

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room

March 28, 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
- March bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Closing library during Carl Hermanson's memorial service
- Cell phone policy (staff and public)
- Continuing Education updates and requests

Old Business:

- Building update
- Adjournment

Reminder

- Next meeting: April 25, 2019

STAFF REPORT

March 2019

Based on the board vote by email, we hired Jody McCaskey to appraise the Tekippe building. By the meeting time we will have gone through the building with him, and he indicated he would have a report to us by the next meeting. His quote was for \$1200, with a lead time of about 3 weeks after a building inspection, and Pete has talked with him to set this up. I believe after the appraisal we should talk to the city. It has been suggested that we at least talk with Century 21 about their building in case they plan to sell it to anyone in the future, we would at least get first refusal.

Along those lines, I had a visit from another architect from Martin-Gardner, a smaller firm from the Strawberry Point area. He walked through our building and he looked at the Tekippe building also. He offered some suggestions that made sense, and worked for our size, and when it is time to get proposals from architects, I do believe he should be considered.

The cabinets for Gilbert were installed just after the last board meeting, and the final bill for some hardware for the cabinets is included on this months bill. I'm very pleased with the work he did, and the installation took longer than planned as the studs were not easily located to hang the upper cabinets. We have had so many comments on the cabinets, that we have asked Dean to provide business cards, and a business opportunity has come up for him, if he is interested. We now have a rather sad cabinet to remove from the library there in Gilbert, as everything fit from that and she has a little space to spare. I'd be interested in using him to design a circulation desk for us, if he is willing and we could afford it!

The meeting with the Gilbert City Council was uneventful, there were no questions, so I hope that means there are no concerns. Teri, as always, offered encouragement and thanks for the work Maria has done, and the rest of the staff. This week both Maria and Ema are attending a meeting with the Story County librarians about the Summer Reading program. Hearing what others are doing in the county has been really a good element, offering some different ways of thinking about things, and some opportunities to share resources.

I'm going to bring in a walker that has wheels, a seat on it, and a place to store books. We've had several people browsing in our large print collection that needed a chair to sit on, and just didn't seem too steady. I have the walker my aunt used for just a year, and I hope that this might be a good place for it.

I am starting to think we might need to upgrade our automation system for the library materials. We are solicited all the time, but Denise and I investigated product out of Canada that has some nice tools and applications, different than what we have seen. I have strong feelings about not having the automation system on the Cloud, and that immediately eliminates many companies. What we pay each year, versus other companies is a huge margin, and a big reason for not changing. But we might not have a choice soon.

Bertha Bartlett Public Library
Board Meeting

Monday, February 28th, 2019

6:00pm

Library Meeting Room

Present: Chris Feil (arrived 6:10p), Lynn Cummings, Matt Emerson, Jessica Hensch (Secretary) and Kolleen Taylor (Director).

Called to Order: 6:01pm

Changes to and approval of the Agenda:

Taylor would like to add an "Announcement About Stratford Telephone" to "New Business"
Taylor would also like to add some other items to update

Approval of Minutes:

Change "Feil will sign off on the list of bills" to "Feil will sign off on the list of bills, not each one individually". A motion to approve the amended minutes by Cummings, seconded by Emerson, approved unanimously.

Citizen's Appearance:

Katie Bangert – How to make Story Time more beneficial for the Child's Librarian, Children and Parents

BOARD TRAINING – EARLY CHILDHOOD LITERACY 6:06 – 6:35p

Katie has her Master's in Early Childhood Education. She substitute teaches at Roland-Story, Gilbert and Ames, as well as teaches courses at Iowa State. Katie has a presentation on Story Time Suggestions

- How to make the time more efficient
 - o How to maximize efficiency through structure and involvement
 - Set expectations for children and parents for the time
 - Ask "how should we sit for Story Time"
 - No more than three expectations
 - Use alliteration "Sit, Share, Sing"
 - Songs
 - Movement – fosters spatial skills and counting (goes with songs)
 - Engagement – helps children make connections and increases ability to focus

- Asking questions throughout the text
 - What do you see?
 - What might happen next?
 - Add-Ons – Helps increase engagement. Items such as puppets.
 - Ideas to make it better
 - Mentor
 - View other story times? Collaborate with other libraries?
 - Planning Time/template?
 - Observe and evaluate?

Treasurer’s Report

P and L:

Story City:

- 46% of budget remaining for the year.
- Still over in professional services.
- Investments – There is over \$400,000 in the trust right now.

Gilbert:

- 48% of budget remaining for the year.
- Over for magazines so far.

February Bills:

Story City:

ILA membership fees are split between two months due to signing up on two different days.
Cost of Amazon Prime split between Gilbert

Gilbert:

A custom bulletin board is being made for the Gilbert site. That’s what the “Maria Hartt” charges are for. Hensch motions to approve February 2019, Emerson seconds. Approved unanimously.

Circulation:

Total circulation increased from this month last year.
E-books jumped from 278 last year to 363 this year.

Correspondence/Communications:

None

Gilbert Update –

Taylor will be at the Gilbert City Council meeting to update the council on increases in circulation.

- There has been a lot of attendance at the early out and story times
- Overall, the circulation has increased, in part, due to the fact of material availability

New Business

Service Club Projects:

Due to safety concerns and ADA compliance, the front entry way cannot be obstructed. Additionally, the board agrees that there should be no solicitation by community members at the library or on the library grounds.

Weather-Related Closing Procedures:

There have been a lot of weather days this year.

Taylor is looking for a way to figure out how to ensure the City crews don't continue to clear the area when the library is closed.

As long as the staff can safely get to the library, it's okay for Kolleen to make the call regarding closures or staying open due to inclement weather.

Meeting Room Use – State Agencies:

Will continue with adhering to the policy which was approved previously by the trustees in regards to payment for the room.

Stratford Telephone:

Fiber-optic internet is coming to Story City

The library is currently in a contract with Aureon. Plan is to go from the railroad track through downtown and out about two blocks.

Miscellaneous Updates:

Old Business

Director's Review:

Cummings reports it is done. It is being emailed.

Overall, the evaluation was very positive.

Accreditation Completed:

Complete as of 2/28/19.

Completed 33/38 optional items on accreditation.

Building Work:

Edgar Christian was referred by the City. He only appraises residential buildings
He referred Taylor to someone in Des Moines. They said it would take \$1500 and be
four weeks wait time.

Taylor also reports that she started to contact FEH Architects. They do a lot of libraries.

Do we need additional companies to talk to?

IPI Industries are supposed to be coming to give an idea about the circulation desk.

Computer Update:

Emerson wants to talk about getting better pricing for the computers.

Taylor reports that Dell sent her a new computer through a grant.

Moving Bookshelves:

The volunteer fire department might be interested in helping to move bookshelves as
service to their community.

Adjournment:

Motion to adjourn by Fournier seconded by Emerson – Approved unanimously at 7:33p

Next Meeting:

Thursday, March 28th 6pm in the Library Meeting Room

Bertha Bartlett Public Library
P L -February 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	\$ 27,921.35	\$ 14,573.65	34.29%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 4,694.62	\$ 35,746.15	\$ 21,253.85	37.29%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 601.33	\$ 4,794.73	\$ 2,820.27	37.04%
001-4410-6130	IPERS	\$ 9,395.00	\$ 753.37	5970.58	\$ 3,424.42	36.45%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 354.05	\$ 3,135.85	\$ 1,289.15	29.13%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ -	\$ 553.15	\$ 946.85	63.12%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 312.18	\$ 2,909.81	\$ 2,460.19	45.81%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$ 250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 323.27	\$ 1,230.64	\$ 569.36	31.63%
001-4410-6373	Telephone	\$ 4,800.00	\$ 386.31	\$ 3,128.71	\$ 1,671.29	34.82%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 50.00	\$ 50.00	\$ 1,950.00	97.50%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 5.87	\$ 94.13	94.13%
001-4410-6500	Programming	\$ 2,000.00	\$ 23.67	\$ 550.73	\$ 1,449.27	72.46%
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	\$ -	0	\$ 1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 223.33	\$ 1,586.85	\$ 1,113.15	41.23%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	600	\$ 400.00	40.00%
001-4410-6770	Magazines	\$ 1,600.00	\$ -	\$ 1,005.13	\$ 594.87	37.18%
001-4410-6771	Audio	\$ 1,000.00	\$ 250.44	\$ 348.86	\$ 651.14	65.11%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,114.70	\$ 10,325.94	\$ 1,674.06	13.95%
001-4410-6773	Video	\$ 2,000.00	\$ 83.86	\$ 794.99	\$ 1,205.01	60.25%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$ 1,511.55	75.58%
		\$ 168,000.00	\$ 12,532.01	\$ 102,779.40	\$ 65,220.60	38.82%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 281.05	\$ 2,269.33	\$ 1,730.67	43.27%
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	\$ 776.26	\$ 8,856.19	\$ 5,856.19	195.21%
	Total Deposits		\$ 1,057.31	\$ 41,560.43	\$ 24,201.95	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 21,834.26	\$ 410,232.68		
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		
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		

Bertha Bartlett Public Library

March 2019 bills

Code	Written To	Date	Amount	Comments/Mileage for 2019 - .58
001-4410-6150	Wellmark	03/27/19	\$381.54	Health Insurance - Kolleen
001-4410-6320	Luselena Vasquez	03/28/19	\$200.00	Cleaning
001-4410-6320	Early Bird Window Washin	03/22/19	\$60.00	Window washing
001-4410-6371	Chitty Garbage Service	03/01/19	\$25.75	Trash
001-4410-6371	Black Hills Energy	03/06/19	\$284.21	Gas
001-4410-6373	Aureon	03/01/19	\$386.83	Phone & Internet
001-4410-6490	Visa	03/10/19	\$52.50	ILA membership for Kolleen
001-4410-6500	Amazon Capital Services	03/19/19	\$13.99	Tea lights for tween project-SRP
001-4410-6500	Visa	03/10/19	\$6.26	Programming - Fruit loops generic
001-4410-6505	Demco	03/01/19	\$65.95	DVD albums,
001-4410-6506	Access	03/22/19	\$129.83	Copier
001-4410-6770	Magazine Sub. Svc Agncy	03/14/19	\$85.86	Better Homes, Iowa Outdrs, BizWk, Girls life & Girls World
001-4410-6771	Penguin Random House	03/07/19	\$37.50	audio book
001-4410-6772	Cengage	02/26/19	\$22.50	
001-4410-6772	Cengage	03/13/19	\$23.25	
001-4410-6772	Cengage	03/19/19	\$60.72	
001-4410-6772	Cengage	03/20/19	\$47.23	
001-4410-6772	Baker & Taylor	02/26/19	\$88.44	
001-4410-6772	Baker & Taylor	03/08/19	\$175.21	
001-4410-6772	Baker & Taylor	03/13/19	\$314.28	
001-4410-6772	Baker & Taylor	03/26/19	\$141.38	
001-4410-6772	Ingram	03/13/19	\$256.27	
001-4410-6772	Center Point Large Print	03/01/19	\$88.68	Books
001-4410-6772	Amazon Capital Services	03/19/19	\$110.33	Replacement & hard to locate books
001-4410-6773	Amazon Capital Services	03/19/19	\$140.89	DVD's
	TOTAL - Story City		\$3,199.40	
	Gilbert Bills			
033-4410-6230	Kolleen Taylor	03/29/19	\$52.20	Extra mileage to Gilbert
033-4410-6320	Visa	03/10/19	\$19.23	Cork for bulletin board
033-4410-6320	D.M. Vande Griend	02/28/19	\$212.70	final supplies for cabinets
033-4410-6505	Demco	03/01/19	\$65.95	last supplies for cabinets at Gilbert
033-4410-6506	Maria Hartt	03/13/19	\$6.42	baskets for storage in cabinets
033-4410-6490	Visa	03/10/19	\$52.50	ILA Dues/split with SC
033-4410-6770	Magazine Sub. Svc. Agncy	03/14/19	\$37.41	Girls World/Sports Illustrated-Kids
033-4410-6772	Ingram	03/13/19	\$107.46	
033-4410-6772	Baker & Taylor	03/13/19	\$8.97	
033-4410-6773	Amazon Capital Services	03/19/19	\$50.94	DVD's for Gilbert
	Total - Gilbert		\$491.41	

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
City	2855	2817	2712	2505	2506	2381	2341	2398	2500	2141	1985	2138	2647	2414	2528	2510	2833
County	404	569	374	453	324	379	297	445	325	364	338	333	517	455	293	431	510
Other	826	1058	881	904	762	956	762	1027	722	851	571	977	687	1139	658	920	764
Gilbert	315	475	312	423	232	300	265	368	219	357	193	261	215	266	258	255	358
Total	4400	4919	4279	4285	3824	4016	3665	4238	3766	3713	3087	3709	4066	4274	3737	4116	4465
Open Access	826	1058	881	904	762	956	762	1027	722	851	571	977	687	1139	658	920	764
Adult	1342	1396	1476	1409	1257	1254	1089	1319	1123	1174	975	1261	1164	1425	1045	1298	1286
Young Adult	256	318	191	245	185	225	117	204	103	153	98	137	189	180	142	196	181
Juvenile	1763	2190	1662	1749	1494	1606	1465	1796	1539	1547	1116	1552	1572	1637	1531	1779	1878
Video	12	9	16	14	19	13	13	12	25	18	14	11	10	3	11	4	10
DVD	795	766	707	637	649	675	762	694	762	594	653	560	821	775	785	689	808
Audio	27	9	24	19	21	18	11	14	6	5	2	11	9	24	15	19	15
CD	17	33	10	18	22	20	27	7	36	19	45	20	48	29	32	8	33
CD book	88	113	87	98	102	82	88	89	75	94	113	75	138	91	75	44	149
Magazines	60	39	62	60	42	51	50	51	46	39	40	31	60	49	47	10	43
Puzzles	16	25	18	19	17	45	26	36	30	53	20	29	41	49	32	54	25
Puppets	24	20	26	15	15	21	15	8	20	14	11	10	12	5	21	12	36
Other	0	1		2	1	6	2	8	1	3	0	12	2	7	1	3	1
Total	4400	4919	4279	4285	3824	4016	3665	4238	3766	3713	3087	3709	4066	4274	3737	4116	4465
E-books	287	310	241	348	232	352	229	336	227	314	237	408	278	363	236	315	272
Downloaded Audio	246	315	263	296	281	283	271	288	218	270	252	249	312	278	245	228	291
Ref.? Asked	110	127	122	103	88	93	111	131	144	107	98	118	127	130	149	86	180
Ref.? Answered	110	127	122	103	88	93	111	131	144	107	98	118	127	130	149	86	180
Reference-Gilbert	25	44	33	54	15	53	20	50	37	37	26	41	47	32	41	29	41
PATRONS					15												
Programs - children	12	19	0	2	11	18	12	11	10	8	9	8	7	7	11	9	11
Attendance - children	305	133	0	59	138	216	132	138	57	86	117	79	124	49	84	56	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	36	29
Programs - StoryX	0	0	0	0	2	5	5	5	7	3	7	4	3	3	6	3	4
Attendance - children	0	0	0	0	19	45	48	56	68	29	85	44	34	40	72	18	39
Attendance - adults	0	0	0	0	5	5	13	14	14	6	20	12	7	9	16	6	9
Programs - Teen/Tweens	3	5	0	0	2	2	2	2	1	1	1	1	2	1	1	1	1
Attendance - teens	26	39	0	0	21	29	32	35	9	13	27	26	28	15	24	7	9
Attendance - adults	0	6	0	0	2	2	2	2	1	1	2	2	1	1	0	1	1
Programs - Adult	6	6	5	7	6	5	6	6	5	7	7	5	5	5	7	6	8
Attendance - children	0	1	0	0	0	0	0	0	0	0	3	0	22	0	0	0	0
Attendance - adults	36	62	34	42	61	34	35	37	33	36	48	34	36	35	38	44	43
Total Programs	21	19	5	9	24	25	23	24	23	18	3	18	16	15	26	19	24
Total Attendance	529	289	34	121	238	333	196	326	209	211	371	251	301	179		168	216
Gilbert Programs	13	10	1	3	5	6	6	5	4	5	5	4	1	4	7	4	3
Attendance	146	245	16	35	94	73	76	67	52	76	52	55	3	37	78	50	45
Attendance - Adults	49	69	3	9	24	27	22	23	13	0	16	16	2	11	16	13	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	54.5	66.5
Total People	484	704	352	489	271	388	250	378	238	324	197	244	217	237	286	224	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	4.1	4.2
Gilbert Site Circ.	562	859	475	654	351	508	358	662	306	569	289	400	344	373	236	436	465
Hours - Story City	211	218	231	235	231	217	244	246	227	228	220	218	231	237	220	216	257
Total People	3310	3398	3461	3375	3069	3048	3948	3717	2779	2533	2452	2488	3005	2534	2722	2266	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	10.5	12.1
<u>CARDS</u>																	
Issued - Story City	27	17	24	14	18	16	10	10	15	6	10	6	9	7	15	6	10
Issued - Gilbert	2	11	8	3	5	0	4	8	1	4	0	2	0	1	4	1	2
Withdrawn	42	15	0	31	10	0	0	0	0	1045	0	0	0	0	0	1	0
renewed - Story City	16	14	17	7	19	14	11	9	15	8	12	5	14	9	27	5	42
renewed - Gilbert	12	12	5	7	8	6	3	5	1	4	1	2	4	6	7	6	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
Meeting Room Other	3	4	5	5	6	3	7	7	7	3	9	4	7	8	6	7	10
Computer Use	337	641	528	753	460	575	505	955	503	755	414	877	405	661	555	585	448
Test Proctoring	2	0	2	0	0	0	0	0	0	0	0	0	1	0	1	0	1
Interlibrary Loans Requested	8	8	5	12	13	6	5	12	10	10	3	18	9	11	10	9	9
Interlibrary Loans Sent	23	22	38	24	29	22	24	19	23	14	16	16	28	32	32	26	27
Book Club Sets	1	2	6	4	4	2	4	2	2	1	1	2	1	4	1	4	1
Microfilm Use	1	0	1	2	2	0	2	0	0	2	5		0	0	1	1	
Gilbert Computer use	15	47	22	37	15	25	12	39	5	29	9	26	11	11	15	18	22
In House Use - Gilbert				70		27		34						28		3	

In House Use - Story City