

**Bertha Bartlett Public Library**  
**Board Meeting – Main Meeting Room**

Friday, September 27, 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
- September bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

**New Business:**

- Architect presentation – FEH – 6 p.m.
- ILA Conference – Joint state conference in Omaha – October 2 to 4
- Budget presentation to City –Monday, October 21
- Architect presentation – OPN– 7 p.m.

**Old Business:**

- Adjournment

Reminder

- Next meeting: October 24, 2019

# STAFF REPORT

## September 2019

I was on vacation from September 11 to September 24, with September 25 turning into a sick day, as I left with a cough, and returned with a cough! But I did manage to enjoy most of the trip, knowing when I came back there was a lot in process. I was able to go to the New York Public Library this trip, and walked through the building, but unfortunately had to make a quick escape when my cough became uncontrollable. I also attended the dedication ceremony of the Billie Jean King Public Library in Long Beach, California. I was not able to go through the building, as thousands of residents were waiting to go through, and the heat from being between two glass predominant buildings, made the 2 hour wait nearly intolerable. We were told to be there at 9:30 a.m., but the ceremony didn't start until nearly 10:30! (Lets never do that!!!)

I wrapped up some of the work for the Storytelling Festival before I left and fundraising letters went out to 200 businesses in the Story City and Ames area while I was gone, handled by Foundation board members. We are promoting this heavily as a fundraiser for the future renovation of the Tekippe building, and included that in the letter we sent. I'm attaching a copy to the board packet. I'm very indebted to Shelly Hart and the rest of the board for handling so much of the work in my absence. Fran had an email in my mail when I returned that her doctors will not allow her to come back for Storytelling this fall. I'm going to look into doing a SKYPE type of presentation with her from Florida during one of the events. I'm hoping most of this board will attend these events and help with it in other ways!

The fall programs have all started, and the first two Early dismissals are now under our belts. I understand that the Emmanuel Lutheran Church has started an Early Dismissal program now the first Wednesday of the month, conflicting directly with our program, so already our numbers have declined somewhat, but not to the point of problematic. We have started a weekly afterschool Lego Club (no robotics), that is drawing from 13 to 17 kids each week, up from 3 to 7 for the "Makers Club".

Ema is continuing the Homeschool program, and based on some of the training she has had this fall, she will be having the kids do more problem solving, not just following instructions. They will be able to use library resources to figure out solutions, books and internet, and hopefully that will subtly teach them all how to use the library better for the future.

This meeting we will have 2 more architectural firms present. Denise downloaded the last presentations to a disk and I sent that to Jessica. If others need a refresher after tonights meeting, we can make that available for review. I'm not sure how to evaluate, and hoping from the first presentations, you each may have ideas how to determine who we need to spend the time and money with for the future.

Bertha Bartlett Public Library  
Board meeting  
August 29<sup>th</sup>, 2019

Board meeting convenes at 6:10 pm. Board members Cummings, Feil, Fournier, Emerson and Director Taylor in attendance. Guest Mike Tucker – architect from martin gardner also present.

Agenda alterations tabled to accommodate guest speaker Mike Tucker from Martin Gardner Architecture.

Additions or alterations to agenda: approval of TEI contract to new business per Director Taylor.

Citizen's appearance – none

Treasurer's report – it's a new budget year. Nearly half of magazine budget for Story City has been spent. Taylor says that we've switched to a subscription based service. Gilbert does not pay to any of the Story City magazine subscriptions. Online databases at 60%. Fournier says that these expenses come at large increments.

Bills – Taylor states that some of the bills look bigger because some of the bills carried over from last month. We also purchased a lot of books. Motion to pay the bills made by Fournier seconded by Emerson. Motion passes unanimously.

Agenda is tabled to visit with Jason Dietzenbach and Elizabeth Erbes from avec design architects.

Approval of the minutes: motion made by Emerson to approve the minutes from July 24<sup>th</sup>. Seconded by Fournier. Motion passes unanimously.

Circulation report: nice bump up to over 5000 items for July 2019.

Correspondence/communication: letter from Dr. Joseph Keller, MD.

Gilbert update: numbers were down a little for July and attendance in programs was good. Feil commented that it could be due to vacations. Maria is going to be working with Ema this fall. We are running into space issues in Gilbert.

New business:

- Architect: Martin Gardner 6pm
- Architect: Avec Design 7pm

Lego league – Received a request from parents and families who are interested in forming a Lego league with the Lego Mindstorm robotics kits. There is a \$800 registration fee. It has been recommended that we have a pilot program for a year to gauge interest without registering team. There may be additional payroll commitment for Ema to participate.

Removing tables from computer room – Taylor wants to remove built in tables from the computer room to make the room more functional. It's agreed upon that its ok. Board members will assist in removing the tables.

League of Women Voters request – League of Women Voters would like library to co-sponsor a forum for local candidates. Board agrees that it's out of the scope of the mission of the library.

Ames Rotary – we were awarded \$600 from the Ames Rotary's Kids Run For Kids program. Taylor has been invited to speak at the Ames Rotary September 18 to about how we intend to spend the donation. Taylor will be on vacation, but is interested if there could be a surrogate who could speak on behalf of the library. Meeting is at 7:00 am, Sept. 18.

TEI contract – buying slightly used audiobooks. We did this program last year and it kept our costs down last year and they are performing well. Taylor wants to know if it would be valuable to renew our contract. The contract is for \$599. Cummings motions to approve the TEI Landmark contract, seconded by Fournier. Passes unanimously.

Old business –

- Summer reading program: was a successful program and spending was down.
- Storytelling festival update
- Cell phone policy: no further amendments from staff. Motion made to approve the policy by Fournier, seconded by Emerson. Motion passes unanimously.

Next meeting Friday, Sept 27<sup>th</sup> 6pm.

Motion to adjourn made by Emerson, seconded by Fournier. Motion passes unanimously.

Respectfully submitted,

Acting secretary  
Matt Emerson

## Bertha Bartlett Public Library

P L August 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	\$ 6,767.92	\$ 40,317.08	85.63%
001-4410-6020	Salaries: Part-time	\$ 54,000.00	\$ 3,978.64	\$ 8,480.48	\$ 46,519.52	84.58%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 564.95	\$ 1,145.77	\$ 6,604.23	85.22%
001-4410-6130	IPERS	\$ 9,564.00	\$ 709.93	\$ 1,439.46	\$ 8,125.54	84.95%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 354.05	\$ 874.10	\$ 3,725.90	81.00%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 128.01	\$ 128.01	\$ 1,171.99	90.15%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 630.00	\$ 1,140.00	\$ 8,860.00	88.60%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ 28.12	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 56.54	\$ 113.08	\$ 1,686.92	93.72%
001-4410-6373	Telephone	\$ 4,800.00	\$ 395.04	\$ 785.27	\$ 4,014.73	83.64%
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	\$ 126.10	\$ 126.10	\$ 2,373.90	94.96%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 150.75	\$ 599.25	79.90%
001-4410-6502	Technology	\$ 3,000.00	\$ 29.97	\$ 29.97	\$ 2,970.03	99.00%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ 55.39	\$ 55.39	\$ 1,744.61	96.92%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 200.73	\$ 430.97	\$ 2,619.03	85.87%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ 75.00	\$ 150.00	\$ 950.00	86.36%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 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	\$ 2,066.43	\$ 2,409.17	\$ 9,590.83	79.92%
001-4410-6773	Video	\$ 1,500.00	\$ 225.19	\$ 371.21	\$ 628.79	62.88%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 522.76	\$ 922.26	\$ 77.74	7.77%
		\$ 175,000.00	\$ 13,530.81	\$ 26,946.66	\$ 148,553.34	84.65%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ (146.35)	\$ (414.20)	\$ (3,585.80)	-89.65%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ -	\$ (23,000.00)	-100.00%
031-4410-2-4705	Donations	\$ -	\$ 0.00	\$ (609.00)	\$ 609.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ (797.31)	\$ (1,728.02)	\$ 1,728.02	0.00%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 388,398.42	\$ 28,100.05	\$ 417,226.62		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 1.43	\$ 2,071.91		
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**  
**September 2019 bills**

<b>Code</b>	<b>Written To</b>	<b>Date</b>	<b>Amount</b>	<b>Comments/Mileage @ .53.5/mile</b>
001-4410-6150	Wellmark	09/01/19	\$381.54	Health Insurance - Kolleen - Sept.
001-4410-6230	Ema Dubois	08/28/19	\$63.80	Mileage for STEM/STEAM conference
001-4410-6320	Angela Halladay	09/25/19	\$200.00	Building cleaning
001-4410-6320	Arrow Pest Solutions	09/27/19	\$60.00	Spraying
001-4410-6371	Chitty Garbage Service	09/01/19	\$25.00	trash removal
001-4410-6371	Black Hills Energy	09/05/19	\$31.54	Gas
001-4410-6373	Aureon	09/01/19	\$398.62	Telephone and internet
001-4410-6500	Amazon Capitol Services	09/08/19	\$58.65	LEGOs for KOOL LEGO club/programming
001-4410-6500	Visa	09/08/19	\$2.35	Programming supplies
001-4410-6505	Visa	09/08/19	\$282.54	Service on laminator - bad switch/cataloging
001-4410-6506	Access systems leasing	09/23/19	\$132.95	Copier lease
001-4410-6506	Visa	09/08/19	\$9.70	office supplies
001-4410-6771	TEI Landmark	09/30/19	\$599.00	Audio CD Books
001-4410-6772	Centerpoint	07/12/19	\$88.68	Books
001-4410-6772	Gale/Cengage Learning Inc.	08/29/19	\$43.49	Books
001-4410-6772	Gale/Cengage Learning Inc.	09/13/19	\$22.50	Books
001-4410-6772	Gale/Cengage Learning Inc.	09/17/19	\$60.72	Books
001-4410-6772	Gale/Cengage Learning Inc.	09/18/19	\$47.23	Books
001-4410-6722	Baker & Taylor	09/04/19	\$120.42	Books
001-4410-6772	Baker & Taylor	09/19/19	\$123.11	Books
001-4410-6772	Baker & Taylor	09/25/19	\$379.00	Books
001-4410-6772	Ingram	08/26/19	\$134.29	Books
001-4410-6772	Ingram	09/05/19	\$212.11	books
001-4410-6772	Amazon Capitol Services	09/09/19	\$90.15	Books
001-4410-6773	Amazon Capitol Services	09/09/19	\$110.79	Video
001-4410-6773	Amazon Capitol Services	09/14/19	\$67.48	Video
	TOTAL - Story City		\$3,745.66	
	<b>Gilbert Bills</b>			
033-4410-6230	Ema Dubois	08/28/19	\$63.80	Mileage for STEM/STEAM conference
033-4410-6505	Visa	09/08/19	\$282.54	Service on laminator - bad switch/cataloging
033-4410-6772	Baker & Taylor	09/04/19	\$6.59	Books
033-4410-6772	Ingram	08/26/19	\$26.27	Books
033-4410-6772	Ingram	09/05/19	\$7.61	Books
033-4410-6773	Amazon Capital Services	09/09/19	\$19.96	Video
033-4410-6773	Amazon Capital Services	09/18/19	\$19.96	Video
	Total - Gilbert		\$426.73	

**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		2398		2141		2138		2414
County	569	641	453	419	379		445		364		333		455
Other	1058	953	904	954	956		1027		851		977		1139
Gilbert	475	388	423	343	300		368		357		261		266
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>		<b>4238</b>		<b>3713</b>		<b>3709</b>		<b>4274</b>
Open Access	1058	953	904	954	956		1027		851		977		1139
Adult	1396	1455	1409	1365	1254		1319		1174		1261		1425
Young Adult	318	335	245	291	225		204		153		137		180
Juvenile	2190	2079	1749	1779	1606		1796		1547		1552		1637
Video	9	0	14	8	13		12		18		11		3
DVD	766	848	637	672	675		694		594		560		775
Audio	9	20	19	7	18		14		5		11		24
CD	33	39	18	17	20		7		19		20		29
CD book	113	138	98	96	82		89		94		75		91
Magazines	39	60	60	49	51		51		39		31		49
Puzzles	25	27	19	24	45		36		53		29		49
Puppets	20	9	15	7	21		8		14		10		5
Other	1	1	2	1	6		8		3		12		7
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>		<b>4238</b>		<b>3713</b>		<b>3709</b>		<b>4274</b>
E-books	310	320	348	336	352		336		314		408		363
Downloaded Audio	315	372	296	343	283		288		270		249		278
Ref.? Asked	127	158	103	112	93		131		107		118		130
Ref.? Answered	127	158	103	112	93		131		107		118		130
Reference-Gilbert	44	58	54	59	53		50		37		41		32
<b>PATRONS</b>													
Programs - children	19	7	2	0	18		11		8		8		7
Attendance - children	133	131	59	0	216		138		86		79		49
Attendance - adults	49	53	20	0	52		44		40		54		30
Programs - StoryX	0	0	0	0	5		5		3		4		3
Attendance - children	0	0	0	0	45		56		29		44		40
Attendance - adults	0	0	0	0	5		14		6		12		9
Programs - Teen/Tweens	5	6	0	0	2		2		1		1		1
Attendance - teens	39	51	0	0	29		35		13		26		15
Attendance - adults	6	9	0	0	2		2		1		2		1
Programs - Adult	6	5	7	6	5		6		7		5		5
Attendance - children	1	0	0	2	0		0		0		0		0
Attendance - adults	62	32	42	39	34		37		36		34		35
<b>Total Programs</b>	<b>19</b>	<b>18</b>	<b>9</b>	<b>6</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	41	333		326		211		251		179
Gilbert Programs	10	7	3	2	6		5		5		4		4
Attendance	245	210	35	32	73		67		76		55		37
Attendance - Adults	69	61	9	9	27		23		0		16		11
<b>Hours - Gilbert</b>	70.5	72.5	78	73	64		72.5		62		60.5		50.5
Total People	704	554	489	403	388		378		324		244		237
People/hour	10	7.6	6.3	5.52	6.1		5.2		5.2		4		4.3
Gilbert Site Circ.	859	626	654	581	508		662		569		400		373
<b>Hours - Story City</b>	218	221	235	228	217		246		228		218		237
Total People	3398	3778	3375	3229	3048		3717		2533		2488		2534
People/Hour	15.6	17	14.4	14.2	14.1		15.1		11.1		11.4		11
<u>CARDS</u>													
Issued - Story City	17	12	14	4	16		10		6		6		7
Issued - Gilbert	11	4	3	0	0		8		4		2		1
Withdrawn	15	0	31	0	0		0		1045		0		0
renewed - Story City	14	12	7	13	14		9		8		5		9
renewed - Gilbert	12	4	7	3	6		5		4		2		6
Meeting Room Library	15	12	1	2	13		14		10		10		12
Meeting Room Other	4	2	5	4	3		7		3		4		8
Computer Use	641	681	753	461	575		955		755		877		661
Test Proctoring	0	2	0	4	0		0		0		0		0
Interlibrary Loans Requested	8	15	12	12	6		12		10		18		11
Interlibrary Loans Sent	22	33	24	25	22		19		14		16		32
Book Club Sets	2	0	4	2	2		2		1		2		4
Microfilm Use	0	0	2	0	0		0		2				0
Gilbert Computer use	47	37	37	26	25		39		29		26		11
In House Use - Gilbert		58	70	64	27		<b>34</b>						28

In House Use - Story City



September 15, 2019

Dear Library fans,

We want you to be part of our story...the Story Festival that is. This year the Festival returns for three days of learning the art of storytelling, November 7<sup>th</sup> -9<sup>th</sup>. The Story Festival first began in 2006 under the guidance of the Story City Greater Chamber Connection. After 13 years, the Bertha Bartlett Public Library Foundation is organizing this years' festival, incorporating five elements of storytelling into the locally focused events: Oral Storytelling, Musical Storytelling, Theatrical Storytelling, Visual Storytelling and Written Storytelling.

Hosted by the Bertha Bartlett Public Library Foundation, the 2019 Festival feature Will Stuck. He will be sharing his art with students at Roland-Story all day Thursday, which is sponsored by the Roland-Story School District Foundation. He will also be participating with other local talents in the "Story Showcase" on Friday evening and Saturday events. Other events include an authors' roundtable and Book Fair, Local Lore, and a final wrap-up event with Eric Hanson and Dr. Frances Bartlett Kinne joining us for the Story Festival Dinner.

We invite your participation both as an active attendee and sponsor of this year's Festival. All net proceeds from the Festival will go toward the planned building expansion of our library. Sponsors will be recognized throughout the Festival and through the program.

Please help keep the love of multiple ways of storytelling alive in our community by pledging your support of the 2019 Story Festival on the enclosed donor card.

Please help keep all five elements of storytelling alive in our community! Thank you for being part of our story.

Sincerely,

Christine Semler-Blue, President  
The Bertha Bartlett Public Library Foundation  
Shelley Hart, Vice President  
Jeanie Kirkpatrick, Secretary  
Dave Morris, Treasurer  
Kolleen Taylor, Library Director

Board Members:  
Randy Allman  
Lynn Cummings  
Scott Johnson  
Mary Sirna  
Paul Wierson

## **YES! I would like to help sponsor this year's Story Festival at the following level: \_\_\_\_\_**

Whats' My Line sponsor:	\$25.00	Story Stop:	\$50.00
Preschool Storytime:	\$75.00	Business Workshop:	\$100.00
Improv Workshop:	\$100	Authors Book Fair and Local Lore:	\$100.00
Storytelling Showcase:	\$250, includes reserved seating in front two rows of auditorium		
Storytelling Dinner:	\$500, include 2 tickets to the meal		

Company Name: \_\_\_\_\_ Contact Name \_\_\_\_\_

Email or phone number: \_\_\_\_\_

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### **SCHEDULE:**

#### **Thursday – Nov. 7:**

Stories in the schools: Professional Storyteller, Will Stuck will entertain and teach the Art of Storytelling to the students of the Roland-Story Schools, starting at 8:45 a.m. at the Middle School, 10:15 at the Elementary School, and 1:00 in the High School. – sponsored by the Roland Story School District Foundation

Business Workshop: 5:15 p.m. - Professional Storyteller, Will Stuck will teach our business community how to tell their personal stories, from the elevator speech, to building a relationship with customers.

#### **Friday – Nov. 8:**

Preschool Storytime with Will Stuck at Bertha Bartlett Public Library

1:00 "Improv Workshop", hosted by the Judge Story Theatrical Troupe – 5<sup>th</sup> Grade & up

6:30 pm – "Storytelling Showcase": Musical Storytelling by Thor's Men & Valkyries, Storytelling through Photography by Pete Tekippe, Theatrical Storytelling with Judge Story Theatrical Troupe, and Oral Storytelling with Will Stuck

#### **Saturday – Nov. 9:**

10 a.m.: Story Stops in Downtown Story City

10:30 a.m.: Workshop with Will Stuck

Noon to 5 p.m.: Authors & Usborne Book Fair

1:00 & 3:00 p.m.: Local Lore - Local Storytellers and Book Fair Authors share their stories (program repeated at 1 and 3 p.m.)

6:30 p.m. Story Festival Dinner at Story City Community Center - Eric Hanson, Morning anchor of KCCI-TV and graduate of Roland-Story High School; Dr. Frances Bartlett Kinne, Chancellor and President Emeritus of Jacksonville University, and graduate of Story City High School; and Will Stuck, Storyteller and retired children's librarian.