

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room

Monday, December 30, 2019
6:00 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
- December bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Next Steps at Tekippe building
- How to use space – staff recommendations
- Moving items to building (furniture, shelving, etc.)

Old Business:

- Steering Committee for Building Expansion
- Architects and site visits
- Adjournment

Reminder

- Next meeting: January

STAFF REPORT

December 2019

Since the last board meeting, after discussions with Denise and Ema, it was determined Ema's last day at the library would be on December 21 as youth services librarian. In addition to other changes she was facing, her father had an accident, and needs her to help him for an indefinite period of time with home health support and a construction project he had committed to finish. Our current plan is to have Maria take on most of the organizational portion of the job and have Caitlin manage the After school program (Lego Club for the KOOL kids) and Early dismissals, Shelly will continue with the tweens, and Maria will fill in for preschool storytime for now.

Storytime Express is on hold for now, but Maria is considering taking that on in January. Ema had only been visiting 3 locations this fall, and we used to visit 6 to 8 locations. We are also discussing changing the day the Preschool Storytime is being held, as we conflict with the Story City Recreation Department with their Indoor Park day, and usually we try to avoid this. We feel this might be impacting our preschool attendance.

We were closed both December 24 and 25, but open normal hours on the 23rd and 26th. City hall was open until noon on the 24th, which I wasn't aware of until the day before, and we have been closing all day during the past few years. I don't think it impacted us by not opening, but usually we are open at least the hours that city hall is opened. We will be closing at 5 p.m. on the 31st of December and closed on January 1, opening for a full day on Thursday, January 2.

We have visited with Pete Tekippe and walked through the building to identify things to keep and things they are tearing out. Denise, Shelly and I have all walked through, knowing that we will probably use the back end of the building primarily for storage and we hope to bring items down from the attic to go in that back area. It will also force us to make some decisions about items we may no longer need. There are doors and pieces of shelving that were never used in this building and perhaps some items that were used when the library was across the street. We could do a rummage sale/garage sale in the spring of some of those items.

We do maintain decorations for the various seasons there, historical records of the library, some toys and games that we don't have room for, and items only used during the summers. Shelly is planning to move her Tween materials to that building, so we don't close off the non-fiction area during early dismissals, and she would prefer to use the front of the building due to the lack of windows in the other areas. This was something I hadn't thought about, as there are only windows in the front portion of the building. We might have to talk through ways to bring more light into that building in the future.

We had a few people with illnesses in the last few months, that required shifting schedules, as Maria, Trisha, Shelly, and Caitlin all had to abandon a few scheduled days. On those days, so Shelly, Angie, myself, and Denise all took a turn at helping to keep everything open. I just hope we are finished with this for awhile.

We did host Storytime with Santa on December 19, one of the weeks we had several with last minute illnesses. John Gooker graciously dressed as Santa, and read 3 books to the children, in addition to talking with each child and had his photo taken repeatedly. We also arranged crafts for the little ones, and tried a few carols near the end of the evening. While the newspaper said we had several families participating, I think it was closer to several dozen families who came out to see Santa. We noted about 30 children and 35 adults.

The library foundation board will be meeting in January, at this time I believe it will be January 20. They will be reviewing the Story Festival, so if any board members have thoughts to share, it would be good to put those into writing, come to the meeting or talk with some of the other foundation members.

Thanks to all of you who helped reconfigure the computer room at the library. It immediately prompted some shifts with the tutoring from the sale room, and the laptops have been checked out to use in that room by some of the students. We are slowly shifting our public who uses the library computers to play games, over to the laptops and had no complaints that I'm aware of at all. We have already had both the sale room and the computer room with small groups meeting at the same time. It seems the laptop use has been positive, as they may run better without having other software that we need for resume building, reports, job searches, etc.

Bertha Bartlett Public Library

Board Meeting

Friday, November 22nd, 2019

6:00pm

Library Meeting Room

Present: Chris Feil, Lynn Cummings, Matt Emerson, Duane Fournier, City Representative- Mary Kay Soberg, Jessica Hensch (Secretary) and Kolleen Taylor (Director).

Called to Order: 6:02p

Changes to and approval of the Agenda:

None

Approval of Minutes:

Motion to approve the October 2019 minutes by Emerson, seconded by Cummings, approved unanimously.

Citizen's Appearance: None

Board Training: Staff Training – Checklist used by our library 6:04p – (13 minutes)

Taylor describes there has been a new hire at the library and describes the list of training items presented for new hires.

Description of items provided in the board packet handout, provided by Taylor.

The newest hire has been training for four days and training hasn't yet been completed.

Description of specific procedure for shelving items provided by Taylor. Most people have to be trained from the very basics, due to the specificities of our library.

Treasurer's Report

P and L:

Story City:

33% in to the budget year, have 66% of our funds/budget remaining.

Building and grounds have 82% remaining.

Only one we are ahead on are office supplies, cataloguing and databases, which is normal.

Taylor provides corrected numbers:

56, 245.54 YTD Budget Amount: \$119, 254.46 Budget remaining is 67.95

November Bills:

Appears there is one more outstanding bill which will be presented when it arrives.
Fournier motions to approve November 2019, Hensch seconds. Approved unanimously.

Budget for 2020-2021:

Fournier reports a 3% increase in salaries, plus \$1400 for budget, as well as the Gilbert library.
Contract for Gilbert site is due again July 1, 2020.
Group insurance increased by \$200.
Building and Grounds dropped by \$1000 from last year.
Utilities went up by \$100.
Insurance decreased by \$200.
Building supplies increased by \$50.
Cataloguing supplies decreased by \$300.
Office supplies decreased by \$500.
Magazines went down by \$200.
Audio went down by \$300.
\$2000 will be added to part time salaries.

Motion to approve the 2020-2021 budget by Fournier, seconded by Cummings, approved unanimously

Gilbert:

Increased salaries by 3%.

Health insurance increased

Insurance increased

Books increased

**Based on the numbers, Gilbert is paying the same amount per person that Story City residents are paying. For salary increases, will need around \$48,500.

Motion to approve the 2020-2021 budget for the Gilbert site by Fournier, seconded by Emerson, approved unanimously.

Circulation:

County circ increased

Gilbert circ dropped a little

Items increased since October last year

Downloadable audio increased

Correspondence/Communications:

Library received a letter stating a \$10,000 bequest from the estate of Bill Craig. Deposited to the City trust.

Gilbert Update –

Unsure why numbers are currently down in Gilbert.

Maria doing after school programs where attendance is lower. Likely due to other city organizations attracting the same population of kids.

New Business

Staff Changes:

Possibility of changing some job descriptions to maintain coverage.

Hired Caitlyn Hodenfield who is currently in training.

Emma will likely be leaving within the next 6 months.

William Craig donation to Trust:

Discussed previously.

Laminating:

Will plan to not laminate for the public, as a rule.

Old Business

Update on Story Festival:

Done well

Didn't have backing from the City or from other organizations as there was in previous years

Steering Committee for Building Expansion:

Feil has been discussing being on the committee with community members.

Discussion on architect presentations & Site Visits:

Tabled

Increased requests for meeting room space/computer room changes – hire work done?

Board will get together Thanksgiving Weekend to do it. Saturday, November 30th at 8am.

Adjournment:

Motion to adjourn by Emerson seconded by Cummings – Approved unanimously at 7:10p

Next Meeting:

Monday, December 30th at 6pm in the Library Meeting Room

Jessica Hensch, Secretary

Bertha Bartlett Public Library

P L November 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	\$ 47,085.00	\$ 3,383.96	\$ 18,611.78	\$ 28,473.22	60.47%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 4,182.95	\$ 23,233.20	\$ 31,766.80	57.76%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 568.57	\$ 3,147.18	\$ 4,602.82	59.39%
001-4410-6130	IPERS	\$ 9,565.00	\$ 714.32	\$ 3,950.18	\$ 5,614.82	58.70%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 354.05	\$ 1,936.25	\$ 2,663.75	57.91%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 295.01	\$ 1,004.99	77.31%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 260.00	\$ 2,030.00	\$ 7,970.00	79.70%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 82.46	\$ 308.62	\$ 1,491.38	82.85%
001-4410-6373	Telephone	\$ 4,800.00	\$ 395.80	\$ 1,976.37	\$ 2,823.63	58.83%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 90.00	\$ 1,910.00	95.50%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ -	\$ 208.20	\$ 2,291.80	91.67%
001-4410-6501	Building Supplies	\$ 750.00	\$ 396.13	\$ 597.86	\$ 152.14	20.29%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ 58.80	\$ 2,941.20	98.04%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ 6.39	\$ 344.32	\$ 1,455.68	80.87%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 207.58	\$ 1,383.91	\$ 1,666.09	54.63%
001-4410-6727	Capital Equipment	\$ -	\$ 75.00	\$ 375.00	\$ 725.00	65.91%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 748.63	\$ 951.37	55.96%
001-4410-6771	Audio	\$ 1,300.00	\$ 13.00	\$ 612.00	\$ 688.00	52.92%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,136.86	\$ 5,877.49	\$ 6,122.51	51.02%
001-4410-6773	Video	\$ 1,500.00	\$ 171.87	\$ 809.30	\$ 190.70	19.07%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 11,948.94	\$ 68,194.48	\$ 107,305.52	61.14%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 192.83	\$ 1,397.08	\$ 2,602.92	-65.07%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ 10,250.10	\$ 12,749.29	-55.43%
031-4410-2-4705	Donations	\$ -	10,050.00	\$ 10,659.00	\$ 10,659.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ 602.27	\$ 7,801.59	\$ 7,801.59	0.00%
	Total Deposits		\$ 10,845.10	\$ 30,107.77	\$ 33,812.80	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 416,419.03	\$ 18,457.10	\$ 434,876.13		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 3.49	\$ 2,073.97		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -	\$ 1,528.00	\$ 1,528.00	\$ (1,528.00)	0.00%
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library

December 2019 bills

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	12/01/19	\$381.54	Health Insurance - Kolleen
001-4410-6230	Kolleen Taylor	12/23/19	\$33.41	Mileage for Story County Meeting
001-4410-6320	Angie Halladay	12/19/19	\$150.00	Cleaning
001-4410-6320	Kolleen Taylor	12/23/19	\$59.99	Hand vacuum for library
001-4410-6320	Kolleen Taylor	12/23/19	\$47.20	Lithium batteries for door counter
001-4410-6320	Freedom Fire & Safety	12/12/19	\$126.00	Fire Extinguisher inspection ?? Might change
001-4410-6371	Chitty Garbage Service	12/01/19	\$25.00	Trash
001-4410-6371	Black Hills Energy	12/05/19	\$129.67	Gas - heat
001-4410-6373	Aureon	12/01/19	\$396.03	Telephone
001-4410-6500	Visa	12/09/19	\$78.19	Program/Gingerbread House supplies
001-4410-6500	Amazon Capital Services	12/21/19	\$85.19	Programming
001-4410-6500	Kolleen Taylor	12/23/19	\$45.97	SRP program prizes
001-4410-6505	Amazon Capital Services	12/21/19	\$2.48	Cataloging supplies
001-4410-6506	Access Systems	12/23/19	\$132.95	Copier Lease
001-4410-6770	Magazine Subscriptions Sv	12/17/19	\$605.22	All magazines through entire year
001-4410-6772	Cengage	11/25/19	\$23.25	LP books
001-4410-6772	Cengage	12/11/19	\$67.49	Books
001-4410-6772	Cengage	12/18/19	\$47.23	Books
001-4410-6772	Cengage	12/28/19	\$60.72	Books
001-4410-6772	Baker & Taylor	11/27/19	\$59.89	Books
001-4410-6772	Baker & Taylor	11/29/19	\$287.92	Books
001-4410-6772	Centerpoint Large Print	12/01/19	\$88.68	Books
001-4410-6772	Ingram	12/02/19	\$105.96	Books
001-4410-6772	Ingram	12/03/19	\$182.52	Iowa Poetry book
001*4410-6772	Amazon Capital Services	12/21/19	\$22.80	Books through Amazon
001-4410-6773	Amazon Capital Services	12/21/19	\$168.20	DVD's
001-4410-6773	Amazon Capital Services	12/21/19	-\$15.81	DVD Credits
	TOTAL - Story City		\$3,413.50	
031-4410-6320	Pete Tekippe	12/23/19	\$59,038.58	1/2 purchase price of 506 Broad
	Gilbert Bills			
033-4410-6230	Kolleen Taylor	12/23/19	\$64.73	Mileage for extra trips & Story County split
033-4410-6500	Amazon Capital Services	12/21/19	\$65.97	Programming
033-4410-6770	Magazine Subscription Sv	12/17/19	\$45.45	annual subscriptions - good til next year!
033-4410-6772	Ingram	12/02/19	\$32.75	Books
033-4410-6772	Ingram	12/03/19	\$87.31	Books
033-4410-6772	Amazon Capital Services	12/21/19	\$11.19	Books
	Total - Gilbert		\$242.67	

Approved on this day _____ by _____

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	2600	2381	2461	2398	2528	2141	2063	2138		2414
County	569	641	453	419	379	412	445	515	364	486	333		455
Other	1058	953	904	954	956	912	1027	1008	851	880	977		1139
Gilbert	475	388	423	343	300	270	368	331	357	229	261		266
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713	3658	3709		4274
Open Access	1058	953	904	954	956	912	1027	1008	851	880	977		1139
Adult	1396	1455	1409	1365	1254	1188	1319	1394	1174	1208	1261		1425
Young Adult	318	335	245	291	225	183	204	221	153	141	137		180
Juvenile	2190	2079	1749	1779	1606	1740	1796	1833	1547	1507	1552		1637
Video	9	0	14	8	13	5	12	4	18	5	11		3
DVD	766	848	637	672	675	742	694	675	594	563	560		775
Audio	9	20	19	7	18	14	14	9	5	18	11		24
CD	33	39	18	17	20	12	7	7	19	24	20		29
CD book	113	138	98	96	82	85	89	115	94	125	75		91
Magazines	39	60	60	49	51	37	51	56	39	28	31		49
Puzzles	25	27	19	24	45	34	36	58	53	31	29		49
Puppets	20	9	15	7	21	11	8	10	14	6	10		5
Other	1	1	2	1	6	4	8	0	3	2	12		7
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713	3658	3709		4274
E-books	310	320	348	336	352	324	336	320	314	319	408		363
Downloaded Audio	315	372	296	343	283	327	288	337	270	319	249		278
Ref.? Asked	127	158	103	112	93	103	131	161	107	140	118		130
Ref.? Answered	127	158	103	112	93	103	131	161	107	140	118		130
Reference-Gilbert	44	58	54	59	53	32	50	39	37	25	41		32
PATRONS													
Programs - children	19	7	2	0	13	13	11	11	8	13	8		7
Attendance - children	133	131	59	0	171	132	138	129	86	155	79		49
Attendance - adults	49	53	20	0	47	47	44	40	40	61	54		30
Programs - StoryX	0	0	0	0	5	5	5	3	3	3	4		3
Attendance - children	0	0	0	0	45	45	56	27	29	24	44		40
Attendance - adults	0	0	0	0	5	8	14	8	6	9	12		9
Programs - Teen/Tweens	5	6	0	0	2	2	2	2	1	1	1		1
Attendance - teens	39	51	0	0	29	14	35	24	13	8	26		15
Attendance - adults	6	9	0	0	2	2	2	4	1	2	2		1
Programs - Adult	6	5	7	6	5	7	6	5	7	13	5		5
Attendance - children	1	0	0	2	0	0	0	0	0		0		0
Attendance - adults	62	32	42	39	34	49	37	27	36	234	34		35
Total Programs	19	18	9	6	25	22	24	21	18	27	18		15

Bertha Bartlett Public Library
2019-2020 Statistics Comparison

Total Attendance	289	277	121	41	333	241	326	259	211	498	251		179
Gilbert Programs	10	7	3	2	6	5	5	7	5	5	4		4
Attendance	245	210	35	32	73	62	67	71	76	57	55		37
Attendance - Adults	69	61	9	9	27	28	23	24/2T	0	23	16		11
Hours - Gilbert	70.5	72.5	78	73	64	64	72.5	78	62	56.5	60.5		50.5
Total People	704	554	489	403	388	384	378	428	324	224	244		237
People/hour	10	7.6	6.3	5.52	6.1	6	5.2	5.5	5.2	4.9	4		4.3
Gilbert Site Circ.	859	626	654	581	508	507	662	559	569	350	400		373
Hours - Story City	218	221	235	228	217	220	246	247	228	224	218		237
Total People	3398	3778	3375	3229	3048	3122	3717	3636	2533	3613	2488		2534
People/Hour	15.6	17	14.4	14.2	14.1	14.2	15.1	14.7	11.1	16.2	11.4		11
<u>CARDS</u>													
Issued - Story City	17	12	14	4	16	22	10	5	6	10	6		7
Issued - Gilbert	11	4	3	0	0	3	8	1	4	1	2		1
Withdrawn	15	0	31	0	0	0	0	0	1045	0	0		0
renewed - Story City	14	12	7	13	14	3	9	8	8	1	5		9
renewed - Gilbert	12	4	7	3	6	1	5	7	4	1	2		6
Meeting Room Library	15	12	1	2	13	10	14	14	10	16	10		12
Meeting Room Other	4	2	5	4	3	9	7	8	3	8	4		8
Computer Use	641	681	753	461	575	402	955	430	755	481	877		661
Test Proctoring	0	2	0	4	0		0		0	0	0		0
Interlibrary Loans Requested	8	15	12	12	6	5	12	16	10	24	18		11
Interlibrary Loans Sent	22	33	24	25	22	29	19	31	14	4	16		32
Book Club Sets	2	0	4	2	2	4	2	3	1	3	2		4
Microfilm Use	0	0	2	0	0	0	0	0	2	0			0
Gilbert Computer use	47	37	37	26	25	28	39	23	29	29	26		11
In House Use - Gilbert		58	70	64	27	30	34	58		37			28

In House Use - Story City