

# Bertha Bartlett Public Library

## Board Meeting – Main Meeting Room

April 25, 2019

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training – "Brainfuse"

Treasurer's Report: Duane Fournier –

- P& L Expenses
- April bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Cell phone policy (staff and public)
- Items to consider for purchase:
  - Public Computer replacement
  - Book repair system discussed last fall
  - Vacuum cleaner
  - Entrance rugs

### **Old Business:**

- Building update
- Cell phone policy

- Adjournment

Reminder

- Next meeting: May 23, 2019
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## STAFF REPORT

April 2019

The biggest news this month is the building appraisal is in, and it came in higher than I had hoped. I will be scanning it and distributing to the board members prior to the board packet.

I received an email from Fran Kinne, asking if we can coordinate another joint event with the Historical Society when she is here in June. She will be here around Scandinavian Days. I'm hoping she is here a few days after the weekend, as most of us are working on projects for that weekend. I will meet with Kate and we will discuss how and when to do this.

We hope to have a float for Scandinavian Days again this year, and we will be giving out books and bookmarks again. After talking with the Foundation members, we decided we could design a bookmark for adults that would allow them to bring the book back to the library to exchange it for something different. We have lots of books for children that were to be distributed through the schools. These are the books that have been sponsored by the local businesses, and we hope this is a good avenue to get the sponsored books into the hands of families who will use them and clear out the sale room for future donations. Denise is taking the lead on the parade float but we would love additional help! We try use the Summer Reading Program for the float theme, and plan to use the book that Duane designed a few years back, but the theme, "A Universe of Stories", allows us to explore space, and we have looked into creating a rocket ship to fit on the trailer we will be using.

We are exploring a different cleaning service, as Luscelena had an increase of hours at her other job, and I suspect she also is getting more per hour, as she notified us that she would not be returning shortly after the city had eliminated her hours. Heather at City Hall contacted a couple of ladies to clean for the city hall, and it appears we will probably need to spend a bit more per month if we maintain the same number of hours for both of them. We are going to try a test in the month of May, with April 29 their first week.

We are in the final stages for planning the Summer Reading Program. Ema is doing a great job in collecting prizes, coordinating with Shelly and Maria and meeting deadlines, and Denise is trying to coordinate all the marketing materials and special design work needed for the summer. With the summer program starting right on the heels of school dismissing for the summer, the programs are set to run 6 weeks for Tweens, 7 weeks for K-4<sup>th</sup>, and the reading portion will wrap up on August 20. We originally had hoped to have a couple of weeks between school and the start of the programs, but with the winter weather moving the last day of school so far ahead, that didn't happen.

I attended the Story County Library Association meeting last week, and did indicate that we probably would not be participating in the field trip with the Tweens this summer. They have chosen to attend the play "Mary Poppins", which was just performed in Story City last summer. We felt we would not have attendance for that. We may not participate in the book club for this age group in its previous format, we are still discussing this.

You all should have received information from me on the two bills that are being considered at the legislature, and with every organization I know, this is being severely discouraged. I hope you all have read through that material and have made an effort to contact our elected officials.

# **Bertha Bartlett Public Library**

## **Board Meeting**

Thursday, March 28th, 2019

6:00pm

Library Meeting Room

**Present:** Chris Feil, Lynn Cummings, Matt Emerson (6:14p) Jessica Hensch (Secretary) and Kolleen Taylor (Director).

**Called to Order: 6:06 pm**

### **Changes to and approval of the Agenda:**

Motion to approve agenda by Hensch, seconded by Cummings, approved unanimously.

### **Approval of Minutes:**

Motion to approve the February 2019 minutes by Cummings, seconded by Hensch, approved unanimously.

**Citizen's Appearance:** None

### **Board Training: Library Intellectual Freedom**

The Iowa Intellectual Freedom rule says that parents aren't able to monitor what their children can receive as materials from the library. BBPL is asking if someone else can pick up materials and adding that note to their accounts. Taylor presents information from the Kirkendall Public Library and their Confidentiality Policy. Taylor reports that it works nicely when children share the account with their parents, making it a "family account".

### **Treasurer's Report:**

#### **P and L:**

##### **Story City:**

- Will likely run out of budget on books, but Taylor says she expected that because the Large Print books cost quite a bit more than regular texts.
- Nothing yet spent on cataloging supplies yet this fiscal year.
- Magazines may be over due to switching to a new service.
- Still a lot of funds in the Programming line item. Taylor reports that the bills will be coming in soon for the Summer Reading Program.

##### **Gilbert:**

Doing well – cabinets are installed.

### **February Bills:**

#### **Story City:**

The blank comments entries are all books  
The rest of the bills are as usual

**Gilbert:**

Bill for the cabinets at Gilbert is included.

Hensch motions to approve March 2019, Emerson seconds. Approved unanimously.

**Circulation:**

Circulation is up from February of 2018. Down just slightly from January 2019, but likely due to the terrible weather.

Open Access is high, county numbers are good, Gilbert City is staying the same and the Open Access is bringing up the numbers.

**Correspondence/Communications:**

None

**Gilbert Update –**

Cabinets installed! Fit what is needed and great quality.

Maria and Ema went to the state meeting for Summer Reading.

Had to close early a number of times because of icy roads and general road conditions.

**New Business****Closing Library During Carl's Funeral:**

This is approved by the Trustees. Taylor will put up a notice for that on the door for patrons.

Cummings motions to approve to close the library from 10:30a – 12:30p this Saturday for Carl Hermanson's memorial service.

**Cell Phone Policy (staff and public):**

Taylor suggests that BBPL should have a staff AND patron cell phone policy.

Taylor would like to have the staff start with a draft and then run it by the trustees.

**Continuing Education Updates and Requests:**

- BBPL sent Ema and Maria to Story County for Summer Reading program training this month and just Ema to another separate training for Children's/Youth Service Librarians
- Denise has requested to go for CE to go to one on medical librarian training. It's a 2-day seminar and lots of CEUs. Taylor asked her to look for something more applicable. Denise found one in Mason City that she likes.
- Motion to approve the continuing education requests by Cummings, seconded by Emerson. Approved unanimously.

**Old Business****Building Update:**

- Taylor met Jody McCaskey this week for the walk-through of the building. Took pictures and looked at the furnaces, roof and electrical systems.

- Trustees will be provided with a copy of his report by the next meeting.
- The next step will then be to identify architects and see how much they charge for services.
  - Martin-Gardener Architects stopped by the library.

**Adjournment:**

Motion to adjourn by Hensch seconded by Emerson – Approved unanimously at 7:12p

**Next Meeting:**

Thursday, April 25th 6pm in the Library Meeting Room

## Bertha Bartlett Public Library

P L -March 2019

Acct #	Story City Expenses	2018-2019			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 3,285.88	\$ 31,207.23	\$ 11,287.77	26.56%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 4,218.17	\$ 39,964.32	\$ 17,035.68	29.89%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 564.87	\$ 5,359.60	\$ 2,255.40	29.62%
001-4410-6130	IPERS	\$ 9,395.00	\$ 708.38	6678.96	\$ 2,716.04	28.91%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 354.05	\$ 3,489.90	\$ 935.10	21.13%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ -	\$ 553.15	\$ 946.85	63.12%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 235.00	\$ 3,144.81	\$ 2,225.19	41.44%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$ 250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 309.96	\$ 1,540.60	\$ 259.40	14.41%
001-4410-6373	Telephone	\$ 4,800.00	\$ 386.83	\$ 3,515.54	\$ 1,284.46	26.76%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ 1,809.00	\$ 1,809.00	\$ 691.00	27.64%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 52.50	\$ 102.50	\$ 1,897.50	94.88%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 5.87	\$ 94.13	94.30%
001-4410-6500	Programming	\$ 2,000.00	\$ 20.25	\$ 570.98	\$ 1,429.02	71.45%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 113.82	\$ 636.18	84.82%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,517.79	\$ 482.21	24.11%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ 65.95	65.95	\$ 1,634.05	96.12%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 129.83	\$ 1,716.68	\$ 983.32	36.42%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 675.00	\$ 325.00	32.50%
001-4410-6770	Magazines	\$ 1,600.00	\$ 85.86	\$ 1,090.99	\$ 509.01	31.81%
001-4410-6771	Audio	\$ 1,000.00	\$ 37.50	\$ 386.36	\$ 613.64	61.36%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,328.29	\$ 11,654.23	\$ 345.77	2.88%
001-4410-6773	Video	\$ 2,000.00	\$ 140.89	\$ 935.88	\$ 1,064.12	53.21%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$ 1,511.55	75.58%
		\$ 168,000.00	\$ 13,808.21	\$ 116,587.61	\$ 51,412.39	30.60%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 202.55	\$ 2,471.88	\$ 1,528.12	38.20%
001-4410-1-4470	General Fund	\$ 21,500.00	\$ -	\$ 15,384.91	\$ 6,115.09	28.44%
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ 15,050.00	\$ 10,500.00	201.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 814.38	\$ 7,604.15	\$ 4,604.15	25347.00%
	<b>Total Deposits</b>		\$ 1,016.93	\$ 40,510.94	\$ 22,747.36	
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 377,416.93	\$ 22,647.98	\$ 411,046.40		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 5.51	\$ 2,067.75		
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			\$ 5,000.00		
031-4410-6798	Capital Project					
	<b>Total Library Trust Exp</b>			\$ 5,000.00		



**Bertha Bartlett Public Library**  
**April 2019 bills**

Code	Written To	Date	Amount	Comments/Mileage for 2019 - .58
001-4410-6150	Wellmark	04/27/19	\$381.54	Health Insurance - Kolleen
001-4410-6320	Visa	04/08/19	\$10.76	Chlorax wipes
001-4410-6320	Luselena Vasquez	04/18/19	\$75.00	Cleaning - final invoice
001-4410-6320	Arrow Pest Solutions	04/19/19	\$60.00	spraying
001-4410-6320	Early Bird Window washin	04/01/19	\$60.00	window washing
001-4410-6371	Chitty Garbage Service	04/01/19	\$25.00	Trash
001-4410-6371	Black Hills Energy	04/04/19	\$146.10	Gas
001-4410-6373	Aureon	04/01/19	\$383.96	Phone & Internet
001-4410-6490	McCaskey Appraisal Ltd.	04/17/19	\$1,200.00	Building appraisal
001-4410-6490	Visa	04/08/19	\$50.00	Training for Denise-Registration
001-4410-6500	Amazon Capital Services	04/24/19	\$11.89	Virtual Reality Programming item
001-4410-6502	Visa	04/08/19	\$126.00	Technology - Symantec renewals
001-4410-6506	Access	04/22/19	\$181.98	Copier and copies
001-4410-6772	Amazon Capital Services	04/24/19	\$88.78	Books through Amazon and Marketplace
001-4410-6772	Cengage	03/26/19	\$23.25	LP Best Sellers/Distribution Plan
001-4410-6772	Cengage	04/12/19	\$13.50	LP Best Sellers/Distribution Plan
001-4410-6772	Cengage	04/16/19	\$47.23	LP Thriller
001-4410-6772	Cengage	04/16/19	\$60.72	LP Cozy Mysteries
001-4410-6772	Baker & Taylor	04/09/19	\$77.24	Standing order books
001-4410-6772	Baker & Taylor	03/29/19	\$42.55	Standing order books
001-4410-6772	Baker & Taylor	04/23/19	\$202.11	Books
001-4410-6772	Ingram	04/15/19	\$207.55	Books
001-4410-6772	Center Point Large Print	04/01/19	\$88.68	Large print books
001-4410-6772	Amazon Capital Services	04/24/19	\$253.01	DVD's
	TOTAL - Story City		\$3,816.85	
	<b>Gilbert Bills</b>			
033-4410-6506	Amazon Capital Services	04/24/19	\$52.99	Stepladder for Gilbert
033-4410-6772	Baker & Taylor	04/23/19	\$29.67	Books
033-4410-6772	Ingram	04/15/19	\$52.83	Books
033-4410-6773	Amazon Capital Services	04/24/19	\$95.86	DVD's for Gilbert
	Total - Gilbert		\$231.35	

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



**Bertha Bartlett Public Library**  
2018-2019 Statistics Comparison

	Jul. 17	Jul. 18	Aug. 17	Aug. 18	Sept 17	Sept. 18	Oct. 17	Oct. 2018	Nov. 17	Nov. 18	Dec. 17	Dec. 18	Jan. 18	Jan. 19	Feb. 18	Feb. 19	Mar. 18	Mar. 19
City	2855	2817	2712	2505	2506	2381	2341	2398	2500	2141	1985	2138	2647	2414	2528	2510	2833	2607
County	404	569	374	453	324	379	297	445	325	364	338	333	517	455	293	431	510	375
Other	826	1058	881	904	762	956	762	1027	722	851	571	977	687	1139	658	920	764	1170
Gilbert	315	475	312	423	232	300	265	368	219	357	193	261	215	266	258	255	358	252
<b>Total</b>	<b>4400</b>	<b>4919</b>	<b>4279</b>	<b>4285</b>	<b>3824</b>	<b>4016</b>	<b>3665</b>	<b>4238</b>	<b>3766</b>	<b>3713</b>	<b>3087</b>	<b>3709</b>	<b>4066</b>	<b>4274</b>	<b>3737</b>	<b>4116</b>	<b>4465</b>	4404
Open Access	826	1058	881	904	762	956	762	1027	722	851	571	977	687	1139	658	920	764	1170
Adult	1342	1396	1476	1409	1257	1254	1089	1319	1123	1174	975	1261	1164	1425	1045	1298	1286	1388
Young Adult	256	318	191	245	185	225	117	204	103	153	98	137	189	180	142	196	181	202
Juvenile	1763	2190	1662	1749	1494	1606	1465	1796	1539	1547	1116	1552	1572	1637	1531	1779	1878	1834
Video	12	9	16	14	19	13	13	12	25	18	14	11	10	3	11	4	10	2
DVD	795	766	707	637	649	675	762	694	762	594	653	560	821	775	785	689	808	770
Audio	27	9	24	19	21	18	11	14	6	5	2	11	9	24	15	19	15	18
CD	17	33	10	18	22	20	27	7	36	19	45	20	48	29	32	8	33	9
CD book	88	113	87	98	102	82	88	89	75	94	113	75	138	91	75	44	149	87
Magazines	60	39	62	60	42	51	50	51	46	39	40	31	60	49	47	10	43	20
Puzzles	16	25	18	19	17	45	26	36	30	53	20	29	41	49	32	54	25	63
Puppets	24	20	26	15	15	21	15	8	20	14	11	10	12	5	21	12	36	10
Other	0	1		2	1	6	2	8	1	3	0	12	2	7	1	3	1	1
<b>Total</b>	<b>4400</b>	<b>4919</b>	<b>4279</b>	<b>4285</b>	<b>3824</b>	<b>4016</b>	<b>3665</b>	<b>4238</b>	<b>3766</b>	<b>3713</b>	<b>3087</b>	<b>3709</b>	<b>4066</b>	<b>4274</b>	<b>3737</b>	<b>4116</b>	<b>4465</b>	4404
E-books	287	310	241	348	232	352	229	336	227	314	237	408	278	363	236	315	272	342
Downloaded Audio	246	315	263	296	281	283	271	288	218	270	252	249	312	278	245	228	291	279
Ref.? Asked	110	127	122	103	88	93	111	131	144	107	98	118	127	130	149	86	180	134
Ref.? Answered	110	127	122	103	88	93	111	131	144	107	98	118	127	130	149	86	180	134
Reference-Gilbert	25	44	33	54	15	53	20	50	37	37	26	41	47	32	41	29	41	45
<u>PATRONS</u>					15													
Programs - children	12	19	0	2	11	18	12	11	10	8	9	8	7	7	11	9	11	9
Attendance - children	305	133	0	59	138	216	132	138	57	86	117	79	124	49	84	56	95	64

**Bertha Bartlett Public Library**  
2018-2019 Statistics Comparison

Attendance - adults	80	49	0	20	36	52	52	44	28	40	69	54	55	30	23	36	29	43
Programs - StoryX	0	0	0	0	2	5	5	5	7	3	7	4	3	3	6	3	4	6
Attendance - children	0	0	0	0	19	45	48	56	68	29	85	44	34	40	72	18	39	89
Attendance - adults	0	0	0	0	5	5	13	14	14	6	20	12	7	9	16	6	9	17
Programs - Teen/Tweens	3	5	0	0	2	2	2	2	1	1	1	1	2	1	1	1	1	0
Attendance - teens	26	39	0	0	21	29	32	35	9	13	27	26	28	15	24	7	9	6
Attendance - adults	0	6	0	0	2	2	2	2	1	1	2	2	1	1	0	1	1	0
Programs - Adult	6	6	5	7	6	5	6	6	5	7	7	5	5	5	7	6	8	8
Attendance - children	0	1	0	0	0	0	0	0	0	0	3	0	22	0	0	0	0	19
Attendance - adults	36	62	34	42	61	34	35	37	33	36	48	34	36	35	38	44	43	80
Total Programs	21	19	5	9	24	25	23	24	23	18	3	18	16	15	26	19	24	22
Total Attendance	529	289	34	121	238	333	196	326	209	211	371	251	301	179		168	216	310
Gilbert Programs	13	10	1	3	5	6	6	5	4	5	5	4	1	4	7	4	3	5
Attendance	146	245	16	35	94	73	76	67	52	76	52	55	3	37	78	50	45	55
Attendance - Adults	49	69	3	9	24	27	22	23	13	0	16	16	2	11	16	13	9	19
<b>Hours - Gilbert</b>	68.25	70.5	78.75	78	64	64	65.5	72.5	66	62	61	60.5	65.25	50.5	56	54.5	66.5	66
Total People	484	704	352	489	271	388	250	378	238	324	197	244	217	237	286	224	282	288
People/hour	7.1	10	4.46	6.3	4.2	6.1	3.8	5.2	3.6	5.2	3.2	4	3.3	4.3	5.1	4.1	4.2	4.4
Gilbert Site Circ.	562	859	475	654	351	508	358	662	306	569	289	400	344	373	236	436	465	442
<b>Hours - Story City</b>	211	218	231	235	231	217	244	246	227	228	220	218	231	237	220	216	257	235.5
Total People	3310	3398	3461	3375	3069	3048	3948	3717	2779	2533	2452	2488	3005	2534	2722	2266	3105	3025
People/Hour	15.7	15.6	15	14.4	13.9	14.1	16.2	15.1	12.2	11.1	11.2	11.4	14.3	11	12.38	10.5	12.1	12.8
<u>CARDS</u>																		
Issued - Story City	27	17	24	14	18	16	10	10	15	6	10	6	9	7	15	6	10	4
Issued - Gilbert	2	11	8	3	5	0	4	8	1	4	0	2	0	1	4	1	2	4
Withdrawn	42	15	0	31	10	0	0	0	0	1045	0	0	0	0	0	1	0	0
renewed - Story City	16	14	17	7	19	14	11	9	15	8	12	5	14	9	27	5	42	11
renewed - Gilbert	12	12	5	7	8	6	3	5	1	4	1	2	4	6	7	6	4	4

**Bertha Bartlett Public Library**  
2018-2019 Statistics Comparison

Meeting Room Library	8	15	4	1	14	13	16	14	10	10	11	10	10	12	12	10	10	11
Meeting Room Other	3	4	5	5	6	3	7	7	7	3	9	4	7	8	6	7	10	17
Computer Use	337	641	528	753	460	575	505	955	503	755	414	877	405	661	555	585	448	748
Test Proctoring	2	0	2	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0
Interlibrary Loans Requested	8	8	5	12	13	6	5	12	10	10	3	18	9	11	10	9	9	12
Interlibrary Loans Sent	23	22	38	24	29	22	24	19	23	14	16	16	28	32	32	26	27	19
Book Club Sets	1	2	6	4	4	2	4	2	2	1	1	2	1	4	1	4	1	5
Microfilm Use	1	0	1	2	2	0	2	0	0	2	5		0	0	1	1		1
Gilbert Computer use	15	47	22	37	15	25	12	39	5	29	9	26	11	11	15	18	22	19
In House Use - Gilbert				70		27		<b>34</b>						28		3		31

In House Use - Story City