

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room

February 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
- February Bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Service club projects
- Weather related closing procedures

Old Business:

- Directors Review
 - Accreditation completed
 - Building work
- Adjournment

Reminder

- Next meeting: March 28, 2019??

STAFF REPORT

February 2019

The weather has been a little challenging lately, and we have closed the Gilbert library on several occasions, some as the Gilbert Schools were closed, other times for staff safety. The icing of the roads has been worse than previous years, and even as I left Gilbert a few weeks ago, I realized that the dangers were not worth being open. I don't know what this last weekend of February will bring, but the best I can expect is for it to be messy. I have taken time off when roads were getting bad, or expected to get very bad, which has helped me catch up on some rest and some projects at my house. So with the bad there is good, and I feel it's a good use of the time! I keep in close contact with the staff when I'm not here making sure they are not taking risks here.

Because of this, I have on the agenda our weather closing procedure. Our procedure in Gilbert is to close when schools close, whereas in Story City, we close as needed. The difference between the two locations might need to be discussed. It has not been a problem keeping Story City open, and the library has been used on those occasions that travel isn't advised. And when it is slow, it allows staff time to get caught up.

I attended the retirement reception last Thursday evening for Lynne Carey, who was the library director in Ames for the past 3 years...officially. She had been the interim director for more years than that, at least 3 different times. Her retirement is a big loss to the Story County librarians, as she had a big heart and cooperative spirit. I can only hope her replacement will have some of the same personality traits.

I have scheduled March 4 to be at the Gilbert City Council meeting. I just want to update them on the increased circ we have been experiencing, even though we have closed more this year. I do want to discuss this procedure with you and the council, to see how everyone feels about Gilbert closing when school closes. It isn't specifically spelled out in our policies.

We finalized the accreditation process, Chris signing off on the last step confirming that the documents we have sent in batches over the past 3 months were complete and accurate. This is an ongoing evaluation process of our policies and procedures, inspection of our materials and buildings, and compiling statistics over a three year period. From this last level, I did learn I need to keep an ongoing list of meetings I attend for both the State and Regional librarians, in addition to the training that is necessary for both the board members and the staff members. I knew this was important, but this round we had to supply dates of the meetings, which I had to scramble a bit to attain. So....for the future, all of the staff will be keeping up with the training they are taking on a centralized database on our server, hoping it will save a little work later on.

Bertha Bartlett Public Library
P L -January 2019

Acct #	Story City Expenses	<u>2018-2019</u>			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 3,285.88	\$ 24,635.47	\$17,859.53	42.03%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 3,932.23	\$ 31,051.53	\$25,948.47	45.52%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 543.01	\$ 4,193.40	\$3,421.60	44.93%
001-4410-6130	IPERS	\$ 9,395.00	\$ 681.41	5217.21	\$4,177.79	44.47%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 354.05	\$ 2,781.80	\$1,643.20	37.13%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ 52.54	\$ 553.15	\$946.85	63.12%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 245.00	\$ 2,597.63	\$2,772.37	51.63%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 395.30	\$ 907.37	\$892.63	49.59%
001-4410-6373	Telephone	\$ 4,800.00	\$ 387.85	\$ 2,742.40	\$2,057.60	42.87%
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	\$ 5.87	\$ 5.87	\$94.13	94.13%
001-4410-6500	Programming	\$ 2,000.00	\$ 139.45	\$ 527.06	\$1,472.94	73.65%
001-4410-6501	Building Supplies	\$ 750.00	\$ 10.76	\$ 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	\$ -	0	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 259.77	\$ 1,363.52	\$1,336.48	49.50%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	525	\$475.00	47.50%
001-4410-6770	Magazines	\$ 1,600.00	\$ 253.59	\$ 1,005.13	\$594.87	37.18%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 98.42	\$901.58	90.16%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,474.31	\$ 9,211.24	\$2,788.76	23.24%
001-4410-6773	Video	\$ 2,000.00	\$ 102.52	\$ 711.13	\$1,288.87	64.44%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 168,000.00	\$ 12,198.54	\$ 90,247.39	\$77,752.61	46.28%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 456.40	\$ 1,988.28	\$2,011.72	50.29%
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	\$10,505.00	201.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 2,943.04	\$ 8,079.93	\$5,079.93	169.33%
	Total Deposits		\$ 3,399.44	\$ 40,503.12	\$23,711.74	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 21,058.63	\$ 409,457.05		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 4.18	\$ 2,066.42		
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					
031-4410-6727	Capital Equipment					
031-4410-6672	Books			\$ 5,000.00		
031-4410-6798	Capital Project					
	Total Library Trust Exp			\$ 5,000.00		
		Budget				

Bertha Bartlett Public Library
February 2019 bills

Code	Written To	Date	Amount	Comments/Mileage for 2019 - .58
001-4410-6150	Wellmark	12/27/18	\$381.54	Health Insurance - Kolleen - December bill
001-4410-6320	Quill	02/06/19	\$112.16	Restroom supplies
001-4410-6320	Luselena Vasquez	02/28/19	\$200.00	Cleaning
001-4410-6371	Chitty Garbage Service	01/31/19	\$25.00	Trash
001-4410-6371	Black Hills Energy	02/05/19	\$298.27	Gas - heat
001-4410-6373	Aureon	02/01/19	\$386.31	Telephone
001-4410-6490	Visa	02/04/19	\$50.00	ILA membership-Denise
001-4410-6500	Amazon Capital Services	02/14/19	\$23.67	Craft supplies for programs
001-4410-6500	Visa	02/04/19	\$63.66	Amazon Prime - Shipping costs for year
001-4410-6506	Access	02/19/19	\$129.83	copier lease & copies
001-4410-6506	Amazon Capital Services	02/14/19	\$29.84	Avery labels
001-4410-6771	Penguin Random House	02/12/19	\$165.00	Audio CD books
001-4410-6771	TEI Landmark Audio	12/03/19	\$63.97	books
001-4410-6772	Cengage	01/24/19	\$45.75	Books
001-4410-6772	Cengage	02/13/19	\$66.74	Books
001-4410-6772	Cengage	02/19/19	\$60.72	Books
001-4410-6772	Baker & Taylor	02/01/19	\$13.97	Books
001-4410-6772	Baker & Taylor	02/05/19	\$163.85	Books
001-4410-6772	Baker & Taylor	02/12/19	\$72.08	Books
001-4410-6772	Baker & Taylor	02/19/19	\$107.46	Books
001-4410-6772	Ingram	02/11/19	\$228.20	Books
001-4400-6772	Ingram	02/12/19	\$169.06	Books
001-4410-6772	Center Point Large Print	02/01/19	\$88.68	Books
001-4410-6772	Amazon Capital Services	02/14/19	\$50.96	Books
001-4410-6773	Amazon Capital Services	02/14/19	\$83.86	DVD
	TOTAL - Story City		\$3,080.58	
	Gilbert Bills			
033-4410-6230	Maria Hartt	01/24/19	\$16.47	For Walmart pickup purchase-damaged
033-4410-6506	Maria Hartt	02/15/19	\$20.89	Wood for building custom size Bboard
033-4410-6506	Amazon Capital Services	02/14/19	\$10.99	Stamp with address for Gilbert
033-4410-6506	Visa	01/18/19	-\$9.65	Walmart credit for damaged corkboard
033-4410-6506	Visa	01/18/19	\$63.67	Amazon Prime (Shipping)
033-4410-6772	Ingram	02/11/19	\$44.06	Books
033-4410-6773	Amazon Capital Services	02/14/19	\$35.95	DVD for Gilbert
	Total - Gilbert		\$143.68	

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

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		29
Programs - StoryX	0	0	0	0	2	5	5	5	7	3	7	4	3	3	6		4
Attendance - children	0	0	0	0	19	45	48	56	68	29	85	44	34	40	72		39
Attendance - adults	0	0	0	0	5	5	13	14	14	6	20	12	7	9	16		9
Programs - Teen/Tweens	3	5	0	0	2	2	2	2	1	1	1	1	2	1	1		1
Attendance - teens	26	39	0	0	21	29	32	35	9	13	27	26	28	15	24		9
Attendance - adults	0	6	0	0	2	2	2	2	1	1	2	2	1	1	0		1
Programs - Adult	6	6	5	7	6	5	6	6	5	7	7	5	5	5	7		8
Attendance - children	0	1	0	0	0	0	0	0	0	0	3	0	22	0	0		0
Attendance - adults	36	62	34	42	61	34	35	37	33	36	48	34	36	35	38		43
Total Programs	21	19	5	9	24	25	23	24	23	18	3	18	16	15	26		24
Total Attendance	529	289	34	121	238	333	196	326	209	211	371	251	301	179			216
Gilbert Programs	13	10	1	3	5	6	6	5	4	5	5	4	1	4	7		3
Attendance	146	245	16	35	94	73	76	67	52	76	52	55	3	37	78		45
Attendance - Adults	49	69	3	9	24	27	22	23	13	0	16	16	2	11	16		9
Hours - Gilbert	68.25	70.5	78.75	78	64	64	65.5	72.5	66	62	61	60.5	65.25	50.5	56		66.5
Total People	484	704	352	489	271	388	250	378	238	324	197	244	217	237	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	4	3.3	4.3	5.1		4.2
Gilbert Site Circ.	562	859	475	654	351	508	358	662	306	569	289	400	344	373	236		465
Hours - Story City	211	218	231	235	231	217	244	246	227	228	220	218	231	237	220		257
Total People	3310	3398	3461	3375	3069	3048	3948	3717	2779	2533	2452	2488	3005	2534	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	11.4	14.3	11	12.38		12.1
<u>CARDS</u>																	
Issued - Story City	27	17	24	14	18	16	10	10	15	6	10	6	9	7	15		10
Issued - Gilbert	2	11	8	3	5	0	4	8	1	4	0	2	0	1	4		2
Withdrawn	42	15	0	31	10	0	0	0	0	1045	0	0	0	0	0		0
renewed - Story City	16	14	17	7	19	14	11	9	15	8	12	5	14	9	27		42
renewed - Gilbert	12	12	5	7	8	6	3	5	1	4	1	2	4	6	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	10	12	12		10
Meeting Room Other	3	4	5	5	6	3	7	7	7	3	9	4	7	8	6		10
Computer Use	337	641	528	753	460	575	505	955	503	755	414	877	405	661	555		448
Test Proctoring	2	0	2	0	0	0	0	0	0	0	0	0	1	0	1		1
Interlibrary Loans Requested	8	8	5	12	13	6	5	12	10	10	3	18	9	11	32		9
Interlibrary Loans Sent	23	22	38	24	29	22	24	19	23	14	16	16	28	32	10		27
Book Club Sets	1	2	6	4	4	2	4	2	2	1	1	2	1	4	1		1
Microfilm Use	1	0	1	2	2	0	2	0	0	2	5		0	0	1		
Gilbert Computer use	15	47	22	37	15	25	12	39	5	29	9	26	11	11	15		22
In House Use - Gilbert				70		27		34						28			

In House Use - Story City