

Bertha Bartlett Public Library

Board Meeting–
Monday, October 23, 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
- September bills –

Circulation Report: Duane Fournier

Who- fi and Hoopla

Correspondence/Communications:

- Library Board training: Handbook Training – Tara Turner Community Mapping
- Tuesday, April 30 6-7:30 county wide Trustees training

Gilbert Update:

New computers purchased
Halloween activity planned
Still searching for a youth Service librarian

New Business:

- Review of current building floor plan – plans were released for bid October 17
 - status of addendum to Emergent contract
 - NanaWall
 - Do we need to solicit additional contractors?
- Bills: Midwest pano renewal, software for library (Adobe, Office),book club budget
- Staff clean-up day will be set at staff meeting – to tackle attic, storage rooms, meeting room cabinet
- Proposed staff pay raise and possible library schedule change

Old Business:

- Magazine/Periodical Policy update

Adjournment: Monthly board meeting: Monday, November 27, 2023

Staff Report September 2023

The library has undergone a major transition with Kolleen retiring and Tara Turner assuming her role as director September 18. Staff have continued to run the library with patience and enthusiasm for the exciting year ahead.

Even with summer programming winding down, library usage has remained steady. The library continues to provide much needed support for patrons of all ages. Young patrons come to socialize, learn, and have fun. Computer availability remains important to all patrons. Older patrons also continue to use the library for the daily newspaper, magazines, computer, printer, fax and of course books.

In addition to providing story time, Nicole and Tanya offer needed literacy guidance to parents and caregivers with carefully planned story time activities. Aubrey is working closely with the schools to provide better targeted tween and teen activities.

I had the opportunity to meet with Story County librarians this month as well as with local Chamber members. Feedback was provided as to how the library can help the community in their endeavors whether it be providing meeting space, office support, or research.

Staff focus will remain on serving patrons, but we will also be working to organize, weed, and declutter as we face our construction project. Relationships are being formed with local historical museum as well as contacts at ISU to determine best care and placement of our special collections. WE are hoping to enlist teens and/or adult volunteers to help us sell some more valuable materials. In addition, old electronic equipment will be made available to school age children for a fun dismantling activity before being recycled. As we continue to determine our mission we hope our library materials will become more visible and accessible to all patrons. We recognize that a library is not an archive, but that all materials must 'earn their keep' by being useful and valuable to our patrons.

We are also searching for a replacement children's librarian for Tanya in Gilbert as she and her family move out of state. Until a suitable replacement is found, Bethany and Nicole will cover the majority of the needs in Gilbert.

Please consider how you can advocate for the library and the services we provide to all community members and how to help us recruit a great professional to supervise the Gilbert branch

Bertha Bartlett Public Library
Board of Trustees
Minutes
September 25, 2023

Chris Feil, board President opened the meeting at 6:31 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Ashlee Mullenbach, Grant Reimers, Theresa Sens; Tara Turner, library director. Mark Jackson. Duane Fournier joined late.

The agenda was reviewed with one addition. A motion was made by Lynn, second by Ashlee to approve the agenda with one addition to discuss Kolleen's retirement party. All approved.

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

Citizens Appearance – None today.

Foundation Report - Shelley gave the Foundation report to the board. The Foundation's next meeting is October 9. The Foundation requests input from the Trustees regarding fundraising and the updated building plan. The Foundation wants to make sure there will be room the Rudder's Readers. We did not get the Union Pacific Grant. Waiting to hear back from Black Hills Energy.

The Scandinavian Days committee wants the library to be involved earlier in the planning process than last year, if we want to be involved in the festival. The first planning meeting is November 8.

Financial reports were reviewed by Duane.

The Bills sheet was not prepared for this meeting because the new director did not have access to it in time. It will be prepared for the next meeting.

Duane reviewed the September 2023 bills. A motion to approve the financial reports for August 2023 was made by Duane, second by Ashlee. All approved.

Circulation Report – Circulation report was discussed. Tara suggested new formats for the report. She'll do a monthly snapshot going forward.

Correspondence - None.

Board Training - None tonight. Chris will report on Chapter 8 of the Handbook at the next meeting. Theresa and Chris will do an annual review of Kolleen/exit interview, and will reach out to her for scheduling.

Gilbert Update - Tara gave the Gilbert update. She is looking to hire a new children's librarian for Gilbert. They would like to build an active after school program and would thus need to change library hours to add Wednesday afternoon.

New Business:

- Review of current building floor plan
 - City needs the new bid info by October 4 for approval at the October 18 meeting.
 - Chris has asked the architect for a breakdown of the billable hours with the architectural work and the new contract for the new bid.
- Preferred format of report
- Discussion of new library policies including magazine, book sale, fax, laminator
 - Tara proposed an updated periodical policy which aims to free up storage space and keep only actively circulating materials.
 - A motion to adopt the updated policy with one alteration was made by Laura and seconded by Ashlee; however upon discussion, the matter was tabled to next month to allow for research on the availability of Iowa Magazines.
 - Foundation and Board need a solution for disposing of outdated books/materials.
- Acquisition of hotspots
 - Tara presented information about the cost of mobile hotspots for checkout. A survey of patron interest is needed.
- Mission of library –Tara wants guidance from the Board as regards the library’s mission as an archival role, genealogy, local history –this discussion will be held at next meeting. Theresa will distribute the Board’s current mission statement to Tara and the Board in advance of the next meeting for review.
- Staff clean-up day
 - Tara requested the library be closed one day for staff to clean out the library.
- Determine date of next Board meeting due to holiday/5th Monday of the month
- Theresa nominated Grant Reimers as board Vice President. Ashlee seconded. All approved.

Old Business:

- Library staff wages
 - Tara discussed a desire to increase staff wages. Discussion ensued regarding budget from the city. It will be discussed again in the future.
- Retirement Party
 - Outgoing director Kolleen Taylor’s retirement party will be October 21, 10-12 at the library.
 - Members of the Board and Foundation will prepare the party and advertise.
- Building Expansion – next steps
 - Contact the architect to follow up on Chris’ email
 - Let architect know about the October 4 deadline for the October 18 city council meeting.
- Cell phone for library
 - Tara is getting set up a wifi cellphone, using an old one of hers with a temporary phone number so staff can do verifications as needed.

Next meeting:

Board meeting Monday October 23, 6:30pm.

A motion was made by Laura, seconded by Ashlee to adjourn the meeting at 8:18pm. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library

October 2023 bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 539.72	Health Insurance, KT (split with Gilbert)
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Early Bird Window Washin	10/16/2023	\$ 80.00	Window cleaning
001-4410-6320	Sabrina Gogerty	10/31/2023	\$ 375.00	Library cleaning
001-4410-6329	Story City Space center		\$ 120.00	storage -Oct
001-4410-6371	Black Hills Energy			503 Broad Street - Credit Balance-(\$338.81)
001-4410-6373	Aureon	10/25/2023	\$ 78.28	Telephone
001-4410-6506	Visa - Amazon	9/17/2023	\$8.85	Office supplies - glue sticks
001-4410-6507	Visa-Amazon	9/17/2023	\$142.80	Misc Operating Supplies - Light bulbs
001-4410-6500	Visa - Amazon	9/21/2023	\$ 66.90	Programming - Oversized Notepad
001-4410-6507	Visa - Amazon	9/21/2023	\$ 33.11	Programming - labels
001-4410-6507	Visa - Amazon	9/24/2023	\$ 36.64	Misc Operating Supplies - tissues
001-4410-6772	Converse Conditioned Air	10/2/2023	\$ 69.37	Building Maintenance - air filters
001-4410-6507	Tara Turner - reimburseme	9/12/2023	\$ 151.94	Office supplies - library and business cards
001-4410-6770	Iowa Poetry Asso	10/16/2023	\$ 12.75	Magazines - Lyrical Iowa
001-4410-6770	History - Nat'l Geographic	10/16/2023	\$ 34.00	Magazines - History - Nat'l Geo
001-4410-6770	Smithsonian	10/16/2023	\$ 14.99	Magazines - Smithsonian
001-4410-6772	Baker & Taylor	10/3/2023	\$ 31.33	Book
001-4410-6772	Baker & Taylor	9/26/2023	\$ 261.57	Books
001-4410-6772	Baker & Taylor	10/10/2023	\$ 79.65	Books
001-4410-6772	Baker & Taylor	10/11/2023	\$244.28	Books
001-4410-6772	Baker & Taylor	10/18/2023	\$179.79	Books
001-4410-6772	Gale Cengage	10/12/2023	\$26.24	Books
001-4410-6772	Center Point	10/1/2023	\$138.42	Books
001-4410-6772	Ingram	9/15/2023	\$274.59	Books
001-4410-6772	Ingram	9/19/2023	\$18.77	Books
001-4410-6772	Ingram	10/1/2023	\$166.67	Books
001-4410-6506	Amazon - NRL3	9/4/2023	\$4.88	Office Supplies - bill remainder garbage bags
001-4410-6772	Amazon - YN6c	9/7/2023	\$16.36	Books
	Amazon - G6GC	10/6/2023	\$12.02	Books
	Amazon - 1RPW	10/10/2023	\$10.93	Books
	Amazon - MG1G	10/13/2023	\$63.00	Books
001-4410-6507	Amazon - -9LMT	10/17/2023	\$24.94	Misc Operating Supplies -Clorox Wipes
	Amazon - 4GCM	10/17/2023	\$9.99	Misc Operating Supplies -Garbage bands
001-4410-6773	Amazon - N49X	9/6/2023	\$34.96	Video
	Amazon - 3YMP	9/11/2023	\$47.27	Video
	Amazon - C49D	9/12/2023	\$7.99	Video
	Amazon - MG1G	10/13/2023	\$4.00	Video
		Total	<u>\$ 3,452.00</u>	
	Library Building Expansion		Amount	
		Total	<u>\$0.00</u>	
	Gilbert Bills			
001-4410-6772	Visa - Amazon	9/23/2023	\$ 7.73	Book
033-4410-6772	Baker & Taylor	10/3/2023	\$ 105.66	Books
033-4410-6772	Baker & Taylor	9/26/2023	\$ 65.51	Books
033-4410-6772	Baker & Taylor	10/10/2023	\$ 39.85	Books

Bertha Bartlett Public Library
October 2023 bills

033-4410-6772	Baker &Taylor	10/11/2023	\$ 40.08	Books
033-4410-6772	Baker &Taylor	10/18/2023	\$ 29.04	Books
033-4410-6772	Ingram	9/15/2023	\$73.15	Books
033-4410-6772	Amazon(C49D)	9/12/2023	\$7.45	Books
033-4410-6772	Amazon(G6GC)	10/6/2023	\$6.69	Books
033-4410-6772	Amazon(MG1G)	10/13/2023	\$6.61	Books
033-4410-6507	Amazon (9LMT)	10/17/2023	\$12.47	Misc operating Supplies - Clorox Wipes
033-4410-6773	Amazon (N49x)	9/6/2023	\$ 9.99	Video
	Total - Gilbert		\$ 404.23	

Approved on this day _____ by _____

Emergent Architecture, PLC
 100 E 2nd St - Ste 204
 Cedar Falls, IA 50613
 319.529.3945



Bertha Bartlett Public Library
 503 Broad St
 Story City, IA 50248

Invoice number 10247
 Date 10/13/2023

Project **21005 Bertha Bartlett Public Library -
 Renovation & Addition**

Professional services through 10/02/2023

Procurement

Architectural Fees

	Hours	Rate	Billed Amount
Principal	7.00	175.00	1,225.00
Architect	2.50	110.00	275.00
Administration	1.00	65.00	65.00
Procurement subtotal			1,565.00

Reimbursable Expenses

Reimbursable Expenses

	Units	Rate	Billed Amount
Postage / Shipping / Delivery Gary M. Landhauser			0.76
Mileage	960.00	0.655	628.80
Reimbursable Expense subtotal			629.56

Additional Service

Description	Fee	Percent Complete	Amount Complete	Prior Billed	Current Billing
REDESIGN FOR REBID	45,000.00	100.00	45,000.00	0.00	45,000.00
Additional Service Total	45,000.00	100.00	45,000.00	0.00	45,000.00

Invoice total 47,194.56

Invoice Summary

Description	Prior Billed	Total To Date	Current Billing
SCHEMATIC DESIGN	28,180.00	28,180.00	0.00
DESIGN DEVELOPMENT	62,720.00	62,720.00	0.00
CONSTRUCTION DOCUMENTS	78,385.00	78,385.00	0.00
PROCUREMENT	13,125.00	14,690.00	1,565.00
CONSTRUCTION ADMINISTRATION	0.00	0.00	0.00
ADDITIONAL SERVICE - REDESIGN FOR REBID	0.00	45,000.00	45,000.00
REIMBURSABLE EXPENSES	14,604.10	15,233.66	629.56
Total	197,014.10	244,208.66	47,194.56



Detail vs Budget Report

Account Detail

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND								
Department: 4410 - LIBRARY								
<u>001-4410-6010</u>								
	SALARIES, FULL-TIME	0	67200	10355.44	9438.84	19794.28	47405.72	0.705442262
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Longevit			11.54	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			205.96	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			205.96	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Regular			1621.89	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			25.75	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Anniver:			1441.68	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			688.66	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Sick Lea			389.25	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			2777.03	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			12.87	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Regular			991.16	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			205.96	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			205.96	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			205.96	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			205.96	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Longevit			11.54	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			205.96	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			25.75	
<u>001-4410-6020</u>								
	SALARIES, PART-TIME	0	66000	12408.58	6104.16	18512.74	47487.26	0.719503939
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELLIG, AUBREY JO:010-0640 - Regular			268.38	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - Reg			182.5	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		HODNEFIELD, CAITLIN GRACE:010-0632 - R			136.29	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - Regular			109.27	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		STOVER, ANGELA CLAIRE:010-0032 - Regul			454.68	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GELINA, NICOLE YVETTE:010-0636 - Regula			542.38	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - Regular			270.43	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GRUWELL, RACHALLE JANENE:010-0021 - F			375.62	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GRUWELL, RACHALLE JANENE:010-0021 - F			732.82	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GELINA, NICOLE YVETTE:010-0636 - Regula			665.5	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - Regular			125.26	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - Reg			245	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4410-6020	SALARIES, PART-TIME - Continued	0	66000	12408.58	6104.16	18512.74	47487.26	0.719503939
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		ELLIG, AUBREY JO:010-0640 - Regular			349.13	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		STOVER, ANGELA CLAIRE:010-0032 - Regul			535.12	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - Regular			1111.78	
001-4410-6110	FICA 6.20% & MEDICARE 1.45%	0	10190	1730.59	1189.1	2919.69	7270.31	0.713474975
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		HODNEFIELD, CAITLIN GRACE:010-0632 - S			8.45	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		HODNEFIELD, CAITLIN GRACE:010-0632 - M			1.98	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GRUWELL, RACHALLE JANENE:010-0021 - F			5.45	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - MC			2.65	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - SS			11.32	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GRUWELL, RACHALLE JANENE:010-0021 - S			23.29	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		STOVER, ANGELA CLAIRE:010-0032 - MC			6.59	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - SS			6.78	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.17	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.38	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			23.52	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.71	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.77	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			1.6	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.77	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			100.55	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELLIG, AUBREY JO:010-0640 - MC			3.89	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELLIG, AUBREY JO:010-0640 - SS			16.64	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - MC			3.92	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GELINA, NICOLE YVETTE:010-0636 - SS			33.63	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GELINA, NICOLE YVETTE:010-0636 - MC			7.86	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - MC			1.59	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - SS			16.76	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		STOVER, ANGELA CLAIRE:010-0032 - SS			28.19	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			9.98	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			20.9	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			172.17	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			24.14	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			89.39	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			42.7	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			5.65	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			40.27	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.38	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4410-6110	FICA 6.20% & MEDICARE 1.45% - Continued	0	10190	1730.59	1189.1	2919.69	7270.31	0.713474975

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		STOVER, ANGELA CLAIRE:010-0032 - MC			7.76
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.19
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			1.6
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			14.37
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.17
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.77
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		STOVER, ANGELA CLAIRE:010-0032 - SS			33.18
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		ELDIG, AUBREY JO:010-0640 - MC			5.06
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GRUWELL, RACHALLE JANENE:010-0021 - F			10.63
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - MC			3.55
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - SS			68.93
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - MC			16.12
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GELINA, NICOLE YVETTE:010-0636 - SS			41.26
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - MC			1.82
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.76
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.77
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GELINA, NICOLE YVETTE:010-0636 - MC			9.65
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - SS			7.76
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.77
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - SS			15.19
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			12.77
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.8
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			61.46
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.71
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			2.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		ELDIG, AUBREY JO:010-0640 - SS			21.65
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GRUWELL, RACHALLE JANENE:010-0021 - S			45.43

001-4410-6130	IPERS 5.75%	0	12575	2148.95	967.27	3116.22	9458.78	0.752189264
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			1.09
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		STOVER, ANGELA CLAIRE:010-0032 - IPERS			42.92
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.44
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.44
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			2.43
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		HODNEFIELD, CAITLIN GRACE:010-0632 - II			12.87
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - IPE			17.23

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4410-6130	IPERS 5.75% - Continued	0	12575	2148.95	967.27	3116.22	9458.78	0.752189264

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - IPERS01			10.32
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			153.11
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELDIG, AUBREY JO:010-0640 - IPERS01			25.33
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - IPERS01			25.53
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GRUWELL, RACHALLE JANENE:010-0021 - I			35.46
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		GELINA, NICOLE YVETTE:010-0636 - IPERS01			51.2
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - IPERS01			104.95
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - IPERS01			11.82
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - IPE			23.13
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.44
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.46
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			2.43
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			93.56
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.44
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		STOVER, ANGELA CLAIRE:010-0032 - IPERS			50.52
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			1.22
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.44
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GELINA, NICOLE YVETTE:010-0636 - IPERS01			62.82
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			19.44
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			1.09
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		ELDIG, AUBREY JO:010-0640 - IPERS01			32.96
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		GRUWELL, RACHALLE JANENE:010-0021 - I			69.18

001-4410-6150	INSURANCE, GROUP HEALTH	0	7225	823.64	0	823.64	6401.36	0.886001384
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001-4410-6230	TRAVEL & TRAINING	0	1200	0	163.42	163.42	1036.58	0.863816667
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/28/2023	APPKT04601	INV0005996	85887	Reimbursement- supplies/travel	3897 - KOLLEEN TAYLOR		163.42

001-4410-6320	BUILDING & GROUNDS	0	4000	518.23	813.75	1331.98	2668.02	0.667005
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/01/2023	APPKT04580	18/750	85760	cleaning	6016 - EARLY BIRD WINDOW WASHING		80
09/01/2023	APPKT04580	23.0008	85765	cleaning	4507 - SABRINA GOGERTY		300
09/01/2023	APPKT04580	8/23	85768	August rent	6409 - STORY CITY SPACE CENTER		60
09/28/2023	APPKT04601	13/750	85883	Cleaning	6016 - EARLY BIRD WINDOW WASHING		80
09/28/2023	APPKT04601	23.0009	85888	Cleaning	4507 - SABRINA GOGERTY		293.75

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4410-6371	UTILITIES	0	4000	63	31.5	94.5	3905.5	0.976375
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/15/2023	APPKT04591	INV0005949	85822	garbage service	6242 - AWS SERVICE CENTER		31.5	
001-4410-6373	TELEPHONE	0	1200	157.01	79.77	236.78	963.22	0.802683333
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/26/2023	APPKT04601	INV0005992	85879	Phone	4994 - AUREON COMMUNICATIONS		79.77	
001-4410-6408	INSURANCE GENERAL	0	5000	0	0	0	5000	1
001-4410-6490	PROFESSIONAL SERVICES	0	2000	0	538	538	1462	0.731
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	2023-019	85763	employment	6434 - HINSON CONSULTING, LLC		100	
09/28/2023	APPKT04601	5692609, 5763305	85886	Digital Recruitment	4801 - GATE HOUSE DB IOWA HOLDINGS		438	
001-4410-6499	MISCELLANEOUS	0	0	8.75	0	8.75	-8.75	0
001-4410-6500	PROGRAMMING	0	3000	174.23	275.11	449.34	2550.66	0.85022
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/28/2023	APPKT04601	7365948	85882	Cataloging	0155 - DEMCO		37.03	
09/28/2023	APPKT04601	INV0005996	85887	Reimbursement/travel	3897 - KOLLEEN TAYLOR		17.15	
09/28/2023	APPKT04601	INV0005997		Storage	6409 - STORY CITY SPACE CENTER		120	
09/28/2023	APPKT04601	INV0005998	85890	monthly purchases	5064 - VISA/BERTHA BARTLETT		40.93	
09/29/2023	APPKT04604	INV0006005	85919	storage	6409 - STORY CITY SPACE CENTER		60	
001-4410-6501	BUILDING SUPPLIES	0	2000	0	0	0	2000	1
001-4410-6502	TECHNOLOGY	0	2000	234	300	534	1466	0.733
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	INV0005917	85770	programming	5064 - VISA/BERTHA BARTLETT		300	
001-4410-6505	CATALOGING SUPPLIES	0	1000	0	0	0	1000	1
001-4410-6506	OFFICE SUPPLIES	0	2160	966.34	95.86	1062.2	1097.8	0.508240741
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/26/2023	APPKT04601	INV0005991	85878	Books	6021 - AMAZON CAPITAL SERVICES		95.86	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4410-6507	MISC. OPERATING SUPPLIES	0	0	0	29.63	29.63	-29.63	0
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/28/2023	APPKT04601	INV0005998	85890	monthly purchases	5064 - VISA/BERTHA BARTLETT		29.63	
001-4410-6508	PETTY CASH/POSTAGE	0	250	0	0	0	250	1
001-4410-6770	MAGAZINES	0	1000	303.35	32	335.35	664.65	0.66465
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	INV0005916	85766	BBPL subscription	4039 - SOUTH HAMILTON RECORD-NEWS		32	
001-4410-6771	AUDIO	0	500	24.99	6.95	31.94	468.06	0.93612
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/26/2023	APPKT04601	INV0005991	85878	Books	6021 - AMAZON CAPITAL SERVICES		6.95	
001-4410-6772	BOOKS	0	10000	2595.55	1901.39	4496.94	5503.06	0.550306
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	INV0005914	85762	books	3603 - GALE/CENGAGE LEARNING		349.48	
09/01/2023	APPKT04580	INV0005915	85764	books	4145 - INGRAM LIBRARY SERVICES		547.8	
09/26/2023	APPKT04601	2037763095	85880	Books	0050 - BAKER & TAYLOR		50.71	
09/26/2023	APPKT04601	2037772425	85880	Books	0050 - BAKER & TAYLOR		151.47	
09/26/2023	APPKT04601	2037779559	85880	Books	0050 - BAKER & TAYLOR		251.2	
09/26/2023	APPKT04601	2037790281	85880	Books	0050 - BAKER & TAYLOR		160.16	
09/26/2023	APPKT04601	203779866	85880	Books	0050 - BAKER & TAYLOR		17.08	
09/26/2023	APPKT04601	2037808600	85880	Books	0050 - BAKER & TAYLOR		94.98	
09/26/2023	APPKT04601	INV0005991	85878	Books	6021 - AMAZON CAPITAL SERVICES		41.15	
09/28/2023	APPKT04601	2036499, 2040107	85881	Books	1906 - CENTER POINT PUBLISHING		167.63	
09/28/2023	APPKT04601	82324160	85885	Books	3603 - GALE/CENGAGE LEARNING		54.73	
09/28/2023	APPKT04601	INV0005996	85887	Reimbursement/travel	3897 - KOLLEEN TAYLOR		15	
001-4410-6773	VIDEO	0	1000	192.72	88.22	280.94	719.06	0.71906
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/26/2023	APPKT04601	INV0005991	85878	Books	6021 - AMAZON CAPITAL SERVICES		88.22	
001-4410-6774	ONLINE LICENSING/DATABASES	0	1500	501.96	0	501.96	998.04	0.66536
4410 - LIBRARY Totals:		0	205000	33207.33	22054.97	55262.3	149737.7	0.730427805
001 - GENERAL FUND Totals:		0	205000	33207.33	22054.97	55262.3	149737.7	0.730427805

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
031 - LIBRARY GIFT TRUST FUND								
Department: 4410 - LIBRARY								
031-4410-6798	CAPITAL PROJECT	0	250000	0	0	0	250000	1
4410 - LIBRARY Totals:		0	250000	0	0	0	250000	1
031 - LIBRARY GIFT TRUST FUND Totals:		0	250000	0	0	0	250000	1

033 - GILBERT PUBLIC LIBRARY

Department: 4410 - LIBRARY

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
033-4410-6010								
SALARIES, FULL-TIME		0	16800	3451.75	3146.23	6597.98	10202.02	0.607263095
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Longevit			3.84	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			68.65	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			8.58	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Regular			540.63	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			68.65	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Sick Lea			129.75	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			925.68	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Holiday			229.55	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Anniver:			480.56	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			68.65	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			68.65	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			68.65	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Longevit			3.84	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			68.65	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			68.65	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			4.29	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Regular			330.38	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - Vacatior			8.58	
033-4410-6020								
SALARIES, PART-TIME		0	23200	3367.28	1684.2	5051.48	18148.52	0.782263793
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - Reg			180	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELIG, AUBREY JO:010-0640 - Regular			38	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - Regular			60.1	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		MARTINSON, ABRA:010-0633 - Regular			88.72	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		SMITH, TANYA MARIE:010-0638 - Regular			314.6	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - Regular			109.27	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		MARTINSON, ABRA:010-0633 - Regular			58.22	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - Regular			270.43	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - Regular			95.94	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - Reg			120	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
033-4410-6020	SALARIES, PART-TIME - Continued	0	23200	3367.28	1684.2	5051.48	18148.52	0.782263793
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		SMITH, TANYA MARIE:010-0638 - Regular			348.92	
033-4410-6110	FICA 6.20% & MEDICARE 1.45%	0	3060	517.96	369.47	887.43	2172.57	0.709990196
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		MARTINSON, ABRA:010-0633 - SS			5.5	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - SS			3.73	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - MC			0.87	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.12	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELIG, AUBREY JO:010-0640 - MC			0.55	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELIG, AUBREY JO:010-0640 - SS			2.36	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			33.52	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.05	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.26	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.26	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			7.84	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.24	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.99	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.99	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		MARTINSON, ABRA:010-0633 - MC			1.29	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - MC			1.58	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.53	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - MC			2.61	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - SS			11.16	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		SMITH, TANYA MARIE:010-0638 - SS			19.51	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		SMITH, TANYA MARIE:010-0638 - MC			4.56	
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - SS			6.77	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			13.42	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			3.33	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			57.39	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			1.88	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			8.04	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			29.79	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			14.23	
09/25/2023	PYPKT01330	PYPKT01330 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			6.97	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.99	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.26	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.25	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			20.48	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.26	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			1	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.05	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
033-4410-6110	FICA 6.20% & MEDICARE 1.45% - Continued	0	3060	517.96	369.47	887.43	2172.57	0.709990196

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.06
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.12
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.53
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			4.79
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			0.24
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.26
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - MC			0.99
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.26
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - SS			4.26
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		SMITH, TANYA MARIE:010-0638 - SS			21.63
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		SMITH, TANYA MARIE:010-0638 - MC			5.06
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - MC			1.74
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - SS			5.95
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - SS			7.44
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - MC			3.92
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - SS			16.77
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		MARTINSON, ABRA:010-0633 - SS			3.61
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		MARTINSON, ABRA:010-0633 - MC			0.84
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - MC			1.39

033-4410-6130	IPERS 5.75%	0	3775	643.7	289.33	933.03	2841.97	0.752839735
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			51.04
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			0.81
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			0.36
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		SMITH, TANYA MARIE:010-0638 - IPERS01			29.7
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		MARTINSON, ABRA:010-0633 - IPERS01			8.38
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		TURNER, TARA AIMEE:010-0034 - IPERS01			5.67
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		LOOTS, LAURA ANN:010-0637 - IPERS01			10.31
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		CONNON, BETHANY GRACE:010-0639 - IPE			16.99
09/13/2023	PYPKT01327	PYPKT01327 - 9.11.23 hs		ELIG, AUBREY JO:010-0640 - IPERS01			3.59
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		SMITH, TANYA MARIE:010-0638 - IPERS01			32.94
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		CONNON, BETHANY GRACE:010-0639 - IPE			11.33
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			0.81
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			0.36
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			0.4
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			31.19

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
033-4410-6130	IPERS 5.75% - Continued	0	3775	643.7	289.33	933.03	2841.97	0.752839735
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		LOOTS, LAURA ANN:010-0637 - IPERS01			9.06	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TURNER, TARA AIMEE:010-0034 - IPERS01			25.53	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		TAYLOR, KOLLEEN KAE:010-0020 - IPERS01			6.48	
09/27/2023	PYPKT01329	PYPKT01329 - 9.25.23 hs:		MARTINSON, ABRA:010-0633 - IPERS01			5.5	
033-4410-6150	INSURANCE, GROUP HEALTH	0	1600	274.55	0	274.55	1325.45	0.82840625
033-4410-6230	TRAVEL & TRAINING	0	500	0	84.03	84.03	415.97	0.83194
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/28/2023	APPKT04601	INV0005996	85887	Reimbursement/travel	3897 - KOLLEEN TAYLOR		84.03	
033-4410-6490	PROFESSIONAL SERVICES	0	500	0	100	100	400	0.8
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	2023-019	85763	employment	6434 - HINSON CONSULTING, LLC		100	
033-4410-6500	PROGRAMMING	0	2500	0	37.02	37.02	2462.98	0.985192
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/28/2023	APPKT04601	7365948	85882	Cataloging	0155 - DEMCO		37.02	
033-4410-6502	TECHNOLOGY	0	500	0	48	48	452	0.904
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	INV0005917	85770	programming	5064 - VISA/BERTHA BARTLETT		48	
033-4410-6505	CATALOGING SUPPLIES	0	1000	0	0	0	1000	1
033-4410-6506	OFFICE SUPPLIES	0	300	89.5	0	89.5	210.5	0.701666667
033-4410-6770	MAGAZINES	0	100	0	0	0	100	1
033-4410-6772	BOOKS	0	3465	123.72	259.47	383.19	3081.81	0.889411255
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/01/2023	APPKT04580	INV0005915	85764	books	4145 - INGRAM LIBRARY SERVICES		11.49	
09/26/2023	APPKT04601	2037763095	85880	Books	0050 - BAKER & TAYLOR		13.1	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
033-4410-6772	BOOKS - Continued	0	3465	123.72	259.47	383.19	3081.81	0.889411255
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/26/2023	APPKT04601	2037772425	85880	Books	0050 - BAKER & TAYLOR		126.26	
09/26/2023	APPKT04601	2037779559	85880	Books	0050 - BAKER & TAYLOR		65.51	
09/26/2023	APPKT04601	203779866	85880	Books	0050 - BAKER & TAYLOR		16.78	
09/26/2023	APPKT04601	2037808600	85880	Books	0050 - BAKER & TAYLOR		26.33	
033-4410-6773	VIDEO	0	200	0	0	0	200	1
033-4410-6774	ONLINE LICENSING/DATABASES	0	1500	501.96	0	501.96	998.04	0.66536
033-4410-6910	TRANSFER OUT	0	3000	0	0	0	3000	1
4410 - LIBRARY Totals:		0	62000	8970.42	6017.75	14988.17	47011.83	0.758255323
033 - GILBERT PUBLIC LIBRARY Totals:		0	62000	8970.42	6017.75	14988.17	47011.83	0.758255323
Report Total:		0	517000	42177.75	28072.72	70250.47	446749.53	0.864119014

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND								
Department: 4410 - LIBRARY								
001-4410-6010	SALARIES, FULL-TIME	0	67200	10355.44	9438.84	19794.28	47405.72	0.705442262
001-4410-6020	SALARIES, PART-TIME	0	66000	12408.58	6104.16	18512.74	47487.26	0.719503939
001-4410-6110	FICA 6.20% & MEDICARE 1.45%	0	10190	1730.59	1189.1	2919.69	7270.31	0.713474975
001-4410-6130	IPERS 5.75%	0	12575	2148.95	967.27	3116.22	9458.78	0.752189264
001-4410-6150	INSURANCE, GROUP HEALTH	0	7225	823.64	0	823.64	6401.36	0.886001384
001-4410-6230	TRAVEL & TRAINING	0	1200	0	163.42	163.42	1036.58	0.863816667
001-4410-6320	BUILDING & GROUNDS	0	4000	518.23	813.75	1331.98	2668.02	0.667005
001-4410-6371	UTILITIES	0	4000	63	31.5	94.5	3905.5	0.976375
001-4410-6373	TELEPHONE	0	1200	157.01	79.77	236.78	963.22	0.802683333
001-4410-6408	INSURANCE GENERAL	0	5000	0	0	0	5000	1
001-4410-6490	PROFESSIONAL SERVICES	0	2000	0	538	538	1462	0.731
001-4410-6499	MISCELLANEOUS	0	0	8.75	0	8.75	-8.75	0
001-4410-6500	PROGRAMMING	0	3000	174.23	275.11	449.34	2550.66	0.85022
001-4410-6501	BUILDING SUPPLIES	0	2000	0	0	0	2000	1
001-4410-6502	TECHNOLOGY	0	2000	234	300	534	1466	0.733
001-4410-6505	CATALOGING SUPPLIES	0	1000	0	0	0	1000	1
001-4410-6506	OFFICE SUPPLIES	0	2160	966.34	95.86	1062.2	1097.8	0.508240741
001-4410-6507	MISC. OPERATING SUPPLIES	0	0	0	29.63	29.63	-29.63	0
001-4410-6508	PETTY CASH/POSTAGE	0	250	0	0	0	250	1
001-4410-6770	MAGAZINES	0	1000	303.35	32	335.35	664.65	0.66465
001-4410-6771	AUDIO	0	500	24.99	6.95	31.94	468.06	0.93612
001-4410-6772	BOOKS	0	10000	2595.55	1901.39	4496.94	5503.06	0.550306
001-4410-6773	VIDEO	0	1000	192.72	88.22	280.94	719.06	0.71906
001-4410-6774	ONLINE LICENSING/DATABASES	0	1500	501.96	0	501.96	998.04	0.66536
4410 - LIBRARY Totals:		0	205000	33207.33	22054.97	55262.3	149737.7	0.730427805
001 - GENERAL FUND Totals:		0	205000	33207.33	22054.97	55262.3	149737.7	0.730427805
031 - LIBRARY GIFT TRUST FUND								
Department: 4410 - LIBRARY								
031-4410-6798	CAPITAL PROJECT	0	250000	0	0	0	250000	1
4410 - LIBRARY Totals:		0	250000	0	0	0	250000	1
031 - LIBRARY GIFT TRUST FUND Totals:		0	250000	0	0	0	250000	1
033 - GILBERT PUBLIC LIBRARY								
Department: 4410 - LIBRARY								
033-4410-6010	SALARIES, FULL-TIME	0	16800	3451.75	3146.23	6597.98	10202.02	0.607263095
033-4410-6020	SALARIES, PART-TIME	0	23200	3367.28	1684.2	5051.48	18148.52	0.782263793
033-4410-6110	FICA 6.20% & MEDICARE 1.45%	0	3060	517.96	369.47	887.43	2172.57	0.709990196
033-4410-6130	IPERS 5.75%	0	3775	643.7	289.33	933.03	2841.97	0.752839735
033-4410-6150	INSURANCE, GROUP HEALTH	0	1600	274.55	0	274.55	1325.45	0.82840625
033-4410-6230	TRAVEL & TRAINING	0	500	0	84.03	84.03	415.97	0.83194

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
033-4410-6490	PROFESSIONAL SERVICES	0	500	0	100	100	400	0.8
033-4410-6500	PROGRAMMING	0	2500	0	37.02	37.02	2462.98	0.985192
033-4410-6502	TECHNOLOGY	0	500	0	48	48	452	0.904
033-4410-6505	CATALOGING SUPPLIES	0	1000	0	0	0	1000	1
033-4410-6506	OFFICE SUPPLIES	0	300	89.5	0	89.5	210.5	0.701666667
033-4410-6770	MAGAZINES	0	100	0	0	0	100	1
033-4410-6772	BOOKS	0	3465	123.72	259.47	383.19	3081.81	0.889411255
033-4410-6773	VIDEO	0	200	0	0	0	200	1
033-4410-6774	ONLINE LICENSING/DATABASES	0	1500	501.96	0	501.96	998.04	0.66536
033-4410-6910	TRANSFER OUT	0	3000	0	0	0	3000	1
4410 - LIBRARY Totals:		0	62000	8970.42	6017.75	14988.17	47011.83	0.758255323
033 - GILBERT PUBLIC LIBRARY Totals:		0	62000	8970.42	6017.75	14988.17	47011.83	0.758255323
Report Total:		0	517000	42177.75	28072.72	70250.47	446749.53	0.864119014

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND	0	205000	33207.33	22054.97	55262.3	149737.7	0.730427805
031 - LIBRARY GIFT TRUST FUND	0	250000	0	0	0	250000	1
033 - GILBERT PUBLIC LIBRARY	0	62000	8970.42	6017.75	14988.17	47011.83	0.758255323
Report Total:	0	517000	42177.75	28072.72	70250.47	446749.53	0.864119014



City of Story City, IA

Detail vs Budget Report

Account Detail

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND								
Department: 4410 - LIBRARY								
001-4410-1-4580	LIBRARY FINES	0	0	-170.4	-229.3	-399.7	399.7	0
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount
09/01/2023	GLPKT06509	JN07647		FINES, FAXES, FEES				-229.3
001-4410-2-4470	LIBRARY SERVICES	0	-25000	0	0	0	-25000	-1
4410 - LIBRARY Totals:		0	-25000	-170.4	-229.3	-399.7	-24600.3	-0.984012
001 - GENERAL FUND Totals:		0	-25000	-170.4	-229.3	-399.7	-24600.3	-0.984012
031 - LIBRARY GIFT TRUST FUND								
Department: 4410 - LIBRARY								
031-4410-2-4705	DONATION FROM PRIVATE SOURCES	0	0	0	-210	-210	210	0
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount
09/01/2023	GLPKT06509	JN07647		TRUSTS/MEMORIALS/DONATIONS/BLDG F				-210
031-4410-4-4300	INTEREST ON DEPOSIT	0	-5000	-2586.77	-1164.94	-3751.71	-1248.29	-0.249658
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount
09/29/2023	GLPKT06628	JN07691		CHECKING INTEREST LIBRARY GIFT				-1160.74
09/29/2023	GLPKT06647	JN07707		Savings Interest/LIB GIFT				-4.2
031-4410-4-4830	TRANSFER IN	0	-30000	0	0	0	-30000	-1
4410 - LIBRARY Totals:		0	-35000	-2586.77	-1374.94	-3961.71	-31038.29	-0.88680829
031 - LIBRARY GIFT TRUST FUND Totals:		0	-35000	-2586.77	-1374.94	-3961.71	-31038.29	-0.88680829
033 - GILBERT PUBLIC LIBRARY								
Department: 4410 - LIBRARY								
033-4410-4-4300	INTEREST ON DEPOSIT	0	0	-243.75	-84.03	-327.78	327.78	0
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount
09/29/2023	GLPKT06628	JN07691		CHECKING INTEREST GILBERT LIB				-84.03

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
033-4410-4-4441	LOCAL REIMBURSEMENT	0	-62000	0	0	0	-62000	-1
4410 - LIBRARY Totals:		0	-62000	-243.75	-84.03	-327.78	-61672.22	-0.99471323
033 - GILBERT PUBLIC LIBRARY Totals:		0	-62000	-243.75	-84.03	-327.78	-61672.22	-0.99471323
Report Total:		0	-122000	-3000.92	-1688.27	-4689.19	-117310.81	-0.96156402

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND								
Department: 4410 - LIBRARY								
001-4410-1-4580	LIBRARY FINES	0	0	-170.4	-229.3	-399.7	399.7	0
001-4410-2-4470	LIBRARY SERVICES	0	-25000	0	0	0	-25000	-1
	4410 - LIBRARY Totals:	0	-25000	-170.4	-229.3	-399.7	-24600.3	-0.984012
	001 - GENERAL FUND Totals:	0	-25000	-170.4	-229.3	-399.7	-24600.3	-0.984012
031 - LIBRARY GIFT TRUST FUND								
Department: 4410 - LIBRARY								
031-4410-2-4705	DONATION FROM PRIVATE SOURCES	0	0	0	-210	-210	210	0
031-4410-4-4300	INTEREST ON DEPOSIT	0	-5000	-2586.77	-1164.94	-3751.71	-1248.29	-0.249658
031-4410-4-4830	TRANSFER IN	0	-30000	0	0	0	-30000	-1
	4410 - LIBRARY Totals:	0	-35000	-2586.77	-1374.94	-3961.71	-31038.29	-0.88680829
	031 - LIBRARY GIFT TRUST FUND Totals:	0	-35000	-2586.77	-1374.94	-3961.71	-31038.29	-0.88680829
033 - GILBERT PUBLIC LIBRARY								
Department: 4410 - LIBRARY								
033-4410-4-4300	INTEREST ON DEPOSIT	0	0	-243.75	-84.03	-327.78	327.78	0
033-4410-4-4441	LOCAL REIMBURSEMENT	0	-62000	0	0	0	-62000	-1
	4410 - LIBRARY Totals:	0	-62000	-243.75	-84.03	-327.78	-61672.22	-0.99471323
	033 - GILBERT PUBLIC LIBRARY Totals:	0	-62000	-243.75	-84.03	-327.78	-61672.22	-0.99471323
	Report Total:	0	-122000	-3000.92	-1688.27	-4689.19	-117310.81	-0.96156402

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND	0	-25000	-170.4	-229.3	-399.7	-24600.3	-0.984012
031 - LIBRARY GIFT TRUST FUND	0	-35000	-2586.77	-1374.94	-3961.71	-31038.29	-0.88680829
033 - GILBERT PUBLIC LIBRARY	0	-62000	-243.75	-84.03	-327.78	-61672.22	-0.99471323
Report Total:	0	-122000	-3000.92	-1688.27	-4689.19	-117310.81	-0.96156402



City of Story City, IA

Detail Report Account Summary

Date Range: 07/01/2023 - 09/30/2023

Account	Name	Beginning Balance	Total Activity	Ending Balance
AccountCode: 1101 - GENERAL SAVINGS ACCOUNT				
001-1101	GENERAL FUND SAV ACCT	344,226.54	4,764.69	348,991.23
022-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
031-1101	LIB GIFT TRUST SAV ACCT	13,214.21	13.18	13,227.39
032-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
040-1101	ECON DEV REV SAV ACCT	112,885.06	753.44	113,638.50
053-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
061-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
110-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
125-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
135-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
146-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
200-1101	DEBT SERVICE SAV ACCT	142,233.90	141.89	142,375.79
350-1101	EQUIP REPL SAV ACCT	15,204.88	15.18	15,220.06
440-1101	GENERAL SAVINGS ACCOUNT	0.00	0.00	0.00
500-1101	CEM PERP CARE SAV ACCT	612.79	0.61	613.40
600-1101	WATER SAV ACCT	109,091.12	1,510.01	110,601.13
601-1101	WATER SINKING SAVINGS ACCT	83,151.10	1,150.95	84,302.05
602-1101	WATER IMPROVE SAV ACCT	5,896.82	81.62	5,978.44
610-1101	SEWER SAV ACCT	198,155.88	2,743.46	200,899.34
612-1101	WW/MO REPL SAV ACCT	65,279.05	65.12	65,344.17
613-1101	SEWER RESERVE FUND SAV ACCT	0.00	0.00	0.00
680-1101	HOSPITAL SAV ACCT	83,230.66	83.04	83,313.70
Total AccountCode: 1101 - GENERAL SAVINGS ACCOUNT:		1,173,182.01	11,323.19	1,184,505.20
AccountCode: 1121 - PETTY CASH				
001-1121	PETTY CASH	150.00	0.00	150.00
Total AccountCode: 1121 - PETTY CASH:		150.00	0.00	150.00
AccountCode: 1140 - CERTIFICATES OF DEPOSIT				
001-1140	CERT OF DEP GEN FUN 3 MO	0.00	0.00	0.00
022-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
032-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
040-1140	CERT OF DEP. ECON LN.	100,000.00	0.00	100,000.00
061-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
110-1140	CERT. OF DEP. ROAD USE	0.00	0.00	0.00
125-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
135-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
146-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00

Detail Report

Date Range: 07/01/2023 - 09/30/2023

Account	Name	Beginning Balance	Total Activity	Ending Balance
200-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
350-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
440-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
500-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
600-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
601-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
602-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
610-1140	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
612-1140	CERT. OF DEP WW REPLACE.	100,000.00	0.00	100,000.00
680-1140	CERT OF DEP. HOSP 3 MO	0.00	0.00	0.00
Total AccountCode: 1140 - CERTIFICATES OF DEPOSIT:		200,000.00	0.00	200,000.00
AccountCode: 1141 - GENERAL CD				
001-1141	GENERAL CD 6 MO	250,000.00	0.00	250,000.00
Total AccountCode: 1141 - GENERAL CD:		250,000.00	0.00	250,000.00
AccountCode: 1142 - CERTIFICATES OF DEPOSIT				
001-1142	GEN FUND POOL	100,000.00	0.00	100,000.00
031-1142	LIBRARY TRUST #5910	0.00	0.00	0.00
Total AccountCode: 1142 - CERTIFICATES OF DEPOSIT:		100,000.00	0.00	100,000.00
AccountCode: 1143 - LIBRARY TRUST #5911				
031-1143	LIBRARY TRUST #5911	0.00	0.00	0.00
Total AccountCode: 1143 - LIBRARY TRUST #5911:		0.00	0.00	0.00
AccountCode: 1147 - CEM PERP CARE CD				
500-1147	CEM PERP CARE CD	27,956.90	0.00	27,956.90
Total AccountCode: 1147 - CEM PERP CARE CD:		27,956.90	0.00	27,956.90
AccountCode: 1148 - WATER CD				
600-1148	WATER CD	100,000.00	0.00	100,000.00
Total AccountCode: 1148 - WATER CD:		100,000.00	0.00	100,000.00
AccountCode: 1149 - SEWER CD				
610-1149	SEWER CD	0.00	0.00	0.00
Total AccountCode: 1149 - SEWER CD:		0.00	0.00	0.00
AccountCode: 1160 - HOSPITAL CD				
680-1160	HOSPITAL CD	100,000.00	0.00	100,000.00
Total AccountCode: 1160 - HOSPITAL CD:		100,000.00	0.00	100,000.00
Grand Totals:		1,951,288.91	11,323.19	1,962,612.10

MONTHLY SNAPSHOT

September 2023

Story City



Books added.....148 Books Withdrawn... Interlibrary Loans...26 Internet Usage: 874 sessions 274 unique users Computer Users... 85	Meeting Room Use.....24 Library Sponsored....16 Patron Sponsored....8 Kinne Wing.....5 Booked ahead study room..18 Program Attendance: 457 Story Time.....307 Story Time Express....38 After-School Program..72 Tweens and Teens.....27 Book Club.....13	Current/New Patrons: ..178/5 Reference Questions:....31 Number of volunteers6 Volunteer hours.....30.5 Staff hours.....555 Hours Open.....201
--	--	---

Library Usage	This month	Last Month	Increase or Decrease	September 2022	September 2021
Physical items checked out	2277	2453	↓ 7%	2647	2527
Bridges Materials	319	315	↓ 1%	304	356
Hoopla Books	182	-	-	-	-
Hoopla Other	15	-	-	-	-
Total Items checked out	2793	2768	<1%	2951	2883
Website Visits	1353	1352	↑ <1%		
Library Visits	2422	2581	↓		

MONTHLY SNAPSHOT

September 2023

Gilbert



Items added: 192 Items Withdrawn: WiFi usage:.....8 AWE.....5 PC.....2	Programs.....6 Passive Programs.....NA Story Time.....68 After-School Program NA Tweens and TeensNA Book Club.....NA	Current/New Patrons:1553/12 Reference Questions.....13 Number of volunteers....0 Staff hours....140 Hours Open...80
--	---	---

Library Usage	This month	Last Month	Increase or Decrease	2022	2021	Increase or Decrease
Physical items checked out	287	550	↓	319	463	↓
Website Visits						
Library Visits	226	456		314		

In September, 331 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



1053 ↑ 114.9%

Monthly Sessions



840 ↑ 110.53%

Total Visits



331 ↑ 85.96%

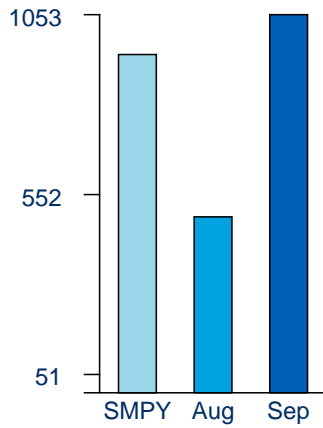
Unique Visitors



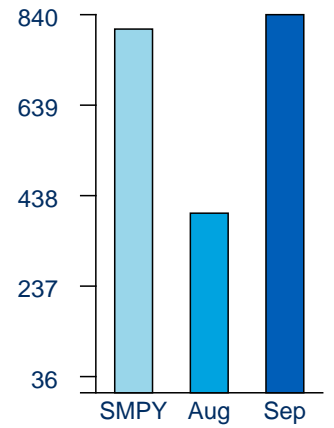
2.54 ↑ 13.39%

Average Return Rate

Total Monthly Session Count

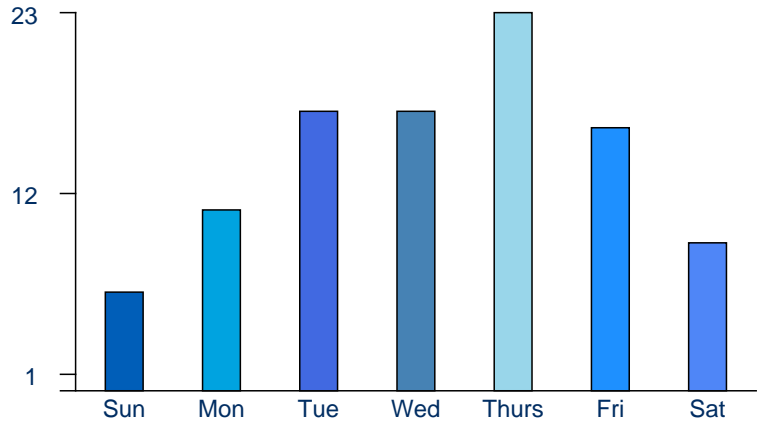


Total Monthly Visits

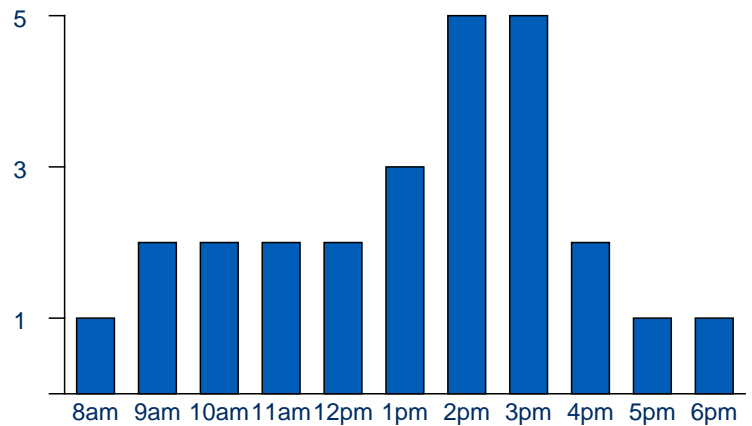


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Report run October 20, 2023 10:45 am

Hoopla since inception:

Reports Dashboard

35 patrons have borrowed 173 unique titles since launch!

AT A GLANCE



Show This Year to Date

197 Total Circulations	\$395.16 Amount Spent	Average Cost per Circulation \$2.01 Instant	
40 New Patrons	35 Unique Patrons	5.6 Average Circulations per Patron	100% Borrows with Zero Wait Time

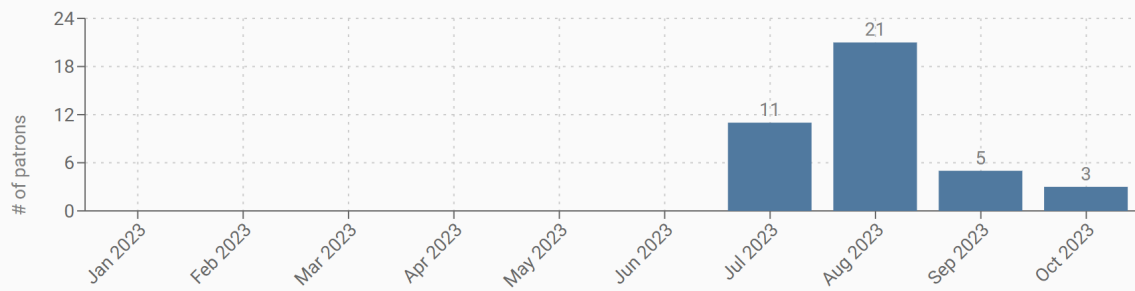
Show This Year to Date



New Patron Report

[View Detailed New Patron Report](#)

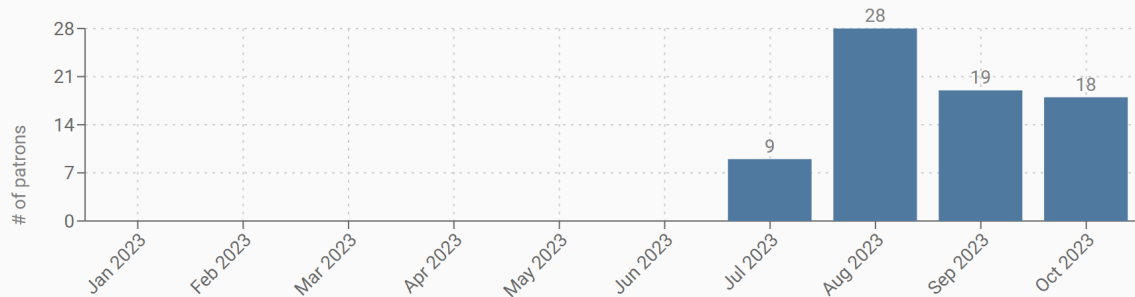
There were 40 new users from January 2023 through October 2023 with an average of 4 users being added for each month.



Patron Borrowing Report

[View Detailed Patron Borrowing Report](#)

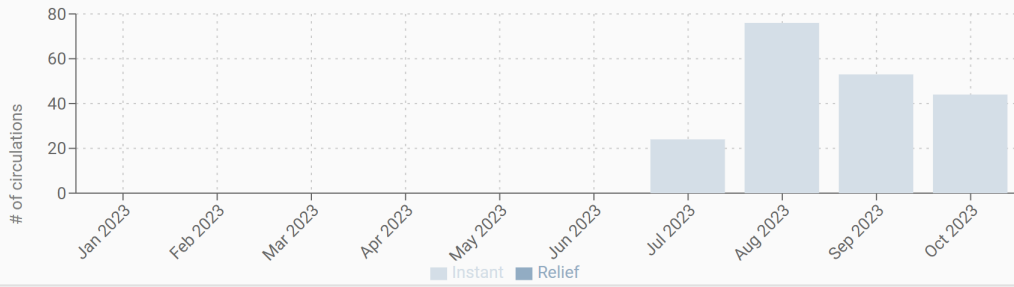
There were 35 unique patrons borrowing Instant licenses from January 2023 through October 2023 with an average of 3 people borrowing at least one Instant item per month.



Total Circulations

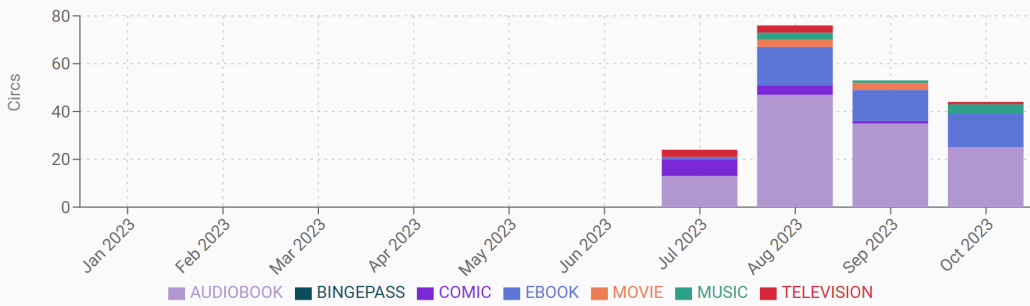
[View Detailed Total Circulations Report](#)

There were **197** Instant circulations from January 2023 through October 2023 with an average of **20** Instant circulations per month.



Circulations by Format

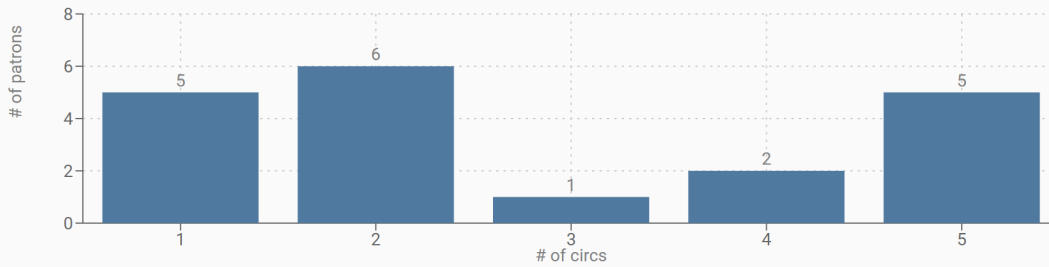
[View Detailed Circulations by Format Report](#)



Patrons and Borrows

[View Detailed Patron and Borrows Report](#)

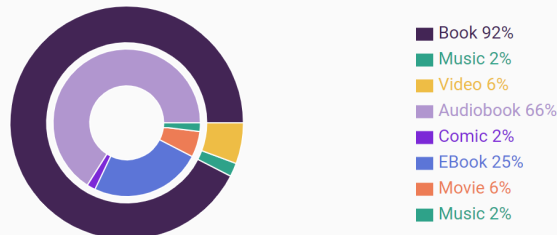
There were **53** Instant circs in September 2023 borrowed by **19** patrons. The average number of Instant circs was **2.79** circs per patron, with **5** individual(s) using all **5** Instant circs.



Circulations by Format

[View Detailed Circulations by Format Report](#)

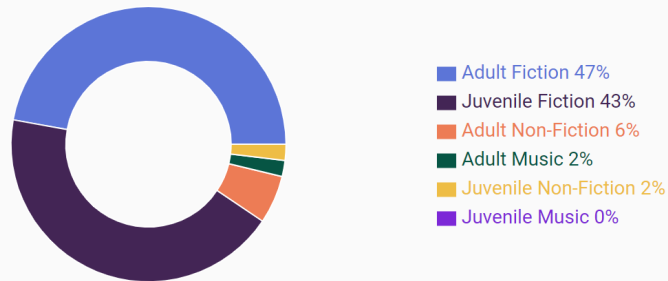
Audiobook was the most borrowed format using an Instant license for the month of September 2023, accounting for **66%** of all Instant circs.



Circulations by Category

[View Detailed Circulations by Category Report](#)

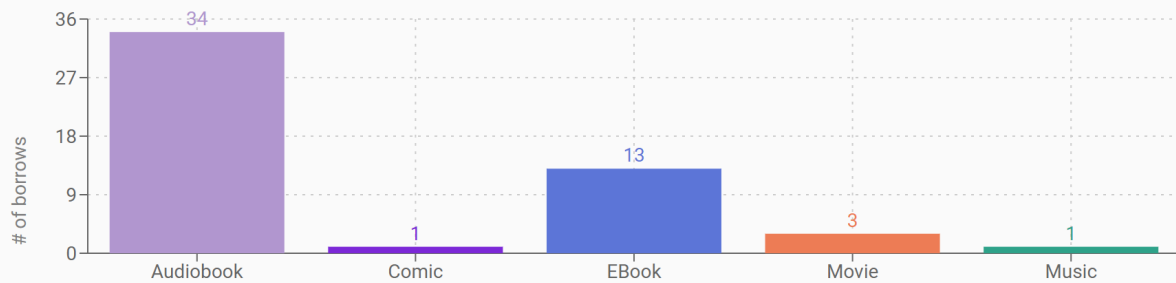
Adult Fiction was the most borrowed category using an Instant license, accounting for **47%** of all Instant circulations.



Unique Titles Borrowed

[View Detailed Unique Titles Borrowed Report](#)

There were **52** titles borrowed using Instant licenses at least one time in September 2023. Unique titles are defined as materials borrowed at least once in the time period.



Bertha Bartlett Public Library
Circulation Statistics by Collection Type

Date >= 09/01/2023



Collection Type	Exist	09/01/2023	08/27/2023	09/01/2023	01/01/2023
		Today	Week	Month	Year
Adult CD	946	0	2	2	119
Adult Kits	47	0	0	0	1
Adult Magazines	2,286	0	3	13	134
Adult Puzzles	397	2	2	12	133
Children's CD	135	4	4	22	215
Children's Fiction	10,734	29	215	825	9,783
Children's Graphic Novels	110	0	9	54	470
Children's Kits	160	1	10	33	233
Children's Magazines	109	0	0	6	30
Children's Nonfiction	3,735	3	34	150	1,516
Children's Puzzles	133	0	0	8	95
Downloadable	0	0	0	0	0
DVDs	2,049	8	37	177	1,870
Fiction	10,795	19	136	510	5,036
Large Print	2,347	4	36	214	1,914
Large Print Non-fiction	19	0	1	3	22
Music CD - Adult	450	0	0	0	11
Music CD - Children	96	0	0	0	7
Mystery Fiction	82	0	1	9	157
Nonfiction	6,680	2	20	87	1,127
Puppets	141	0	3	9	149
Realia	85	0	0	3	36
Reference	512	0	0	0	7
Scores - Music	4	0	0	0	0
SF/Fantasy	541	0	2	11	100
UNKNOWN	1	0	0	0	0
Western Fiction	903	1	29	53	660
Young Adult CD	116	0	1	3	26
Young Adult Fiction	2,135	3	8	62	695
Young Adult Graphic Novels	285	0	1	0	103
Young Adult Magazines	31	0	3	7	8
Young Adult Nonfiction	181	0	0	4	46
Grand Total	46,245	76	557	2,277	24,703

Here is the full list of Iowa-related journals we currently have in our possession and where either physical or digital copies can be found elsewhere in the state. Side note, with some of the journals, University of Iowa's holdings for them are scattered around the state between Iowa Libraries and SHSI's libraries in Des Moines and Iowa City, but all would be accessible. I have just listed those as available from U of I as U of I and SHSI have a strong working partnership.

Annals of Iowa: Iowa State has some copies in print and provides digital access. University of Iowa has both physical and digital holdings for all copies. You can also read all issues up until the current year online at <https://pubs.lib.uiowa.edu/annals-of-iowa/issues/> (currently excluding 2023 issues).

Goldfinch: Iowa State has a few copies in print and provides digital access to all published copies. U of Iowa has physical holdings for all published copies. You are also able to access all copies digitally at <https://pubs.lib.uiowa.edu/goldfinch/issues/>.

Iowa Commerce: Iowa State has physical holdings for all published copies. U of Iowa also has physical holdings for all copies.

Iowa Conservationist: Iowa State has physical holdings for all published copies. U of Iowa also has physical holdings for all copies.

Iowa Geology: Iowa State has physical holdings for all published copies. U of Iowa also has physical holdings for all copies. U of Iowa also has digital holdings available.

Iowa Heritage Illustrated: Iowa State has physical holdings for all published copies. U of Iowa also has physical holdings for all copies. This was a continuation of The Palimpsest, under a new name. You are also able to access all copies digitally at <https://pubs.lib.uiowa.edu/ihl/issues/>.

Iowa History Journal: Iowa State has physical holdings for all published copies. U of Iowa has physical holdings for a few copies.

Iowa Outdoors: Iowa State has physical holdings for all published copies. U of Iowa has physical holdings for most copies. This was previously published as the Iowa Conservationist.

The Iowa Sportsman: Not available at Iowa State/U of Iowa/State Historical Society of Iowa/State Library of Iowa. Some back volumes available in part online here <https://issuu.com/twinriversmedia> but not consistent. You cannot pay for back volume copies on their website and the website/publishing company is not good about providing even basic information about this journal. The Iowa Outdoors is published by Iowa DNR, and as far as I can tell provides the same (or similar) information and is a much more reliable source.

The Iowan: Iowa State has physical holdings for all published copies. U of Iowa also has physical holdings for all copies.

Muses, a Publication of the Iowa Humanities Board: University of Iowa has physical holdings for all published copies.

Our Iowa: Iowa State has physical holdings for all published copies. U of Iowa has physical holdings for a few copies.

The Palimpsest: Iowa State has physical holdings for all published copies. U of Iowa also has physical holdings for all copies. You are also able to access all copies digitally at <https://pubs.lib.uiowa.edu/palimpsest/issues/>.

Prepared by Bethany Cannon 10/4/2023

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

PERIODICAL POLICY

- I. Reception of new magazines
 - A. Add barcode to the front of the magazine or newspaper
 - B. Record the issue date on the database
 - C. The new issue of magazine is put in a plastic cover, and is not to circulate. It is placed on the slanted shelves in the magazine display area. Recent back issues are kept on the shelf under the slanted shelf.
- II. Reception of new newspapers
 - A. Newspapers will be placed in reading area as they are received and are not entered into the catalog
 - B. Newspapers are not available for check out but are intended for in-house use
 - C. Newspapers will be kept for up to 3 months
- III. Iowa Periodicals
 - A. Iowa magazines will be kept according to patron interest and patrons will be directed issues that are available online, through ILL or from other sources
 - B. Annals of Iowa issues not available online will be kept for reference
- IV. The library will offer a magazine exchange. Withdrawn magazines and magazines patrons donate are offered free to anyone interested.
- V. Weeding procedure
 - A. Magazines will be weeded regularly. Most magazines will be discarded after a year or if they are in poor condition. Those with lasting interest to patrons including Consumer Reports, may be kept for up to 2 years. As new issues are added, issues over specified time limit will be removed.
 - B. Black out library identification
 - C. Magazines will be made available in the exchange or recycled
 - D. Newspapers will be kept for up to 3 months and then recycled

Adopted 1/86

Revised: 8/01

Reviewed 1/03

Updated 10/11

Reviewed 7/14

Updated 10/18

Reviewed 9/21

Updated 10/23

Previous to 10/23 revision this policy was known as: **Magazine Policy** and was renamed to reflect the inclusion of other materials

Pay Matrix		Library Page/Clerk				
Experience and Education Levels		A	B	C	D	E
		No College	Some Courses*	Associates	Bachelors	Masters
None	LCP	Base Wage	Base + 0.50-0.75	Base + 0.75-1.00	Base + 1.00-1.25	Base + 1.25-1.50
1 year direct	LC1	Base + 0.50-0.75	Base + 0.75-1.00	Base + 1.00-1.25	Base + 1.25-1.50	Base + 1.50-2.00
2 years direct	LC2	Base + 0.75-1.00	Base + 1.00-1.25	Base + 1.25-1.50	Base + 1.50-2.00	Base + 1.75-2.00
3 years direct	LC3	Base + 1.00-1.25	Base + 1.25-1.50	Base + 1.50-2.00	Base + 1.75-2.00	Base + 2.00-2.25
4 years direct	LC3	Base + 1.25-1.50	Base + 1.50-2.00	Base + 1.75-2.00	Base + 2.00-2.25	Base + 2.25-2.50
Each additional	LC4	Current + COL	Current + COL	Current + COL	Current + COL	Current + COL

Pay Matrix		Program Coordinator		
Experience Level		Some Courses*	Bachelors	Masters
1 year in position	PC1	Base + 1.50 - 2.50	Base + 1.75 - 3.00	Base + 2.25 - 4.00
2 years in position	PC2	Base + 1.75 - 3.00	Base + 2.00 - 3.50	Base + 2.25 - 4.00
3 years in position	PC3	Base + 2.00 - 3.50	Base + 2.25 - 4.00	Base + 2.50 - 4.50
4 years in position	PC4	Base + 2.25 - 4.00	Base + 2.50 - 4.50	Base + 2.75 - 4.25
Each additional 4 years**	PC5	Current + 0.75	Current + 0.75	Current + 0.75

Base is \$9.25

Pay Matrix		Youth Services Coordinator		
Experience Level		Some Courses*	Bachelors	Masters
None	YSC	Base + 2.25 - 4.00	Base + 2.50 - 4.50	Base + 2.75 - 4.25
1 year in position	YSC1	Base + 2.50 - 4.50	Base + 2.75 - 4.25	Base+ 3.00 - 6.00
2 years in position	YSC2	Base + 2.75 - 4.25	Base+ 3.00 - 6.00	Base+ 3.25 - 6.50
3 years in position	YSC3	Base+ 3.00 - 6.00	Base+ 3.25 - 6.50	Base+ 3.50 - 6.75
4 years in position	YSC4	Base+ 3.25 - 6.50	Base+ 3.50 - 6.75	Base+ 3.75 - 7.00
Each additional 4 years**	YSC5	Current + 0.75	Current + 0.75	Current + 0.75

Pay Matrix		Assistant Director		
Experience Level		Bachelors	Library Cert	Masters
1 year in position	AD1	Base+ 5.00 - 7.00	Base+ 6.00 - 8.00	Base+ 7.00 -9.00
2 years in position	AD2	Base+ 6.00 - 8.00	Base+ 7.00 -9.00	Base+ 7.50 - 9.50
3 years in position	AD3	Base+ 7.00 -9.00	Base+ 7.50 - 9.50	Base+ 8.00 - 10.00
4 years in position	AD4	Base+ 7.50 - 9.50	Base+ 8.00 - 10.00	Base+ 8.50 - 11.00
Each additional 4 years**	AD5	Current + 0.75	Current + 0.75	Current + 0.75

Pay Matrix		Library Director		
Experience Level		Bachelors	Library Cert	Masters
No Library Experience		Base + \$9.00-\$11.00	Base + \$10.00 - 12.00	Base + \$13.00-\$15
1 year Experience	AD1	Base + \$9.50-\$11.50	Base + \$10.00 - 12.00	
2 years Experience	AD2			
3 years Experience	AD3			
4 years Experience	AD4			
Each additional 4 years**	AD5			

* Courses in literature, english, education, or directly applicable to position. Continuing education coursework may be applied
 Program Coordinator position requires 1 year as LC with increasing program responsibilities.

Assistant Director requires previous experience with increasing responsibilities as program coordinator

**Above annual cost of living increases.