</b>
<b>033 - GILBERT PUBLIC LIBRARY Totals:</b>		<b>0</b>	<b>-62000</b>	<b>-31403.95</b>	<b>-176.52</b>	<b>-31580.47</b>	<b>-30419.53</b>	<b>-49%</b>
<b>Report Total:</b>		<b>0</b>	<b>-122000</b>	<b>-56021.12</b>	<b>-1514.59</b>	<b>-57535.71</b>	<b>-64464.29</b>	<b>-53%</b>

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Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND	0	-25000	-983.62	-21.6	-1005.22	-23994.78	-96%
031 - LIBRARY GIFT TRUST FUND	0	-35000	-23633.55	-1316.47	-24950.02	-10049.98	-29%
033 - GILBERT PUBLIC LIBRARY	0	-62000	-31403.95	-176.52	-31580.47	-30419.53	-49%
<b>Report Total:</b>	<b>0</b>	<b>-122000</b>	<b>-56021.12</b>	<b>-1514.59</b>	<b>-57535.71</b>	<b>-64464.29</b>	<b>-53%</b>

# Bertha Bartlett and Gilbert Library Holiday Calendar

## **2023:**

The libraries will be closed December 24 - December 26 - we will resume our usual schedule Wednesday December 27

## **2024 SC**

January 2?

May 27

July 4

September 2

November 27 we will close at noon

Closed November 28

December 23 close at noon, closed December 24, 25

## **2024 Gilbert**

Saturday, December 30 or

January 2?

May 25 and 27

July 4

August 31 and September 2

November 27 we will close at noon

Closed November 28

December 23 close at noon, closed December 24, 25