

# Bertha Bartlett Public Library

## Board Meeting – Main Meeting Room

August 29, 2019

5:45 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training -

Treasurer's Report: Duane Fournier –

- P& L Expenses
- August bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Architect presentation – Martin Gardner – 6 p.m.
- Complaint
- Lego League – Request from parents, added program
- Taking out built in tables in computer room
- League of Women Voters request
- September 18 – Ames Rotary – Anyone able to attend? I went Aug. 28
- Architect presentation – Avec Design Build

### **Old Business:**

- Summer Reading Program update
  - Cell phone policy
- Adjournment

Reminder

- Next meeting: September 26?

## STAFF REPORT

August 2019

Staff Report

The final days of the library summer reading program had the library staff hopping, as dozens of children and adults arrived to submit final forms, get additional prizes, and finalize grand prize drawings. Both Gilbert and Story City had good participation, and together those numbers are better than ever. Actual number of attendees at the programs in Story City, and number of participants in the Reading program was slightly down. But Gilbert's numbers were slightly up and offset those changes.

We also noted that we seemed to have more children in the library every day, not just on programming days, and our Teen and Tween numbers have increased nicely. Children were checking out our books, even if they were not participating in our program. The schools had also sent home reading lists, and even though they could have done both, it seemed many were satisfied just reading. That is actually a GREAT thing!

Age Group	Signed up	Returned forms	Addition levels	Completed
Infants	22 registered	NA	NA	8 completed
K-4 <sup>th</sup>	192 registered	130 got to 1 <sup>st</sup> level	115 to 2 <sup>nd</sup> level	73 completed
Tweens/Teens	58 registered	32 got to 1 <sup>st</sup> level		24 completed
Adults	21 registered	NA	NA	6 completed

I was asked to study the architects in Iowa and begin inviting 3 or 4 to the regular board meetings. I went to the Iowa Architecture membership website, narrowed it to those who indicated they would do libraries and reviewed the architects who were listed there, going to their websites and looked at the facilities, where they were located. Two of the architects I was familiar with from the State Library meetings I attend each year, FEH and Martin Gardner. I was also asked to contact Gary Griggs who is retired and lives in Story City. He is not interested in doing the work, but recommended the last firm he worked with from Ames, AvecDesign Build. Martin Gardner and AvecDesign Build will be at this month's meeting. FEH has committed to the September meeting. I will try to find a 4<sup>th</sup> firm to include at next month's meeting unless you direct me differently.

Also, we received \$609 from the Kids Run for Kids race sponsored by the Ames Rotary Club last month, but they asked me to come to their meeting on August 28 at 7 a.m. to tell them how the money will be used towards Early Childhood Education. I did this, but found they had forgotten I was invited, and had scheduled the Nevada and Ames library to come to the September 18 meeting. I will be on vacation for this day, and wondered if someone from the board might be interested in representing the library that day. There might be a photo, and actually, we SHOULD get a photo, so we can put it in the newspaper. Several Story City businesses helped support this project.

And finally, I'd like to move the conference table into the computer room, and take out the built-in tables so that room could be used for small meetings. Any thoughts on how to accomplish this.

**Bertha Bartlett Public Library**  
**Board Meeting – Main Meeting Room**  
**July 24<sup>th</sup>, 2019**  
**6:00pm**

**Attendees:** Duane Fournier, Matt Emerson, Lynn Cummings, Secretary Jessica Hensch and Director Kolleen Taylor

**Opening of meeting:** Meeting called to order at 6:01pm

**Additions or alterations to the agenda:** Taylor reports that she would like to discuss some of the meetings she has attended.

**Alterations to the minutes:** “Gilbert programming is as high as Story City” should replace “Gilbert numbers are as high as Story City”.

**Approval of the previous minutes** : A motion to approve June 2019 meeting minutes by Fournier, seconded by Cummings, approved unanimously.

**Citizens appearance** none

**Board training:** review of reports submitted by Taylor

Open access report – track where people live in Iowa that are using the library

Direct state aid report – secondary report approved by the legislature but is not as specific as the interlibrary loan. Money is donated to libraries across Iowa and it is supposed to be used above and beyond budget amounts.

Interlibrary loan report – included in what the State Library gives BBPL for dollars.

Expectation that BBPL will do well due to the fact that the numbers from all reports are higher.

The only report left is the county report. BBPL rural numbers have increased slightly, around 50 more items.

Taylor reports that this is the first year she’s been able to have the reports completely finished before the monthly board meeting. She worked with her staff and delegated some information gathering to her staff for the open access

**Treasurer’s report:**

Story City: This was the last month of the year. Came in \$2,181.20 under budget. Had approximately an additional \$13,000 higher than projected for the year. General trust increased approximately \$28,000 over the year.

Gilbert: \$1000 under budget for the year. These funds go in to the surplus account.

Bills: newspaper subscriptions are annual. Taylor reports considering calling Des Moines Register to reduce that amount (\$365/year).

Companion Corporation is "Alexandria" – total cost is \$799. Taylor looked at other systems but they were around three times more expensive than the cost of Alexandria. It is also not cloud-based.

Motion to approve the bills for July 2019 made by Fournier, seconded by Cummings. Motion passes unanimously.

**Circulation report:** circulation is just over 50,000 items for the fiscal year! Open access increased over 200.

Last June 2018 was \$48,000.

Children's attendance is down from last year at this time. Possible that a new children's librarian affected this.

**Correspondence & communications:** Fran was in story city. She's emailed since then and sent flowers. She made two visits to the library in the week she was here. Fran currently has plans to return this fall, maybe to participate in the Storytelling Festival.

**Gilbert update:** Maria is doing a great job! Other three librarians have been going over on Thursdays to help. Made homemade clay with food coloring to make planets to scale so the kids could see the difference in size. Sounds like the kids got a ton out of the program, though it was a messy program with a lot of clean up.

Had some repair work done to the circulation cabinets at Gilbert by Dean Vande Griend. He also fixed some that were broken at the Story City library.

**New business:**

**Letter of intent for grant:** \$25,000 grant. The form requires there is an "authorized project representative". Taylor requests for board permission to apply for grants.

Taylor was told at her meeting tonight that most projects funded are not typically brick and mortar. Last time BBPL applied for any of these funds was 2008 with the intent of waiting until the building expansion project started.

Fournier motions to authorize director Kolleen Taylor as "authorized project representative" for grant applications. Hensch seconds. Approved unanimously.

**Architects:** Taylor reports that she has started contacting architects. The board would like to have a presentation done by the architects at the board meetings to see what their fees will be as well as their ideas for plans for the building expansion. Starting next month would be best, possibly a couple presentations each month.

Emerson suggests that the Lawson report be passed along to the architects to specify our needs/wants. We want to be sure the new building can be expanded in the future.

**State reports completed (open access – interlibrary loan – direct state aid):** Taylor would like approval to submit. Fournier makes motion to submit reports, Hensch seconds, approved unanimously.

**Librarian's update:**

Taylor reports that she's being invited to more meetings.

Ames rotary club has asked her to give a presentation at the Ames country club, ideally about early childhood literacy due to the fact that they are donating to the library for this cause.

Foundation meeting – discussed Storytelling Festival. One thing changing is that Judge Story Theatrical Troupe will do something on Friday, Saturday will be workshops, Thursday will be at the schools. Looking at asking for stories through music: Thor's men, valkaries; stories using theater, picture, written and oral.

Will have another meeting in August to iron out some plans.

The festival is the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> of November.

**Old business:**

**Summer reading program update:** not as much was spent this year on the budget. Came in under budget in programming.

Discussion among trustees regarding budget explanation to staff and transparency with numbers to help staff to forecast.

**Cell phone policy:** tabled until next month

**Next meeting:** Thursday, August 29<sup>th</sup> at 6pm

**Adjournment:** Cummings motions to adjourn, Fournier seconds. Approved unanimously.

Minutes taken and submitted respectfully

by Jessica Hensch

## Bertha Bartlett Public Library

P L July 2019

Acct #	Story City Expenses	<u>2019-2020</u>			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 47,086.00	\$ 3,383.96	\$ 3,383.96	\$ 43,701.04	92.81%
001-4410-6020	Salaries: Part-time	\$ 54,000.00	\$ 4,501.84	\$ 4,501.84	\$ 50,498.16	91.81%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 580.82	\$ 580.82	\$ 7,169.18	92.51%
001-4410-6130	IPERS	\$ 9,564.00	\$ 729.53	729.53	\$ 8,835.47	92.37%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 520.05	\$ 520.05	\$ 4,079.95	88.69%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	100.00%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 510.00	\$ 510.00	\$ 9,490.00	94.90%
001-4410-6350	Equipment repair/Maint.	\$ -				
001-4410-6371	Utilities	\$ 1,800.00	\$ 56.54	\$ 56.54	\$ 1,743.46	96.86%
001-4410-6373	Telephone	\$ 4,800.00	\$ 390.23	\$ 390.23	\$ 4,409.77	91.87%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100.00%
001-4410-6501	Building Supplies	\$ 750.00	\$ 150.75	\$ 150.75	\$ 599.25	79.90%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ -	0	\$ 1,800.00	100.00%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 230.24	\$ 230.24	\$ 2,819.76	92.45%
001-4410-6727	Capital Equipment	\$ -	\$ 650.00		\$ 650.00	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ -	\$ -	\$ 1,025.00	93.18%
001-4410-6770	Magazines	\$ 1,700.00	\$ 748.63	\$ 748.63	\$ 951.37	55.96%
001-4410-6771	Audio	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 342.74	\$ 342.74	\$ 11,657.26	97.14%
001-4410-6773	Video	\$ 1,500.00	\$ 146.02	\$ 146.02	\$ 853.98	85.40%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 399.50	\$ 399.50	\$ 600.50	60.05%
		\$ 175,000.00	\$ 13,415.85	\$ 13,415.85	\$ 162,084.15	92.36%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ (267.85)	\$ (267.85)	\$ (3,732.15)	-93.30%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ -	\$ (23,000.00)	-100.00%
031-4410-2-4705	Donations	\$ -	\$ -609.00	\$ (609.00)	\$ 609.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ (930.71)	\$ (930.71)	\$ (930.71)	0.00%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 388,398.42	\$ 29,599.57	417,957.99		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 0.75	\$ 2,071.23		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00		
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	<b>Total Library Trust Exp</b>					



## Bertha Bartlett Public Library

### August 2019 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	08/27/19	\$381.54	Health Insurance - Kolleen - August
001-4410-6230	Kolleen Taylor	08/24/19	\$7.42	Mileage for travel - split with Gilbert
001-4410-6230	Ema Dubois	08/01/19	\$20.59	Mileage for Youth services meeting
001-4410-6230	Visa	07/18/19	\$100.00	Ema DuBois - training
001-4410-6230	Angela Halladay	08/28/19	\$450.00	Cleaning
001-4410-6320	Early Bird Window washing	08/19/19	\$60.00	Window cleaning
001-4410-6320	Arrow Pest Solutions	07/26/19	\$60.00	Spraying
001-4410-6371	Chitty Garbage Service	08/01/19	\$25.00	trash removal
001-4410-6371	Black Hills Energy	08/07/19	\$31.54	Gas
001-4410-6373	Aureon	08/01/19	\$395.04	Telephone and internet
004-4410-6350	D.M. Vande Griend	07/22/19	\$28.12	Repair to old circ desk
001-4410-6500	Ema Dubois	07/31/19	\$13.83	Materials to make Playdough for 100 kids
001-4410-6500	Amazon Capitol Services	08/26/19	\$112.27	Programming
001-4410-6502	Amazon Capitol Services	08/26/19	\$29.97	Tech/Computer mouses
001-4410-6505	Demco	08/23/19	\$55.39	Supplies for cataloging
001-4410-6506	Access systems leasing	08/22/19	\$132.95	Copier lease
001-4410-6506	Amazon Capitol Services	08/26/19	\$11.79	Office supplies
001-4410-6506	Visa	07/30/19	\$55.99	Thermal paper/office supplies
001-4410-6772	Centerpoint	07/12/19	\$88.68	LP books
001-4410-6772	Centerpoint	08/01/19	\$88.68	LP books
001-4410-6772	Gale/Cengage Learning Inc.	07/23/19	\$21.75	LP books
001-4410-6772	Gale/Cengage Learning Inc.	08/13/19	\$68.25	LP books
001-4410-6772	Gale/Cengage Learning Inc.	08/20/19	\$60.72	LP books
001-4410-6772	Gale/Cengage Learning Inc.	08/21/19	\$47.23	LP books
001-4410-6722	Baker & Taylor	06/26/19	\$282.55	Books
001-4410-6772	Baker & Taylor	07/22/19	\$149.55	BOOKS
001-4410-6772	Baker & Taylor	07/30/19	\$279.29	BOOKS
001-4410-6772	Baker & Taylor	08/09/19	\$62.62	BOOKS
001-4410-6772	Baker & Taylor	08/21/19	\$79.52	Books
001-4410-6772	Ingram	06/26/19	\$96.54	Books
001-4410-6772	Ingram	07/02/19	\$78.20	books
001-4410-6772	Ingram	07/10/19	\$264.38	books
001-4410-6772	Ingram	07/18/19	\$385.22	books
001-4410-6772	Ingram	07/21/19	\$119.90	Books
001-4410-6772	Amazon Capitol Services	08/26/19	\$74.20	Books
001-4410-6772	Kolleen Taylor	08/24/19	\$147.47	Books (37 total, 3 book club sets)
001-4410-6773	Amazon Capitol Services	08/26/19	\$224.19	Video
001-4410-6774	Overdrive	08/07/19	\$376.83	Overdrive subscription fee split with Gilbert
001-4410-6774	State Library of Iowa	05/25/19	\$30.50	Bridges Ebook platform fees
001-4410-6774	State Library of Iowa	05/25/19	\$115.43	Gale Database purchase/split with Gilbert
	TOTAL - Story City		\$5,113.14	
	<b>Gilbert Bills</b>			
033-4410-6230	Ema Dubois	07/31/19	\$20.59	YS Lib Talk Meeting - travel
033-4410-6230	Kolleen Taylor	08/24/19	\$95.58	Travel to Gilbert/split trip to Story Co. mtg-Cambridge



## Bertha Bartlett Public Library

### August 2019 bills

033-4410-6490	D.M. Vande Griend	07/22/19	\$28.13	Repairs to cupboards
033-4410-6500	Ema Dubois	07/31/19	\$13.83	Materials to make Playdough/split with SC
033-4410-6504	Maria Hartt	08/01/19	\$19.26	lights to install under cabinet
033-4410-6505	Demco	08/23/19	\$55.38	Cataloging supplies for Gilbert
033-4410-6772	Maria Hartt	08/01/19	\$9.00	9 books from Ames Library Book Sale
033-4410-6772	Baker & Taylor	07/22/19	\$8.97	Books
033-4410-6772	Baker & Taylor	07/30/19	\$31.36	Books
033-4410-6772	Baker & Taylor	08/23/19	\$15.65	Books
033-4410-6772	Ingram	07/02/19	\$53.42	Books
033-4410-6772	Ingram	07/10/19	\$57.76	Books
033-4410-6772	Ingram	07/19/19	\$70.00	Books
033-4410-6772	Ingram	07/18/19	\$499.29	Books
033-4410-6772	Ingram	06/26/19	\$190.45	Books
033-4410-6772	Ingram	07/30/19	\$31.36	Books (award books
033-4410-6772	Amazon Capital Services	08/26/19	\$9.98	Books
033-4410-6772	Overdrive	08/07/19	\$376.83	Overdrive Subscription Fee split with S.C.
033-4410-6773	Amazon Capital Services	08/26/19	\$51.91	Video
033-4410-6774	State Library of Iowa	05/25/19	\$30.50	Bridges Ebook Platform Fees
033-4410-6774	State Library of Iowa	05/25/19	\$115.43	Gale Database purchase/split with S.C.
	Total - Gilbert		\$1,764.09	

**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

	Jul. 18	July 19	Aug. 18	Aug. 19	Sept. 18	Sept. 19	Oct. 2018	Oct. 2019	Nov. 18	Nov. 19	Dec. 18	Dec. 19	Jan. 19
City	2817	3029	2505		2381		2398		2141		2138		2414
County	569	641	453		379		445		364		333		455
Other	1058	953	904		956		1027		851		977		1139
Gilbert	475	388	423		300		368		357		261		266
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>		<b>4016</b>		<b>4238</b>		<b>3713</b>		<b>3709</b>		<b>4274</b>
Open Access	1058	953	904		956		1027		851		977		1139
Adult	1396	1455	1409		1254		1319		1174		1261		1425
Young Adult	318	335	245		225		204		153		137		180
Juvenile	2190	2079	1749		1606		1796		1547		1552		1637
Video	9	0	14		13		12		18		11		3
DVD	766	848	637		675		694		594		560		775
Audio	9	20	19		18		14		5		11		24
CD	33	39	18		20		7		19		20		29
CD book	113	138	98		82		89		94		75		91
Magazines	39	60	60		51		51		39		31		49
Puzzles	25	27	19		45		36		53		29		49
Puppets	20	9	15		21		8		14		10		5
Other	1	1	2		6		8		3		12		7
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>		<b>4016</b>		<b>4238</b>		<b>3713</b>		<b>3709</b>		<b>4274</b>
E-books	310	320	348		352		336		314		408		363
Downloaded Audio	315	372	296		283		288		270		249		278
Ref.? Asked	127	158	103		93		131		107		118		130
Ref.? Answered	127	158	103		93		131		107		118		130
Reference-Gilbert	44	58	54		53		50		37		41		32
<b>PATRONS</b>													
Programs - children	19	7	2		18		11		8		8		7
Attendance - children	133	131	59		216		138		86		79		49
Attendance - adults	49	53	20		52		44		40		54		30
Programs - StoryX	0	0	0		5		5		3		4		3
Attendance - children	0	0	0		45		56		29		44		40
Attendance - adults	0	0	0		5		14		6		12		9
Programs - Teen/Tweens	5	6	0		2		2		1		1		1
Attendance - teens	39	51	0		29		35		13		26		15
Attendance - adults	6	9	0		2		2		1		2		1
Programs - Adult	6	5	7		5		6		7		5		5
Attendance - children	1	0	0		0		0		0		0		0
Attendance - adults	62	32	42		34		37		36		34		35
<b>Total Programs</b>	<b>19</b>	<b>18</b>	<b>9</b>		<b>25</b>		<b>24</b>		<b>18</b>		<b>18</b>		<b>15</b>

**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

Total Attendance	289	277	121		333		326		211		251		179
Gilbert Programs	10	7	3		6		5		5		4		4
Attendance	245	210	35		73		67		76		55		37
Attendance - Adults	69	61	9		27		23		0		16		11
<b>Hours - Gilbert</b>	70.5	72.5	78		64		72.5		62		60.5		50.5
Total People	704	554	489		388		378		324		244		237
People/hour	10	7.6	6.3		6.1		5.2		5.2		4		4.3
Gilbert Site Circ.	859	626	654		508		662		569		400		373
<b>Hours - Story City</b>	218	221	235		217		246		228		218		237
Total People	3398	3778	3375		3048		3717		2533		2488		2534
People/Hour	15.6	17	14.4		14.1		15.1		11.1		11.4		11
<u>CARDS</u>													
Issued - Story City	17	12	14		16		10		6		6		7
Issued - Gilbert	11	4	3		0		8		4		2		1
Withdrawn	15	0	31		0		0		1045		0		0
renewed - Story City	14	12	7		14		9		8		5		9
renewed - Gilbert	12	4	7		6		5		4		2		6
Meeting Room Library	15	12	1		13		14		10		10		12
Meeting Room Other	4	2	5		3		7		3		4		8
Computer Use	641	681	753		575		955		755		877		661
Test Proctoring	0	2	0		0		0		0		0		0
Interlibrary Loans Requested	8	15	12		6		12		10		18		11
Interlibrary Loans Sent	22	33	24		22		19		14		16		32
Book Club Sets	2	0	4		2		2		1		2		4
Microfilm Use	0	0	2		0		0		2				0
Gilbert Computer use	47	37	37		25		39		29		26		11
In House Use - Gilbert		58	70		27		<b>34</b>						28

In House Use - Story City

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, IA

**CELL PHONE POLICY**

The use of cell phones in the library can often prove disruptive to patrons. In order to preserve the library's mission and goals, we ask that all patrons observe the following courtesies inside the library building.

**As pertains to patrons:**

1. Cell phones should be set to ring quietly or to vibrate when entering the library.
2. Patrons should terminate their cell phone use when approaching the Circulation Desk. Doing so ensures prompt service. If the call is not terminated, patrons may be asked to step aside until the call is done.
3. Patrons using cell phones will be asked to move away from the public computers or other patrons using the library's services. Staff may allow patrons to use cell phones at the computers in the side computer room if the situation warrants it.
4. Patrons may not use cell phones at a volume that is disruptive to others.
5. Library staff may require that patrons engaged in cell phone conversations move to the front foyer near the entry doors or the Book Sale room or leave the building so as not to disturb others. Enforcement of these rules for all cell phone user may take the form of any of the following actions:
  - a. Staff members are authorized to issue a verbal warning to patrons using a mobile phone in the library in a manner that does not follow cell phone policy.
  - b. If the offender refused to cooperate, they will be asked to leave as quickly and quietly as possible.
  - c. Acting abusively with verbal or physical threat or failing to cooperate with staff will result in immediate suspension of library privileges.

**As pertains to staff:**

Library staff are allowed to have their personal cell phones in the library. The ringer should be set to ring quietly or to vibrate when entering the library. Staff should find a private, quiet place to make or answer calls. Personal cell phone calls should be made during break or lunch times to the maximum extent possible.

## Kolleen Taylor

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**From:** Tasida Barfoot <tasidab@gmail.com>  
**Sent:** Wednesday, August 14, 2019 11:08 AM  
**To:** berthab@storycity.lib.ia.us  
**Subject:** LWV Story City Candidate Forum

Ms. Taylor-

My name is Tasida Barfoot, and I am a member of the League of Women Voters of Ames-Story County. We are hosting a forum for candidates for Roland and Story City's school board and city councils on October 10th. Would the Bertha Bartlett Public Library be interested in being a co-sponsor of this event with the League? Co-sponsoring would not be a financial commitment. We are looking for local organizations to promote the forum and ask questions of the candidates before opening the floor to questions from the audience.

If you have questions, please feel free to contact me. My phone number is 507-832-9330. I also work in Story City, so I am available to meet in person during the week.

Respectfully,

Tasida (Sid) Barfoot

# Commercial Client Checklist:

## Initial Client Questions:

- Full contact details of client – address, phone number, email
- Full site address
- Details of any other important contacts in the project team

## Client Information:

- Why is this project being developed?
- Why did the client choose this site?
- Who are the other participants of this project?
- Does the client have any specific wishes with regard to design?
- What attitude do they have towards architecture and design?
- Will the drawings need to be understandable by non experts?
- Has the client worked with an architect before? If so who?
- What are the time constraints of the project?
- Are there any particular phasing requirements?

## Fees:

- On what basis is the calculation of fees based?
- Should the project cost be estimated in order to base the fee calculation?
- What is the client budget?

## Basic Design Factors:

- Depending on the type of project questions will vary, however some of the domestic questions may apply.
- What is the client looking to achieve with this project?
- What do the surroundings look like? Landscaping, trees, orientation, climate etc?

- What are the existing buildings and surround buildings? What materials are they?
- Does any later construction need to be taken into account now?
- What sort of materials would the client like to use?
- Are there any specific design goals? sustainability targets for example.
- Does the client/company have any leaning toward a sustainable energy efficient ethos?
- Would they like to include new technologies in the project?
- What are the infrastructure requirements of this project?

### Occupants:

- Who will use the building?
- What are the requirements of the users of the building?
- Are there any specific accessibility requirements?
- There will be many more questions in this category following discovery of proposed building occupants.

### Spaces:

- What floors / rooms / spaces are required? Indoor and Outdoor
- How would the spaces need to connect?
- Are there specific spatial requirements?
- Are there any specific external landscaping requirements?
- Are there any specific mechanical or electrical requirements?

Above are just a few of the things that need to be considered when developing the initial architectural brief.