

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

Monday, December 17, 2018  
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Election of officers:

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- December Bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

**New Business:**

- Story County Supervisor Meeting on Tuesday, December 18 – any trustees welcome
- Update on Accreditation process
- Computer needs

**Old Business:**

- Carpeting options
  - Roof Issues & other Building Upgrades
- Adjournment

Reminder

- Next meeting: January 23, 2018
- Library closings for Holidays: Closed December 24 & 25 (city closes at noon on the 24<sup>th</sup>), Close at 5 p.m. on December 31, Closed New Years' Day

## **STAFF REPORT**

### **December 2018**

It's only been a few weeks since our last board meeting, and yet it feels a lot longer than that, with many of the normal extra "events" that happen around holidays filling in the few precious hours of every week. This year I've been struggling to maintain all the regular things, on top of the ordeal and extra meetings required when my Aunt passed away. As I write this, another dear friend of our library staff, and Foundation board member, Carl Hermanson, is at the Isreal House in Ames, transitioning to a different reality.

I took the time today to drive his friend Ann Howard to be with him in his final hours. I didn't really have extra time, but I also felt this was the only way I could honor his service to us. We are grieving here at the library already, as his family and Ann try to say their farewells.

Another transition that is about to occur, is a change of personnel at the City Hall offices, as Dena Nichols retires from over 30 years of service to the city, almost 15 years as City Clerk. We have started working with her replacement, Heather Slifka. It sounds like she is picking up the job quickly and we know that she will work hard to fill that role, but we will miss Dena. She has a big heart and has helped us work through some rough moments during the past 12 years. Her last day will be on December 31, 2018.

We hope you will have time to view the library fully decorated. The ladies from the Mormon church built the book tree, and Laura Donaldson decked out the building. We also have the completed Gingerbread Houses on display, adding color, festivities and the rich smells of candy....making it all feel like a great holiday ahead.

I have a meeting in Des Moines on Friday the 14<sup>th</sup> with the State Library Commission, which will make my Friday very short. My board packet will go out with most of the materials, but may be missing a few bills. A meeting this early in the month does make us scramble as some bills come in too late for this, but I'll do my best. With Christmas early in the week, it feels like we will have a lot to catch up with. My surgery scheduled for December 19<sup>th</sup>, will keep me home likely on the 20<sup>th</sup> and 21<sup>st</sup>, and I will see how it goes after that to confirm whether I will be in on the days after Christmas. City Hall and the Library will both be closed on December 24 and 25<sup>th</sup> all day.

Hopefully we will have an update at the board meeting about the computers. Matt committed some time to help me work on the public computers Thursday, and we should have some recommendations or some changes to discuss during the board meeting.

Our Youth Services Librarian, Ema has finalized her basic plans for the Summer Reading program for 2019, using just two outside program presenters, and a good number of local talent, who are helping with no or low charges. The costs of the special performers that we have been booking the past few years has stretched into the \$400 category, and with my alarm at the expense, Denise and Ema looked for alternatives. The theme: "A Universe of Books", offers us a chance to work with the Iowa State, both as a University and through their departments that deal with Astronomy.

Mark Jackson wants to meet with the board in January, but he has talked with me indicating that the building work that we need to do is an 18 month process, so we might want to start immediately with a walk-through of the building and find an architect we want to work with. He indicated that although funds to purchase the building will be out of our Trust account, it will still be a city building, and any work that needs to be done needs to be done through the city. We will have this on the agenda for January.

The Foundation is continuing their book sale through the end of the year. We had withdrawn so many books from Gilbert and Story City that we have filled the room twice. We reduced the number of videos again and the number of audio cassettes, but they are still checking out, so we still have a much smaller collection.

**Bertha Bartlett Public Library**  
**Board Meeting – Main Meeting Room**  
**Monday, November 26<sup>th</sup>, 2018**  
**6pm**

Attendees: President Chris Feil, Lynn Cummings, Matt Emerson, Duane Fournier, Jessica Hensch and Director Kolleen Taylor

Call to Order: 5:58p

Approval of Agenda: Addition of “Credit Card Usage” to New Business

Election of Officers:

President – Chris Feil

Treasurer – Duane Fournier

Vice President – Matt Emerson

Foundation – Lynn Cummings

Secretary – Jessica Hensch

Fournier makes motion for officers succeed from last year. Cummings seconds. Approved unanimously.

Approval of Minutes:

September meeting minutes: “he” should be “she”

Fournier motions to approve, Hensch seconds. Approved unanimously.

Citizen’s Appearance: None

Treasurer’s Report:

Under budget right now. Tech and books are a little high right now, but there are many things that are quite a bit under or not used at all.

Gilbert is also doing well. There was only \$25 put in the budget for magazines this time. 67.39% of budget remaining, so still ahead.

Taylor reports that there were also three payroll periods in the month of October.

Bills:

Gas bill is very low for this time of year. Usually much higher.

Computer Resource Specialist item questioned. Something isn’t working with the Windows 10 and it was required to ask someone to get the machines up and running again. Everything was fixed one day and after the machines were restarted and updated, they returned to not working. Taylor reports she’s trying to remove CleanSlate from the machines, but it is not allowing her to do so.

Emerson reports there is an issue with Windows 10 that some files get deleted which reverts the files back. This causes issues with some of the other programs. Emerson said he is looking at Norton Ghost and will continue to look at this option.

There will need to be future repairs for this issue.

Fournier motions to approve the bills, Cummings seconds. Approved unanimously.

#### Circulation:

Big jump in circulation this month!

Staffing is more stable than it has been in a while which may be what causes bigger numbers.

Gilbert site circulation is also up for this month from last year.

#### Correspondence/Communications:

Taylor received an email from the Huxley library that they will have board training on January 15<sup>th</sup> at 6:30p at the Huxley library.

#### Gilbert Update:

Statistics are improving.

Taylor went over to help weed the collection. There should be 3% removed and 3% added each year. The additions aren't a problem, but the weeding hasn't been done in a while. The collection is unique in Gilbert since it started with so many donations.

Taylor reported on the staffing.

#### New Business:

Changing system of ordering magazines – see attachment-annual or bi-annual invoicing for this

- Taylor reports that she discussed the ordering situation at ILA.
- Most of the prices are cheaper through Amazon. Can be billed monthly, quarterly, or semi-annually.
- This would free up some time dealing with billing and subscription changes/renewals.
  - o Taylor reports that larger and smaller libraries than ours use this.
- Currently, magazine subscriptions have been suspended while deciding how to handle the billing.
- Fournier will make the motion to utilize the magazine subscription service to be billed on a quarterly basis for one year. Cummings seconds. Approved unanimously.

#### Credit Card Usage:

- Shelly is looking at purchasing items for gingerbread program. She'd like to get as much as possible at the cheapest places such as Aldi's, etc.
- Credit card will be used to purchase these items.

#### Design Suggestion from Ken Jones:

- Taylor directs trustees to review the proposed drawing provided in the meeting packet.
- The drawing seems to look much like what is all ready at the library.
- Will look in to someone local to see if a better price could be gained.

#### Old Business

##### Strategic Plan discussion & approval

- The main goals are that all age groups will have programs available.
- Feil reviews the goals and objectives, provided to the trustees in the meeting packet.
- New goal was added to "Build awareness in the community of library services and technology resources we have and develop and promote how we are improving our tech services"
- Goal 4 "Set fundraising goals to address building maintenance and expansion of existing facility", has new additions to the objectives.
- Taylor reports that she will verify the dates within the document.
- Hensch motions to approve the Strategic plan with amended dates, Fournier seconds. Approved unanimously.

##### Updated Quote for Bookshelves moving

- Could the carpeting be done in three phases? Then the library wouldn't have to close.
- This will be tabled for now.
- Trustees will explore some ideas.

#### Policy Reviews:

##### Emergency Policy Procedures:

Only revision is the last section for "Problem Patrons". Added the Story County non-emergency numbers.

##### Finance Procedures and Policy:

Taylor added in the underlined parts under "Line Budget".

Fournier would like to add that a copy of receipts will be retained according to the City of Story City retention policy.

##### DVD's change policy to allow for interlibrary loans of DVD's.

When the collection was smaller, it was decided that we didn't want to provide DVDs in interlibrary loan. Our patrons are asking if they can borrow DVDs via interlibrary loan from other libraries because our library won't loan to other libraries.

Taylor suggests changing the policy to loan DVDs via interlibrary loan.

Fournier makes motion to add DVDs to lending via interlibrary loan, proposed revisions to emergency policy procedures and proposed changes to finance procedures and policy. Emerson seconds. Approved unanimously.

**Bylaws:**

Taylor provided the most updated version of the bylaws to the trustees.

Bylaws are reviewed and approved by the trustees. No changes have been suggested.

Cummings motions to approve the review of the bylaws of the BBPL. Emerson seconds. Approved unanimously.

**City Ordinance:**

Hensch motions that the city ordinance has been reviewed by the BBPL trustees. Fournier seconds. Approved unanimously.

**Next Meeting:**

Monday, November 17<sup>th</sup> at 6pm

Bertha Bartlett Public Library

P L -November 2018

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2018-2019</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u> <u>remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 3,285.88	\$ 18,072.37	\$24,422.63	57.47%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 3,984.30	\$ 22,792.51	\$34,207.49	60.01%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 546.87	\$ 3,077.87	\$4,537.13	59.58%
001-4410-6130	IPERS	\$ 9,395.00	\$ 686.32	\$ 3,817.98	\$5,577.02	59.36%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 381.54	\$ 2,073.70	\$2,351.30	53.14%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ 25.00	\$ 500.61	\$999.39	66.63%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 585.28	\$ 1,790.25	\$3,579.75	66.66%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 58.42	\$ 285.66	\$1,514.34	84.13%
001-4410-6373	Telephone	\$ 4,800.00	\$ 386.13	\$ 1,963.43	\$2,836.57	59.10%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ -	\$ -	\$2,500.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ 14.95	\$ 275.94	\$100.00	86.20%
001-4410-6500	Programming	\$ 2,000.00	\$ -	\$ 103.06	\$1,724.06	86.26%
001-4410-6501	Building Supplies	\$ 750.00	\$ 585.00	\$ 1,517.79	\$646.94	24.11%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$482.21	0.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	0	0	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ -	\$ 837.09	\$1,862.91	69.00%
001-4410-6507	Misc Operating Supplies		0	0	\$0.00	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	75	375	\$625.00	62.50%
001-4410-6770	Magazines	\$ 1,600.00	\$ -	\$ 774.00	\$826.00	51.63%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 25.75	\$974.25	97.43%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,217.54	\$ 6,615.45	\$5,384.55	44.87%
001-4410-6773	Video	\$ 2,000.00	\$ 77.98	\$ 413.86	\$1,586.14	79.31%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 168,000.00	\$ 11,910.21	\$ 65,800.77	\$102,199.23	60.83%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 249.75	\$ 1,226.33	\$2,773.50	69.34%
001-4410-1-4470	General Fund	\$ 21,500.00	\$ 15,384.91	\$ 15,384.91	\$6,115.09	28.44%
031-4410-2-4705	Donations	\$ 5,000.00				100.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 1,258.75	\$ 4,291.38	\$1,291.38	43.05%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 377,416.93	\$ 3,029.83	\$ 391,428.25		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 2.80	\$ 2,065.04		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00		
			\$ 3,032.63	\$ 603,493.29		
<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		
		<b>Budget</b>				





## Bertha Bartlett Public Library

### December 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .54.5/mile
001-4410-6150	Wellmark	11/27/18	\$381.54	Health Insurance - Kolleen - December bill
001-4410-6320	Laura Donaldson	12/12/18	\$200.00	Cleaning
001-4410-6320	Quill	12/03/18	\$39.67	Cleaning
001-4410-6320	Quill	11/30/18	\$172.47	Building Supplies, paper supplies, cleaning
001-4410-6320	Arrow Pest Solutions	11/30/18	\$60.00	Spraying
001-4410-6371	Chitty Garbage Service	11/30/18	\$24.25	Trash
001-4410-6371	Black Hills Energy	12/05/18	\$202.16	Gas - heat
001-4410-6373	Aureon	12/01/18	\$391.12	Telephone
001-4410-6500	Visa	11/30/18	\$49.68	Walmart-Gingerbread House Project
001-4410-6500	Amazon Capital Services	12/10/18	\$61.99	Programming
001-4410-6506	Access		\$126.00	copier lease
001-4410-6506	Amazon Capital Services	12/10/18	\$7.00	Graphite for door locks
001-4410-6770	Visa	11/08/18	-\$22.46	Credit for Magazine subscription cancelled
001-4410-6771	TEI Landmark	11/26/18	\$8.70	audio book shipping costs
001-4410-6771	TEI Landmark	12/03/18	\$63.97	audio book series
001-4410-6772	Amazon Capital Services	12/10/18	\$42.03	books
001-4410-6772	Amazon Capital Services	12/16/18	\$12.14	Book
001-4410-6772	Cengage	11/26/18	\$44.00	Books
001-4410-6772	Cengage	11/26/18	\$56.67	Books
001-4410-6772	Cengage	11/28/18	\$21.70	Books
001-4410-6772	Cengage	12/05/18	\$107.06	Books
001-4410-6772	Baker & Taylor	11/24/18	\$16.23	Books
001-4410-6772	Baker & Taylor	11/28/18	\$261.27	Books
001-4410-6772	Baker & Taylor	12/02/18	\$47.03	Books
001-4410-6772	Ingram	11/28/18	\$144.64	Books
001-4410-6772	Ingram	12/04/18	\$198.24	Books
001-4410-6772	Center Point Large Print	12/01/18	\$88.58	Books
001-4410-6773	Amazon Capital Services	12/06/18	\$13.52	DVD
001-4410-6773	Amazon Capital Services	12/08/18	\$18.83	DVD
001-4410-6773	Amazon Capital Services	12/10/18	\$74.86	DVD
001-4410-6773	Amazon Capital Services	12/16/18	\$59.58	DVD
	TOTAL - Story City		\$2,972.47	
	<b>Gilbert Bills</b>			
033-4410-6506	Amazon Capital Services	12/10/18	\$7.00	Graphite for door locks
033-4410-6505	Amazon Capital Services	12/10/18	\$18.38	Tape dispenser for cataloging tapes
033-4410-6772	Baker & Taylor	11/24/18	\$25.60	Books
033-4410-6772	Ingram	11/28/18	\$66.09	Books
033-4410-6772	Ingram	12/04/18	\$19.54	Books
033-4410-6773	Amazon Capital Services	12/10/18	\$19.96	DVD
033-4410-6502	Amazon Capital Services	12/09/18	\$27.67	Ethernet and power cords
	Total - Gilbert		\$158.86	

**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		Jan. 18		Feb. 18		Mar. 18
City	2855	2817	2712	2505	2506	2381	2341	2398	2500	2141	1985		2647		2528		2833
County	404	569	374	453	324	379	297	445	325	364	338		517		293		510
Other	826	1058	881	904	762	956	762	1027	722	851	571		687		658		764
Gilbert	315	475	312	423	232	300	265	368	219	357	193		215		258		358
<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>4066</b>		<b>3737</b>		<b>4465</b>
Open Access	826	1058	881	904	762	956	762	1027	722	851	571		687		658		764
Adult	1342	1396	1476	1409	1257	1254	1089	1319	1123	1174	975		1164		1045		1286
Young Adult	256	318	191	245	185	225	117	204	103	153	98		189		142		181
Juvenile	1763	2190	1662	1749	1494	1606	1465	1796	1539	1547	1116		1572		1531		1878
Video	12	9	16	14	19	13	13	12	25	18	14		10		11		10
DVD	795	766	707	637	649	675	762	694	762	594	653		821		785		808
Audio	27	9	24	19	21	18	11	14	6	5	2		9		15		15
CD	17	33	10	18	22	20	27	7	36	19	45		48		32		33
CD book	88	113	87	98	102	82	88	89	75	94	113		138		75		149
Magazines	60	39	62	60	42	51	50	51	46	39	40		60		47		43
Puzzles	16	25	18	19	17	45	26	36	30	53	20		41		32		25
Puppets	24	20	26	15	15	21	15	8	20	14	11		12		21		36
Other	0	1		2	1	6	2	8	1	3	0		2		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>4066</b>		<b>3737</b>		<b>4465</b>
E-books	287	310	241	348	232	352	229	336	227	314	237		278		236		272
Downloaded Audio	246	315	263	296	281	283	271	288	218	270	252		312		245		291
Ref.? Asked	110	127	122	103	88	93	111	131	144	107	98		127		149		180
Ref.? Answered	110	127	122	103	88	93	111	131	144	107	98		127		149		180
Reference-Gilbert	25	44	33	54	15	53	20	50	37	37	26		47		41		41
<b>PATRONS</b>					15												
Programs - children	12	19	0	2	11	18	12	11	10	8	9		7		11		11
Attendance - children	305	133	0	59	138	216	132	138	57	86	117		124		84		95

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

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

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

Meeting Room Library	8	15	4	1	14	13	16	14	10	10	11		10		12		10
Meeting Room Other	3	4	5	5	6	3	7	7	7	3	9		7		6		10
Computer Use	337	641	528	753	460	575	505	955	503	755	414		405		555		448
Test Proctoring	2	0	2	0	0	0	0	0	0	0	0		1		1		1
Interlibrary Loans Requested	8	8	5	12	13	6	5	12	10	10	3		9		32		9
Interlibrary Loans Sent	23	22	38	24	29	22	24	19	23	14	16		28		10		27
Book Club Sets	1	2	6	4	4	2	4	2	2	1	1		1		1		1
Microfilm Use	1	0	1	2	2	0	2	0	0	2	5		0		1		
Gilbert Computer use	15	47	22	37	15	25	12	39	5	29	9		11		15		22

In House Use - Gilbert

70

27

**34**

In House Use - Story City

**Bertha Bartlett Public Library**  
*Long Range Plan (5 year)*  
**November 2018**

**Mission Statement:**

The Bertha Bartlett Public Library will strive to meet the needs of the community by offering access to information, education, recreation and communication services and materials for its patrons. The library will continuously improve its materials and services.

**Goal 1: All age groups in the Story City and the surrounding community will have programs or activities available which can assist in growth and development at their appropriate levels.**

Objective 1. Establish infant lap sit program.

- Activity 1: Meet weekly during Pre-school story-time during 2019.

Objective 2. Explore working with City Parks and Recreation Department or other groups to establish play activities for pre-school children.

- Activity 1: Co-sponsor two activities annually with Parks and Recreation Center starting in the 2019-2020 fiscal year.

Objective 3. Explore avenues to engage Teens

- Activity 1: Establish a Teen Board working with high school and build a relationship with Library Trustees by attending one meeting a year by the close of 2020.
- Activity 2: Schedule one large project during year to attract teens, (i.e., Harry Potter event, Hunger Games, etc., lock-in) annually.

Objective 4. Offer an average of 1 adult program every quarter

- Activity 1: Use free or local resources up to 4 programs each year
- Activity 2: Schedule 1 programs annually using Humanities Iowa speakers
- Activity 3: Bring in a speaker or program which educate about different cultures at least one time per year.

Objective 5. Experiment with school age story-time opportunities and increase participation.

- Activity 1: Schedule one weekend or evening per quarter for a family storytime event
- Activity 2: Establish gaming days annually, using both board games and electronic games )

Objective 6. Reinvigorate patrons who have lost privileges due to fines.

- Activity 1: Schedule one amnesty day every other year starting in 2019 to allow patrons to return "lost" or long overdue materials.
- Activity 2: Establish a program to "read down" fines to reconnect readers to library.

## **Goal 2: Improve communications on existing programs and services.**

Objective 1: Improve all avenues of existing social media and other technology resources that might be available.

- Activity 1: Establish online links that tells how to sponsor a book or series.
- Activity 2: Explore opportunities to advertise library events on a splash page for Bridges and other online resources.
- 

Objective 2: Have all staff involved with preparing news and informative press releases, meet with key community leaders.

- Activity 1: Write a column describing explaining how to purchase a book as a memorial or in honor of someone, how to regularly participate with suggestions.
- Activity 2: Have staff members participate by writing columns, press releases, help present at schools and civic clubs

## **Goal 3: Build awareness in the community of library services and technology resources we have, and develop and promote how we are improving our technology services.**

Objective 1. Write a Technology Plan for computer replacement

- Activity 1: Establish budget for 3 year plan for computer replacement in 2020
- Activity 2: Explain to community through a brochure how these improvements can help them, and distribute them at churches, food pantry and schools.

Objective 2: Establish Strategic community partnerships and strengthen our existing relationships to further the technological development of Story City

- Activity 1: Communicate and write articles for the Chamber of Commerce to explain training opportunities we have available for employers and employees
- Activity 2: Work with school administration to insure our technology works well with student equipment provided and expected by teachers.

## **Goal 4: Set fundraising goals to address building maintenance and expansion of existing facility.**

Objective 1: Engage foundation to establish long term fundraising goals

- Activity 1: Institute a new type of annual fundraiser for the foundation.
- Activity 2: Increase fundraising by 10% annually starting in 2019

Objective 2: Reestablish Friends of the library to assist with fundraising and projects.

- Activity 1: Establish an ex-officio presence on foundation and/library board in 2020
- Activity 2: Establish active membership in Friends of 25 members by the close of 2020

Objective 3: Explore and pursue other available properties.

- Activity 1: Establish list of options for growth sites by end of 2019
- Activity 2: Review current market prices of area properties by mid 2020

Objective 4: Explore and create alternate uses of the existing space.

- Activity 1: Explore feasibility and options for growth by January 2020
- Activity 2: Establish ideals versus practical growth by January 2020

**Goal 5: Improve relations and services to branch libraries.**

Objective 1: Monitor weekly circulation statistics in Gilbert

- Activity 1: Increase circulation at branch location by 5% each year.

Objective 2: Increase hours of service based on circulation

- Activity 2: Based on survey, add 1 hour for every 200 items circulated weekly starting in June 2020

Objective 3: Seek additional funding to address increases in services

- Activity 1: Establish branch “Friends” organizations by close of 2020
- Activity 2: Establish city trust to deposit funds for local library use in 2019
- Activity 2: Develop relationship with schools and librarians in Gilbert by 2020