

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Thursday, September 27, 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
- September Bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training: Edge – Technology Tool Resource/Evaluation & Recommendations

Gilbert Update –

New Business:

- Carpeting Quotes/Story County Community Grant application
- Story County Safe Library Training on October 8 in Nevada,
- Council meeting on October 15
- Employee policy review
- Youth Services training –Showcase & Webjunction

Old Business:

- Budget 2019-2020
 - Audit issues
 - Community Survey – Strategic planning process
 - Carpet costs
- Adjournment

Reminder

- Next meeting: Thursday, October 25, 6 p.m.

STAFF REPORT

September 2018

The months of September and October become dreadfully stressful as the library world demands many reports and meetings, and seriously stretches me to the limits of my energy. This also is the period when we have, reports to Cities and Counties, Budget plans have to be finalized and this year we have both Accreditation reports due and a new report, a Technology report, called EDGE, added to the mix of responsibilities that have to be completed.

My time gets squeezed this time of year, and I become frustrated because Fall is also my favorite season. All the extras take more time and energy, and long days which make me miss the beauty of this season. But as I question State Library personnel, they state that many librarians hate traveling to meetings during winter months, so everything gets compressed between summer and fall.

The biggest issues we have to address is involving the city audit. Mark Jackson has requested that board members be present at the Auditors presentation on October 15. Their report apparently points out several areas that they need changed, and may encompass additional time and documentation. One of the issues is the use of the library credit card, which the library board of trustees had me acquire so I wasn't using my personal cards to make major purchases, such as computer equipment. After we received this, we realized we could save a lot of money to purchase DVD's through Amazon. At that time we had no option but to use a credit card, but we discussed the major savings we receive by using Amazon versus our other suppliers. Since that time, we began purchasing from 3rd party vendors for books that were nearly impossible to locate at a reasonable price, especially award books. We admittedly started using the credit card more than we planned when we realized savings from shipping, driving to locations to purchase items, and speed of delivery.

The credit card was issued through ASB bank initially, but when the name changed to GNB, that part of the bank was picked up by another company. They haven't been the easiest to work with in addition to charging an annual fee. We recently switched to GNB bank, who are very accommodating, and there is no annual fee. These cards were acquired using my personal social security number, but has both my name and the library name on them. The report indicates this should be kept at city hall, and we have to request it, use it, then return it with the invoice attached. I have since discovered Amazon Business accounts can apply for a Pay by Invoice credit line, and receive statements each month. We have applied for this, and pending approval of board and city council, can finalize this to eliminate charges to the credit card. We believe we can eliminate the use of a credit card then, and just reimburse employees for expenses on any other purchases. That would eliminate the risk of my personal credit rating to be impacted.

Upcoming Library Events:

- September 28, Iowa Center of the Book Advisory Meeting – Iowa City, (10 a.m. to noon)
- September 29, Community Visioning Meeting – Strategic Planning (10 a.m. to noon)
- October 3-5 - Iowa Library Association Meeting, Cedar Rapids (KT leaves at noon Wednesday)
- October 8 – Story County Training – Safe Library/Problem Patron training, Nevada (10 a.m. to noon)
- October 10 – BBPL Foundation Quarterly Meeting – Annual Meeting, 5:30 p.m. Story City
- October 15 – Story City Council meeting with Auditors
- October 22 – EDGE Learning Circuit, 9 a.m. West Des Moines
- October 25 – BBPL Board Meeting, 6 p.m. Story City
- October 27 – Downtown Trick or Treat – Story City

Bertha Bartlett Public Library

Board Meeting

Thursday, August 30th, 2018

6:00pm

Library Meeting Room

Present: Chris Feil (for first part of meeting, then in person), Lynn Cummings, Matt Emerson, Jessica Hensch and Kollen Taylor (Director).

Called to Order: 6:04p

Changes to the Agenda:

Add "IALA" and "Storytelling Festival" to "New Business"

Motion to approve agenda as amended, Feil seconds, amended agenda approved unanimously.

Approval of Minutes:

Taylor reports that she sent out the rest of the July bills in a later email.

Motion to approve July 2018 minutes by Cummings, seconded by Feil. Approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

For August and September, the book line item in the budget is higher due to the purchase of the award books.

Group Health insurance is high due to the annual fees being charged.

The phone bill was higher, due to "Activation Fees".

-The upgrade is complete and the internet reliability is much better.

Budget used was 92.96% for Story City.

Gilbert:

Gilbert salaries are higher, due to the need to utilize additional staff at this location. These numbers should lower in future months. Increased attendance at programs in Gilbert has required there to be additional staff.

Budget used was 91.88% for Gilbert.

March Bills:

Bills were presented in their original form to the trustee members by Taylor.

-Most of these bills are for books.

-Members in attendance reviewed all originals of the bills submitted for payment.

Auditors have asked for each bill to be initialed by the President/Secretary.

-A system will be developed to work towards this goal.

Approval of bills for August 2018 motioned by Cummings, seconded by Emerson. Approved unanimously.

Circulation:

Circulation report was presented to the Trustees in the monthly packet and reviewed.

Correspondence/Communications:

None

Board Training: (6:30p – 7:02p)

Discussion of the "Trustee Handbook"

Definition of "Trustee"

"Top 5 Things Every Library Trustee Should Know"

Discussion of library funds handling

-Trustees would like to see the actual audit requirements for initialing the bills.

-Would it be possible to have a signature line at the bottom of the bill summary each month noting "We have reviewed the original copies of each invoice and approve"?

This would require just one signature line instead of having to come in for each bill each time they are submitted for payment.

Reviewed

- Code of Ethics
- Evaluating Board Effectiveness
- Library Board Assessment
- Library/City Relationship
 - o Trustees discussed the need to go to City Council meetings each quarter to report on the library.
- Library Funding, Finance and Budget
- Story City Code – Chapter 115

Gilbert Update -

Great turnout all summer long!

New Business

Budget 2019 - 2020:

Tabled until next meeting

Audit Issues:

Feil will request specific audit needs from the city and board will discuss the content at the next meeting.

Community Heroes:

Taylor suggests recognizing business community members that have donated to the library with some sort of plaque they can put on their wall to show they support the library.

- This could also change the time that donations are requested to a time when the businesses and the library aren't at their busiest.
- Could also allow the businesses to earmark the funds for specific programs they'd like to support.
- Taylor will discuss this with the Library Foundation.

Reiman Gardens Request

Reiman Gardens contacted Taylor to request that they be out front of our library to do a survey.

Motion to approve the survey by Hensch, Emerson seconds, approved unanimously.

Library Survey:

Asking for CD/Audiobooks and magazines as well as local history materials.

- Cummings volunteered to finalize the statistics.

The Trustees set a time and date for the Community Meeting for the survey: September 29th 10a – 12p

Laura Donaldson – New Employee**ILA:**

Taylor should go due to being on the commission. The meeting is October 3rd – 5th. It is unknown yet if Denise will be able to attend.

Motion to approve Taylor and Denise's attendance at the ILA conference by Hensch, seconded by Emerson, approved unanimously.

Storytelling Festival:

The festival will not take place this year, but will return again next year.

Old Business**Community Survey:**

Discussed previously during the meeting.

Open Access Report:

Sent to trustees by Taylor.

Spot checks are helping find mistakes and are being corrected, specifically locations of library members.

Fournier moves to approve the three policies listed above, Hensch seconds, approved unanimously.

Direct State Aid:

Has been given to legislators to validate extra funds.

Taylor provided a copy to the trustees in the packet.

Preliminary County Report:

Checks will likely be higher than last year.

As a whole, county circulation is down.

Adjournment:

Motion to adjourn by Hensch seconded by Emerson – Approved unanimously

Next Meeting:

Thursday, September 27th, 2018 at 6:00p in the meeting room.

Recorded by

Jessica Hensch

Secretary

Board of Trustees

Bertha Bartlett Public Library
P L -August 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	\$ 3,245.03	\$ 6,530.92	\$35,964.08	84.63%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 3,845.66	\$ 8,128.29	\$48,871.71	85.74%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 533.10	\$ 1,102.77	\$6,512.23	85.52%
001-4410-6130	IPERS	\$ 9,395.00	\$ 663.87	\$ 1,349.61	\$8,045.39	85.63%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 381.54	\$ 929.08	\$3,495.92	79.00%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ 14.72	\$ 14.72	\$1,485.28	99.02%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 370.00	\$ 530.00	\$4,840.00	90.13%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 56.35	\$ 111.95	\$1,688.05	93.78%
001-4410-6373	Telephone	\$ 4,800.00	\$ 383.46	\$ 805.82	\$3,994.18	83.21%
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	\$ -	\$ -	\$100.00	100.00%
001-4410-6500	Programming	\$ 2,000.00	\$ 40.42	\$ 90.32	\$1,909.68	95.48%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ -	\$750.00	100.00%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	0	0	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 129.83	\$ 340.20	\$2,359.80	87.40%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 150.00	\$850.00	85.00%
001-4410-6770	Magazines	\$ 1,600.00	\$ 297.93	\$ 628.09	\$971.91	60.74%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,572.56	\$ 2,241.64	\$9,758.36	81.32%
001-4410-6773	Video	\$ 2,000.00	\$ 65.63	\$ 65.63	\$1,934.37	96.72%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 168,000.00	\$ 11,675.10	\$ 23,507.49	\$144,492.51	86.01%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 175.55	\$ 387.35	\$3,612.65	
001-4410-1-4470	General Fund	\$ 21,500.00	\$ -	\$ -	\$21,500.00	100.00%
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ -	\$0.00	100.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 707.83	\$ 1,436.70	\$1,563.30	52.11%
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 12,416.77	\$ 389,833.70		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 1.42	\$ 2,063.66		
031-0950-4-4300	Interest (CD's)	\$ 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

September 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	09/01/18	\$381.54	Health Insurance - Kolleen - july
001-4410-6230	Kolleen Taylor	09/24/18	\$124.70	Mileage for Training Meetings/Conference
001-4410-6230	Denise Froehlich	09/22/18	\$57.26	Training - SRP Showcase 2018
001-4410-6320	Laura Donaldson	09/19/18	\$200.00	Cleaning
001-4410-6320	Arrow Pest Solutions	08/29/18	\$60.00	Spraying - library building
001-4410-6320	Arrow Pest Solutions	08/31/18	\$60.00	cleaning windows
001-4410-6371	Chitty Garbage Service	08/31/18	\$25.75	
001-4410-6371	Black Hills Energy	09/06/18	\$31.35	
001-4410-6373	Aureon	09/01/18	\$383.16	Telephone & Internet service
0014410-6500	Maria Hartt	09/24/18	\$4.24	Glue for programming
001-4410-6500	Visa	09/09/18	\$34.99	Program: Flats for Legos
001-4410-6500	Quill	09/17/18	\$131.44	cups for after school programs/
001-4410-6501	Quill	09/17/18	\$103.06	Paper supplies, building
004-4410-6502	Computer Resource Specialis	07/22/18	\$135.00	printing issues & backups
001-4410-6502	Computer Resource Specialis	09/02/18	\$382.50	Power outages-server recovery, license issues
001-4410-6502	Visa	09/09/18	\$444.70	APC Power Backup & Typewriter
001-4410-6502	True Value-SC	09/13/18	\$15.59	Extension cord for APC Power backup
001-4410-6505	Demco	09/24/18	\$96.22	Cataloging supplies
001-4410-6506	Visa	09/09/18	\$54.70	Office - Stepladder & spray bottles
001-4410-6506	Access systems leasing	09/21/18	\$129.83	Copier
001-4410-6770	Visa	09/09/18	\$78.59	Magazines/People, Oprah, Money
001-4410-6772	Cengage	09/11/18	\$62.29	Books
001-4410-6772	Cengage	08/28/18	\$67.89	Books
001-4410-6772	cengage	09/03/18	\$26.59	Books
001-4410-6772	Cengage	09/05/18	\$160.94	Books
001-4410-6772	Cengage	09/18/18	\$60.72	Books
001-4410-6772	Baker & Taylor	08/21/18	\$86.20	Books
001-4410-6772	Baker & Taylor	08/29/18	\$358.00	Books
001-4410-6772	Baker & Taylor	09/10/18	\$103.29	Books
001-4410-6772	Baker & Taylor	09/20/18	\$226.66	Books
001-4410-6772	Ingram	08/28/18	\$220.41	Books
001-4410-6772	Ingram	09/18/18	\$112.33	Books
001-4410-6772	Visa	09/09/18	\$180.04	Books through Amazon Marketplace
001-4410-6772	Usborne Books & More	09/22/18	\$20.13	Books
001-4410-6773	Visa	09/09/18	\$113.08	DVD's through Amazon
	TOTAL - Story City		\$4,733.19	
Gilbert Bills				
033-4410-6230	Kolleen Taylor	09/24/18	\$134.52	Split with Story City/Conference & Training mileage
033-4410-6230	Denise Froehlich	09/24/18	\$57.25	Training - SRP Showcase 2018
033-4410-6500	Maria Hartt	09/24/18	\$19.76	Supplies for programming
033-4410-6500	Visa	09/09/18	\$119.99	Magnatiles for Makerspace in Gilbert
033-4410-6506	Quill	09/17/18	\$15.72	Greenworks for cleaning books
033-4410-6506	Demco	09/24/18	\$96.21	Cataloging supplies
033-4410-6772	Baker & Taylor	08/29/18	\$16.80	Book for Gilbert
033-4410-6772	Baker & Taylor	09/20/18	\$16.23	Book for Gilbert
033-4410-6772	Ingram	08/28/18	\$48.54	Books
033-4410-6772	Ingram	09/18/18	\$32.30	Books
033-4410-6772	Visa	09/09/18	\$23.52	Books through Marketplace
033-4410-6773	Visa	09/09/18	\$19.94	DVD's through Amazon
	Total - Gilbert		\$600.78	

Bertha Bartlett Public Library

PROPOSED Budget for 2019-2020

Bertha Bartlett Public Library - Story City Budget

Story City		FY 17-18	FY 18-19	Actual FY 17-18	Proposed Budget FY 19-20
Salaries, Full		\$ 41,134.00	\$ 42,495.00	\$ 41,479.05	44000
Salaries, Part		\$ 51,500.00	\$ 57,000.00	\$ 46,110.38	56000
FICA		\$ 7,087.00	\$ 7,615.00	\$ 6,602.66	7650
IPERS		\$ 8,272.00	\$ 8,765.00	\$ 7,846.09	8930
Insurance, Health		\$ 5,400.00	\$ 4,425.00	\$ 4,530.10	4600
Travel/Training		\$ 1,300.00	\$ 1,500.00	\$ 911.42	1300
Building/Grounds		\$ 8,000.00	\$ 6,000.00	\$ 11,620.59	10000
Equipment Repair/Main't		\$ 250.00	\$ 250.00	0	
Utilities		\$ 1,800.00	\$ 1,800.00	\$ 1,683.83	1800
Telephone		\$ 4,187.00	\$ 4,800.00	\$ 3,672.01	4800
Insurance, General		\$ 2,830.00	\$ 2,500.00	\$ 2,149.76	2300
Professional Services		\$ 2,000.00	\$ 2,000.00	\$ 1,487.50	2000
Miscellaneous		\$ 100.00	\$ 100.00	\$ 51.94	100
Programming		\$ 2,000.00	\$ 2,000.00	\$ 2,246.90	2500
Building Supplies		\$ 600.00	\$ 750.00	\$ 622.79	750
Technology		\$ 2,000.00	\$ 2,000.00	\$ 5,323.78	3000
Cataloging Supplies		\$ 1,700.00	\$ 1,700.00	\$ 1,619.08	1800
Office Supplies		\$ 2,700.00	\$ 2,700.00	\$ 3,006.82	3050
Miscellaneous Oper. Supplies					
Postage/Petty Cash		\$ 1,000.00	\$ 1,000.00	\$ 1,050.00	1100
Capital Equipment					
Magazines		\$ 1,500.00	\$ 1,600.00	\$ 1,720.34	1700
Audio		\$ 1,000.00	\$ 1,000.00	\$ 1,202.06	1300
Books		\$ 12,000.00	\$ 12,000.00	\$ 14,123.33	12000
Video		\$ 2,000.00	\$ 2,000.00	\$ 1,394.95	1500
Online Licensing/Databases		\$ 2,000.00	\$ 2,000.00	\$ 887.95	1000
Capital Projects					
TOTAL		\$ 162,360.00	\$ 168,000.00	\$ 161,343.33	173180

2019-2020 Proposed Gilbert Library Budget

A Branch of the Bertha Bartlett Public Library

			Proposed		Actual	Proposed
		Budget	Budget	Budget	Expenses	Budget
		FY 16-17	FY 17-18	FY 18-19	FY 17-18	FY 2019-2020
Revenues						
Interest						
Local Reimbursement		\$ 40,000.00	\$ 44,000.00	\$ 44,000.00	\$44,000	\$ 44,000.00
Donation						
Misc. Receipts						
TOTAL			\$ 44,000.00	\$ 44,000.00	\$44,000	\$ 44,000.00
			Year 1	Year 2		Year 3 (Contract)
Expenditures						
Salaries, Full		\$ 13,312.00	\$ 13,712.00	\$ 14,165.00	\$ 13,826.07	14661
Salaries, Part		\$ 13,000.00	\$ 13,390.00	\$ 14,000.00	\$ 10,570.56	14490
FICA		\$ 1,566.00	\$ 2,073.00	\$ 2,230.00	1829.25	2230
IPERS		\$ 2,350.00	\$ 2,421.00	\$ 2,515.00	\$ 2,114.56	2603
Insurance, Health		\$ 1,423.00	\$ 1,800.00	\$ 1,475.00	\$ 1,470.75	1480
Travel & Training		\$ 956.00	\$ 1,200.00	\$ 1,000.00	692.45	700
Insurance, General						
Professional Services		\$ 168.00	\$ 250.00	\$ 250.00	268.03	250
Programming		\$ 800.00	\$ 1,000.00	\$ 1,000.00	1061.19	1000
Technology		\$ 100.00	\$ 500.00	\$ 500.00	\$ 899.03	700
Minor Equipment		\$ 50.00	\$ 100.00	\$ 100.00	\$ -	
Cataloging Supplies		\$ 700.00	\$ 700.00	\$ 750.00	\$ 525.00	250
Office Supplies		\$ 500.00	\$ 500.00	\$ 500.00	\$ 176.29	150
Misc. Operating Supplies		\$ 50.00	\$ 50.00	\$ 50.00	\$ -	36
Capital Equipment		\$ -	\$ -		\$ (2,967.88)	500
Magazines		\$ 75.00	\$ 100.00	\$ 25.00	\$ -	
Books		\$ 1,700.00	\$ 2,404.00	\$ 2,140.00	\$ 2,340.94	1800
Video		\$ 350.00	\$ 900.00	\$ 400.00	\$ 237.28	250
Online Licensing/Databases		\$ 900.00	\$ 900.00	\$ 900.00	\$ 887.94	900
Transfer Out: General Fund		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	2000
TOTAL		\$ 40,000.00	\$ 44,000.00	\$ 44,000.00	\$ 35,931.46	44000

E. Balance

Bertha Bartlett Public Library

July 2018 Statistics

	Jul. 17	Jul. 18	Aug. 17	Aug. 18	Sept 17		Oct. 17		Nov. 17		Dec. 17		Jan. 18		Feb. 18		Mar. 18
City	2855	2817	2712	2505	2506		2341		2500		1985		2647		2528		2833
County	404	569	374	453	324		297		325		338		517		293		510
Other	826	1058	881	904	762		762		722		571		687		658		764
Gilbert	315	475	312	423	232		265		219		193		215		258		358
Total	4400	4919	4279	4285	3824		3665		3766		3087		4066		3737		4465
Open Access	826	1058	881	904	762		762		722		571		687		658		764
Adult	1342	1396	1476	1409	1257		1089		1123		975		1164		1045		1286
Young Adult	256	318	191	245	185		117		103		98		189		142		181
Juvenile	1763	2190	1662	1749	1494		1465		1539		1116		1572		1531		1878
Video	12	9	16	14	19		13		25		14		10		11		10
DVD	795	766	707	637	649		762		762		653		821		785		808
Audio	27	9	24	19	21		11		6		2		9		15		15
CD	17	33	10	18	22		27		36		45		48		32		33
CD book	88	113	87	98	102		88		75		113		138		75		149
Magazines	60	39	62	60	42		50		46		40		60		47		43
Puzzles	16	25	18	19	17		26		30		20		41		32		25
Puppets	24	20	26	15	15		15		20		11		12		21		36
Other	0	1		2	1		2		1		0		2		1		1
Total	4400	4919	4279	4285	3824		3665		3766		3087		4066		3737		4465
E-books	287	310	241	348	232		229		227		237		278		236		272
Downloaded Audio	246	315	263	296	281		271		218		252		312		245		291
Ref.? Asked	110	127	122	103	88		111		144		98		127		149		180
Ref.? Answered	110	127	122	103	88		111		144		98		127		149		180
Reference-Gilbert	25	44	33	54	15		20		37		26		47		41		41
<u>PATRONS</u>					15												
Programs - children	12	19	0	2	11		12		10		9		7		11		11
Attendance - children	305	133	0	59	138		132		57		117		124		84		95

Bertha Bartlett Public Library

July 2018 Statistics

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

Bertha Bartlett Public Library

July 2018 Statistics

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

In House Use - Gilbert

70

In House Use - Story City



Pay by Invoice with Amazon Business

Business User Guide

Pay by Invoice is a new payment method available for Amazon Business customers, enabling qualified businesses to purchase on payment terms. Pay by Invoice supplements existing payment methods such as credit cards and can be used to purchase items sold by Amazon and third-party sellers.

This guide is designed to support business users, purchasing on behalf of their employer's business account. Amazon Business has simplified the checkout process for buyers set up for Pay by Invoice. Learn how to place orders on an open account, manage your invoices, access account balances and payments online – all in one place.

Content Overview

- **Placing an order with Pay by Invoice (p. 3)**
- **Receiving invoices (p. 4)**
- **Pay by Invoice reporting (p. 5)**
- **Download & view Pay by Invoice report data (p. 6)**
- **Pay by Invoice resources (p. 7)**

Placing an order

At checkout, multiple payment methods may be available for you to choose from.

Verify desired payment method:

- 1 Select **Pay by Invoice** as the method of payment for your order.
- 2 Click **Continue** to review order information.
- 3 You will be directed to a summary of your order. **Review Your Order & update any order detail.**
- 4 To complete your purchase transaction, select **Place your order.**

The screenshot shows the Amazon.com checkout page. At the top, there is a navigation bar with the Amazon logo and the text 'Shipping & Payment'. Below this, the main heading is 'Select a payment method'. There are two main options: 'Acme Business Supplies credit and debit cards' and 'Acme Business Supplies line of credit'. The 'Acme Business Supplies line of credit' option is selected and circled in red. An arrow points from this option to the 'Pay by Invoice' button, which is also circled in red. To the right of the 'Acme Business Supplies credit and debit cards' option, there is a 'Continue' button and a note: 'You can review this order before it's final.' Below the 'Pay by Invoice' button, there is a 'Name on card' field with the value 'Picasso Customer' and an 'Expires on' field with the value 'Does not expire'. There is also a note: 'Amazon.com Store Card ending in 9198 Special Offers available (Learn more)'.

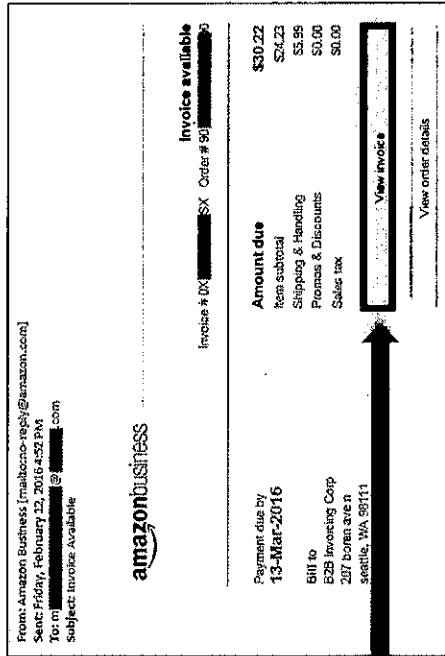
The screenshot shows the Amazon.com checkout page at the 'Review your order' stage. At the top, there is a navigation bar with the Amazon logo and the text 'Shipping & Payment'. Below this, the main heading is 'Review your order'. There is a note: 'By placing your order, you agree to Amazon.com's privacy policy, terms and conditions of use.' Below this, there is a 'Payer (Acme Business Supplies)' section with a 'Change' link. To the right of this section, there is a 'Payment method change' section with a 'Pay by Invoice' button, which is circled in red. An arrow points from this button to the 'Pay by Invoice' button. Below this, there is a 'Shipping address change' section with the address: 'Jane Doe, 555 Main Street, Seattle, WA 98121, United States, Phone: 555-555-5555'. To the right of this section, there is a 'Promotional Codes' section with an 'Enter Code' field and an 'Apply' button. At the bottom right, there is an 'Order Summary' table with the following items: 'Items: \$66.49', 'Shipping & handling: \$12.72', 'Free Shipping: -\$12.72', 'Total before tax: \$66.49', and 'Estimated tax to be collected: \$6.58'. The 'Order total' is \$75.07. There is a 'Place your order' button at the bottom right.

Receiving invoices

Use invoices to reconcile orders & shipments.

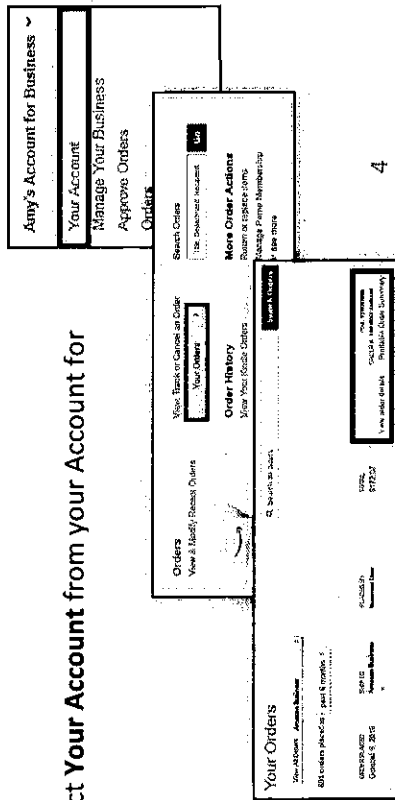
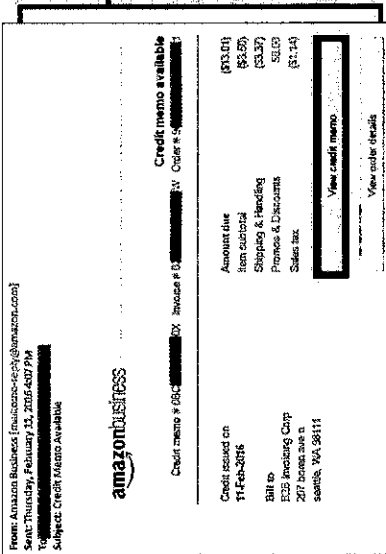
Once items have shipped, you will receive an email that contains an attached PDF copy of your invoice. Your emailed invoice summary includes links to access itemized invoiced information and order details.

Click [View invoice](#) to see [invoice details](#).



If you receive a credit to your account, you will also receive an email containing [credit memo details](#).

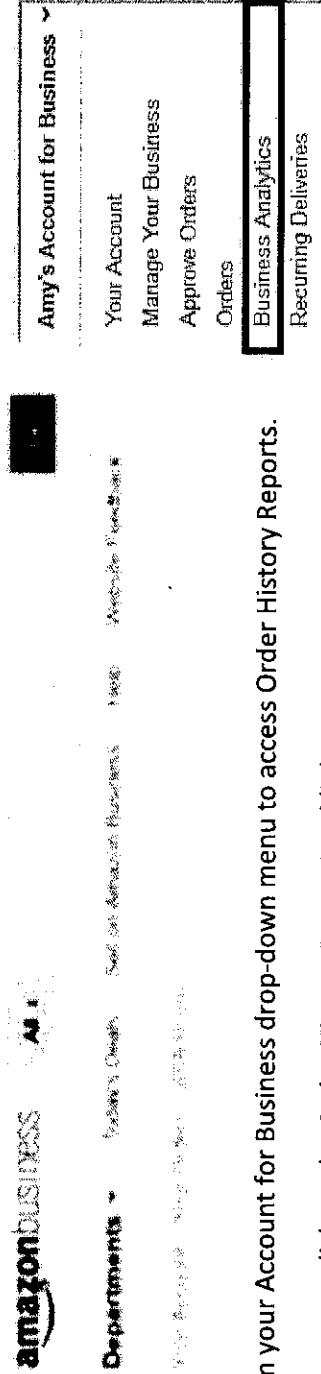
- 1 To access your invoices, select **Your Account** from your Account for Business drop-down menu
- 2 Next, click on **Your Orders**
- 3 Click **View order details**



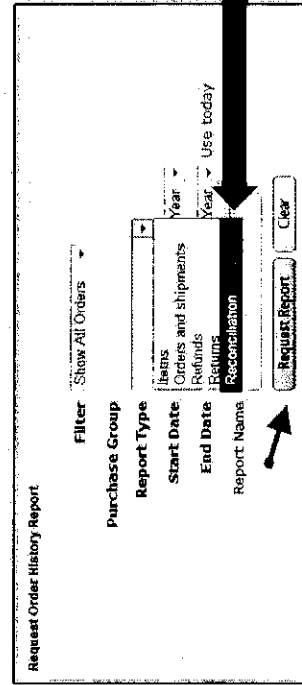
Reconciling invoices via Order History Reports

Simplify the reconciliation process using enhanced reporting functionality, available in your business-user account.

Note: *Pay by Invoice reporting is not currently supported by Amazon Business Analytics.*



- 1 Select **Business Analytics** from your Account for Business drop-down menu to access Order History Reports.
- 2 On the Business Analytics homepage, click on the [Order History Report Tool](#) link.



- 3 Select from the following filter options and enter a date range to refine report data.
***Important:** be sure to select Reconciliation as the Order History Report type.
- 4 Now you're ready to aggregate Pay by Invoicing report data. Click, **Request Report**.

Download & view Pay by Invoice report data

Messaging on the Order History Reports page indicates when your report is complete. You will also receive email notification when report has finished downloading.




- To retrieve report data from your Amazon Business account, click on the **Download** link. Your report contains **7 data columns** that are key to reconciling Pay by Invoice orders.

Column	Name	Description
(E)	Payment Instrument Type	Pay by Invoice for invoiced orders
(F)	Charge Reference #	Invoice/credit memo number
(G)	Charge Date	Date of the invoice
(P)	Charge	Invoice amount
(Z)	Balance Amount	The balance left on an invoice/credit memo
(AA)	Payment Due Date	Due date of the invoice
(AB)	Invoice/Credit Memo Status	Payment status of invoice/credit memo

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	Ord #	Ord Desc	Pu	Pd	Instrument Type	Charge Reference #	Charge Date	Self Sell	Ship	Car	Ship	Ship	Ship	Ship	Tot	Charge	AS	Tr	Qt	It	Te	Pr	Ch	Ch	Balance Amount	
2	#	20			Pay by Invoice	000	10/22/2015	0	10	0	0	0	0	0	0	17.66	RC	Pe	1	6	1	US	0	US	Ch	17.66
3	#	1			Pay by Invoice	000	10/27/2015	0	1	0	0	0	0	0	0	6.57	RC	Ar	1	6	1	US	0	US	Re	6.57
																									Open	

Pay by Invoice Resources

Looking for more [Amazon Business](#) information? Check out the [Amazon Business FAQ / Help pages](#).
If you have questions or need assistance, please contact [Amazon Business Customer Service](#) directly.

Sample Invoice	Sample Credit Memo	Sample Reconciliation Order History Report
 Sample Invoice.pdf	 Sample Credit Memo.pdf	 Sample Reconciliation Order History Report

- [Pay by Invoice Terms & Conditions](#)
- [Pay by Invoice Policies](#)
- [Amazon Business Accounts Terms & Conditions](#)

Order Date	Order ID	Purchase O PO Line	Nu	Payment Ir	Charge Ref	Charge Dat	Seller	Carrier Nar	Shipment S	Shipment T	
#####	100-00000	123456		Pay by Invc	0A0B-0A0B	#####	Amazon.com	SD1v28p	UPS(1ZWX-	5.86	1.54
#####	100-00000	123123		Pay by Invc	0A0C-0A0C	#####	Third-Party Seller 1	SD1v29p	UPS(1ZWY-	11.99	1.15
#####	100-00000	123123		Pay by Invc	0A0E-0A0E	#####	Third-Party Seller 1	SD1v29p	UPS(1ZWY-	11.99	1.15
#####	100-00000	456789		Pay by Invc	0A0F-0A0F	#####	Amazon.com	SD1v30p	UPS(1ZWZ-	5.86	1.09
#####	100-00000	23456		Pay by Invc	0A0B-0A0B	#####	Amazon.com	SD1v122	UPS(1ZWX-	6.55	1.54
#####	100-00000	456322		Pay by Invc	0A0C-0A0C	#####	Third-Party Seller 2	SD1v123	UPS(1ZWY-	20.99	1.15
#####	100-00000	159684		Pay by Invc	0A0E-0A0E	#####	Third-Party Seller 2	SD1v123	UPS(1ZWY-	15.44	1.15
#####	100-00000	230343		Pay by Invc	0A0F-0A0F	#####	Amazon.com	SD1v125	UPS(1ZWZ-	34.07	1.09
#####	113-98753	570153		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 3	SDDXPh----	FEDEX(961	335.76	0
#####	113-98753	570153		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 3	SDDXPh----	FEDEX(961	335.76	0
#####	113-98753	570153		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 3	SDDXPh----	FEDEX(961	335.76	0
#####	113-98753	570153		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 3	SDDXPh----	FEDEX(961	335.76	0
#####	113-98753	570153		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 3	SDDXPh----	FEDEX(961	335.76	0
#####	113-98753	570153		Pay by Invc	0CRH-3G4E	#####	Third-Party Seller 3	SDqbRB----	UPS(1ZVR2	167.88	0
#####	113-98753	570153		Pay by Invc	0CRH-3G4E	#####	Third-Party Seller 3	SDqbRB----	UPS(1ZVR2	167.88	0
#####	113-98753	570153		Pay by Invc	0CRH-3G4E	#####	Third-Party Seller 3	SDwP9y----	UPS(1Z1E1	335.76	0
#####	113-98753	570153		Pay by Invc	0CRH-3G4E	#####	Third-Party Seller 3	SDwP9y----	UPS(1Z1E1	335.76	0
#####	113-98753	570153		Pay by Invc	0CRH-3G4E	#####	Third-Party Seller 3	SDwP9y----	UPS(1Z1E1	335.76	0
#####	113-98753	570153		Pay by Invc	0CRH-3G4E	#####	Third-Party Seller 3	SDwP9y----	UPS(1Z1E1	335.76	0
#####	107-64050	570357		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 4	SDDZhP----	UPS(1Z202	168.17	0
#####	107-64050	570357		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 4	SDDZhP----	UPS(1Z202	168.17	0
#####	107-64050	570357		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 4	SDDZhP----	UPS(1Z202	168.17	0
#####	107-64050	570357		Pay by Invc	0M30-SYCE	#####	Third-Party Seller 4	SDDZhP----	UPS(1Z202	168.17	0
#####	116-21850	570463		Pay by Invc	02YN-3PM	4/1/2016	Third-Party Seller 5	SDK38S----	FedEx(672:	119	11.9
#####	116-21850	570463		Pay by Invc	0WW6-TNI	4/1/2016	Third-Party Seller 6	SDXMM6----	UPS(1Z173	197.2	16.26
#####	116-21850	570463		Pay by Invc	0WW6-TNI	4/1/2016	Third-Party Seller 6	SDXMM6----	UPS(1Z173	197.2	16.26
#####	116-21850	570463		Pay by Invc	0DYN-G1K	4/1/2016	Amazon.com	SD3Mf6----	UPS(1Z1Y8	49.85	4.1

Peterson's Floors, Inc
 Story City, IA 50248

Estimate

Date	Estimate #
9/12/2018	333

Name / Address
Bertha Bartlett Public Library 503 Broad St Story City, IA 50248

Project

Description	Qty	Rate	Total
Carpet Tile "Aladdin "Compound Tile" color: 968 Smoky Maritni	5,337	2.28	12,168.36
Adhesive		708.35	708.35
Less 20%		-2,575.34	-2,575.34
Carpet Installation	5,337	0.61	3,255.57
Removal/Disposal of Existing Floor Covering & Prep	5,337	0.43	2,294.91

Does not include moving books or furniture	Subtotal	\$15,851.85
	Sales Tax (7.0%)	\$0.00
	Total	\$15,851.85

Peterson's Floors, Inc
 Story City, IA 50248

Estimate

Date	Estimate #
9/12/2018	334

Name / Address
Bertha Bartlett Public Library 503 Broad St Story City, IA 50248

Project

Description	Qty	Rate	Total
Carpet Tile---Remaining Areas	864	2.28	1,969.92
Carpet Adhesive		141.67	141.67
Less 20%		-422.32	-422.32
Carpet Installation	864	0.61	527.04
Removal/Disposal of Existing Floor Covering	864	0.43	371.52

Does not include moving books or furniture	Subtotal	\$2,587.83
	Sales Tax (7.0%)	\$0.00
	Total	\$2,587.83



PEER COMPARISON REPORT
BERTHA BARTLETT PUBLIC LIBRARY
SEPTEMBER 26, 2018

The Bertha Bartlett Public Library recently completed the Edge Assessment to evaluate its public access technology services and resources. This peer comparison report—along with the assessment evaluation, training opportunities, and action plan feature—is a management and leadership tool to aid the library planning process.

This report shows the Bertha Bartlett Public Library results in the context of other libraries serving populations of a similar size. Bertha Bartlett Public Library belongs to the "Very Small" peer group, made up of libraries serving communities with a population less than 5,000. The peer library scores are derived from the results of a random sample of public libraries across the nation. The scores below will help the library understand the assessment results in the context of possible points and the average points attained by libraries in the Very Small peer group.

No library is expected to achieve 100% on the assessment. In fact, libraries are encouraged to focus on the particular service needs they have identified through community assessments, customer feedback, and community-wide initiatives. Peer scores should not be seen as competitive, but as reference points to support strategic planning. Libraries with below average scores for a targeted benchmark may choose to move resources to that area. Libraries with above average scores for particular benchmarks may have strategies and stories that can inspire other libraries.

Strategic Area	Benchmark	Points Achieved	Peer Average	Points Possible
Community Value	1. Digital literacy	60	43	75
	2. Digital tools and resources	60	54	105
	3. Meeting key community needs	65	39	130
	Total	185	136	310
Engaging the Community	4. Strategy and evaluation	65	60	155
	5. Strategic partnerships	30	26	75
	6. Sharing best practices	45	33	65
	Total	140	119	295
Organizational Management	7. Planning and policies	10	29	50
	8. Staff expertise	80	54	80
	9. Devices and bandwidth	95	54	135
	10. Technology management	60	43	90
	11. Technology inclusiveness	10	16	40
	Total	255	196	395
Overall Score		580	451	1000

Your score in context:

The overall score for Bertha Bartlett Public Library is 580 of 1000 possible points.

Bertha Bartlett Public Library is a member of the Very Small peer group (population less than 5,000).

In a representative sample of libraries in the Very Small peer group scores ranged from 125-815.

The average score for libraries in the Very Small peer group was 406-540.

The table below shows your library's assessment results in the context of possible points and the average attained by libraries in the Very Small peer group. The results are shown at the indicator level to help identify areas where your library excels and to diagnose areas where additional activity might enhance patron outcomes.

Strategic Area	Benchmark	Points Achieved	Peer Average	Points Possible
Community Value	1. Digital literacy			
	1.1 Digital literacy group training	15	8	25
	1.2 Digital literacy individual training	45	35	50
	2. Digital tools and resources			
	2.1 Digital content creation	20	24	40
	2.2 Website content monitoring	10	14	30
	2.3 Website information resources	30	17	35
	3. Meeting key community needs			
	3.1 Workforce development	15	8	30
	3.2 eGovernment and legal	20	6	30
	3.3 Educational opportunities	10	17	40
	3.4 Health and wellness	20	9	30
Engaging the Community	4. Strategy and evaluation			
	4.1 Maintaining community relationships	35	29	45
	4.2 Community analysis and assessment	10	9	40
	4.3 Patron surveys	0	2	20
	4.4 Technology services evaluation	10	7	25
	4.5 Strategic planning	10	13	25
	5. Strategic partnerships			
	5.1 Partnership development	30	17	45
	5.2 Technology outreach	0	9	30
	6. Sharing best practices			
	6.1 Community of practice	45	28	45
	6.2 Annual survey	0	5	20
Organizational Management	7. Planning and policies			
	7.1 Data management policies	10	29	50
	8. Staff expertise			
	8.1 Staff technology training	40	28	40
	8.2 Staff technology competencies	20	10	20
	8.3 Patron technology support	20	16	20
	9. Devices and bandwidth			
	9.1 Device availability	10	16	30
	9.2 Bandwidth capacity	20	19	30
	9.3 Device session periods	30	23	35
	9.4 Peripheral technology equipment	35	19	40
	10. Technology management			
	10.1 Internet connectivity	20	15	35
	10.2 Out-of-service devices	15	15	30
	10.3 Technology service metrics	25	13	25
11. Technology inclusiveness				
11.1 Assistive technology	10	16	40	

Kolleen Taylor

From: Ema Dubois <ema@storycity.lib.ia.us>
Sent: Wednesday, September 26, 2018 12:15 PM
To: Kolleen
Subject: Write-up for the Performance Showcase

This upcoming summer we are planning on revamping the Summer Reading Program. The program will tentatively start June 10th and end on July 19th. This will allow us to run the programming for 6 weeks. The kids will then be able to read from June 1st to July 31st, allowing them 8 weeks for their overall reading for the summer. We are also planning on revamping the reading logs to better fit the kids and their reading wants and needs.

When going to the Performers Showcase this past week Denise and Ema were able to see that the quality of the performers was a lot higher this year. They also found that a few of the performers really stood out, specifically, Jim Cosgrove and Richard Renner. There were also a few others like Jeff Beal, Jim Perry, The Grout Museum, and The Traveling Lantern Theatre Company that we thought were great as well. Unfortunately, the prices seem to be going up with a smaller discount than previous years. However, during the Performance Showcase Denise and Ema were able to network with other libraries and see what is working for them and what is not working. They were able to ask questions and get other input about programs that they run and their numbers. Since this was Ema's first time going, she was able to talk to other children's librarians and get new ideas for her programs and find new and exciting ways to get the kids engaged. Going to these outside programs also gives Denise and Ema continuing education credits, which are needed to stay certified as a librarian. This is also a way for Ema to see where she can get the credits if and when she chooses to become a certified librarian.

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Ema DuBois
Youth Services Coordinator
ema@storycity.lib.ia.us
Bertha Bartlett Public Library
515-733-2685



The learning place for libraries. (<https://www.webjunction.org/home.html>)

OCT
9

New Ways to Supercharge Your Storytimes

Join us to learn about the refreshed Supercharged Storytimes curriculum, soon to be made available in a self-paced course, and about the online facilitator training, for those interested in learning how to guide storytime provider peers through the course together.

Whether you are new to storytimes or a seasoned provider, Supercharged Storytimes can deepen and enhance the great work you already do. Based on the powerful [VIEWS2 research](http://views2.ischool.uw.edu/welcome-librarians-educators/) (<http://views2.ischool.uw.edu/welcome-librarians-educators/>) which confirmed the value of key early literacy strategies used intentionally in storytime, WebJunction translated those findings into practical application. With early literacy instructor Saroj Ghoting and other experts in the field, WebJunction recently updated and expanded the training to fully cover the early literacy components, to consider storytimes through an equity lens, and to strengthen assessment of the impact of library storytimes. Find out why HOW you interact with children and families is as important as what you do or how frequently you do it.

Learn about two new ways you can get supercharged and take your storytimes to the next level:

- **Updated online self-paced course:** Beginning in October, anyone, anywhere, can get supercharged with the free self-paced course. If you're a self-starter, like to work at your own pace, or don't have the ability to attend instructor-led training, this is just right for you.
- **Online facilitator training:** You can learn to guide your storytime provider peers to form a learning group by becoming a Supercharged Storytimes facilitator. You don't need to be familiar with the course content to be a leader who motivates and fosters connection for more powerful group learning. This four-week online training begins in November. Enrollment will open in September and close October 19.

Presented by: **Saroj Ghoting**, Early Childhood Literacy Consultant, Curriculum Developer for Supercharged Storytimes for All; and **Betha Gutsche**, WebJunction Programs Manager, OCLC

This project is funded in part by OCLC and by the Institute of Museum and Library Services (grant number RE-95-17-0085-17 (<https://www.imls.gov/grants/awarded/re-95-17-0085-17>)) and made possible through collaboration with Project Outcome and the Campaign for Grade-Level Reading.

Tweet: #wjwebinar

Access Recording

- [View Webinar Recording \(Coming Soon\)](#)

Webinar Attachments

- [View slides \(pdf\) \(Coming Soon\)](#)
- [View chat \(xls\) \(Coming Soon\)](#)
- [View captions \(txt\) \(Coming Soon\)](#)

Related Resources and Links

- [Supercharged Storytimes for All](https://www.webjunction.org/explore-topics/supercharged-storytimes.html) (<https://www.webjunction.org/explore-topics/supercharged-storytimes.html>) project page
- [Super News for Supercharged Storytimes](https://www.webjunction.org/news/webjunction/super-news-for-supercharged-storytimes.html) (<https://www.webjunction.org/news/webjunction/super-news-for-supercharged-storytimes.html>)
- [Supercharged Storytimes Facilitator Training](https://www.webjunction.org/news/webjunction/supercharged-storytimes-facilitator-training.html) (<https://www.webjunction.org/news/webjunction/supercharged-storytimes-facilitator-training.html>)
- Saroj Ghoting, at www.earlylit.net (<http://www.earlylit.net/>)

Related Topics

[Children](#) (<https://content.webjunction.org/explore-topics/children.html>)

[Supercharged Storytimes for All](https://www.webjunction.org/explore-topics/supercharged-storytimes.html) (<https://www.webjunction.org/explore-topics/supercharged-storytimes.html>)

Upcoming Webinars

27 September 2018

[Literacy and Community-Building for Children with Intellectual Disabilities](https://www.webjunction.org/events/webinar-2018-09-27-29756956614) (<https://www.webjunction.org/events/webinar-2018-09-27-29756956614>)

03 October 2018

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Date

09 October 2018

Time

3:00 PM – 4:00 PM
Eastern Daylight Time, North America [UTC -4]

Venue

Webinar



Webinar presenter Saroj Ghoting



Webinar presenter Betha Gutsche