

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Thursday, April 2018
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- April bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update –

New Business:

- Policy – Laminator use request from former employee – Gilbert
- Closing library for countywide training.....maybe replace carpet on that day???
- Hiring company to move bookshelves to get new carpeting
- Update and replace counters, circulation desk.
- Too much stuff....garage sale, Affordables, Need a truck and movers!
- Fran's visit in June – dinner, dates (June 18 to 22)

Old Business:

- Matrix for employees
 - Community Survey
 - Policies to review
-
- Adjournment

Reminder

- Next meeting: Thursday, May 24, 6:00 p.m.

April 2018 STAFF REPORT

We are trying to get geared up for Summer Reading, and incorporating the normal training needed for Ema plus introduce this huge program to her, is a bit overwhelming for us all. We know there are many details to handle still, including involving our community into the funding of the special projects and events. We are all pretty far behind with other aspects of our jobs, but we are struggling to keep up. Both Denise and I have commented that we are pretty stretched. I know I'm going to need a vacation of some sort before Summer Reading hits.

We had wanted to be more visible during Scandinavian Days this year, and had hoped we could do something again with a float. I approached the Foundation board, but most are so committed to other aspects of the parade and events, that they couldn't offer assistance. With the theme, "Libraries Rock", we know we can walk the parade with a boom box and a little red wagon at worst, but would like a bit bigger presence. This makes the list of things above normal, and maybe impossible to achieve. We have discussed having a walking storytime, or a booth with some activities for the kids to do down at the park or both, connecting the library facility and the events. We have plenty of books we can give away during the weekend.

We really need to move on the matrix we discussed at the last board meeting. We are almost to the end of the fiscal year, and everyone is pushing themselves to get more done, with less energy. We are trying to work smarter, but there are only so many hours in the week. I'm also taking a class for the library that is teaching basic finance issues, and the first thing that became apparent is that every year we have increases less than the cost of living...which is most years, we are sliding backwards in our purchasing power and retirement goals. Add the regular increases from the insurance industry (health, property, automobile), and there is an even more reduced buying power. It's a reality I'm struggling with, and trying to work through.

We have had an expensive month, with the front door handicapped motor crashing out on us, and we are trying to get the fan in the ladies room replaced, another expected \$400 job. I also had to bring in help after the electrical storm apparently took out our router, and we had a day of troubleshooting to get that straightened out. Building expenses will certainly be gone this year before the year ends! I did call DDM to handle the motor, and also had them walk around and looked at our lighting issues. I got a call just last week from Norseman who said they will be back to work on our project, and I just said we'll have two different electricians in the building, possibly at the same time. They will work on what they bid, I should have replacement parts ordered by DDM to deal with other issues.

I'm hoping we can also discuss the excess "stuff" in our building, extra chairs, extra computer carrels, etc. We need to either sell them or give the stuff away. It's more than I can handle to move, so I'm hoping we can find some willing muscles or have a garage sale of our own.

I'm including a flyer for the workshop we are planning with Marj Charlier. Marj is from Story City, and she did the 1 hour skype workshop last fall with the Storytellers' weekend. I talked with the foundation board about doing this, as she has a \$200 charge for the 4 hours workshop, and I believe they will be the primary sponsor. Although she recommended \$25/person, the foundation felt in Story City that was just too expensive. So we have backed it off to \$15.00 at the door, \$10 in advance. We can discuss this more during the meeting.

The Foundation also will have another Box Sale ...our "Spring Fling" from the room where we keep donations AND withdrawn books during the month of May.

We have been talking about reworking the staff work areas, and I'd like to discuss some concepts where we have movable desks, and eliminate the built-in counters, and maybe consider a new Circulation Desk area. And I'm ready to replace the carpeting in the main library, if we can hire help moving the shelving. There is a company out of Des Moines who will do just that.. If we pick out the right materials, and coincide with replacing the circulation desk, We might be able to accomplish both in a short period of time, possibly over a weekend. There is a conversation about doing a joint Story County staff training meeting sometime, where we would close all the libraries to allow us to attend. Maybe that could be a goal to address the floors.

Bertha Bartlett Public Library

Board Meeting

Friday, March 23rd, 2018

5:30pm

Library Meeting Room

Present: Lynn Cummings, Chris Feil, Jessica Hensch, Matt Emerson, Duane Fournier, Director Kolleen Taylor

Called to Order:

5:34p

Changes to the Agenda:

Approved as provided

Approval of Minutes:

- Change "Thursday" to "Friday" for the next meeting.

Motion to approve February 2018 minutes by Cummings, seconded by Emerson. Approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

- Taylor reports that the newspaper subscription will not be renewed this year.
- There are still plenty of funds in our budget for the year and room for increases for the staff.

Gilbert:

- Needs to update the computer and laptop at the site.

March Bills:

Black Hills was paid twice this month – the reason for this is provided in the staff report provided by Taylor in the board packet.

- Taylor reports that they were planning to shut off the gas to the building since the check didn't arrive there.
 - o Taylor is hoping that City Hall can void that check, then use those funds to pay off the credit card charge.

The new credit card is working well. The check for payment can be walked down and paid that day.

Gilbert had to replace a bunch of light bulbs and batteries at the building.

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

Circulation:

City circulation is up this month.

DVD circulation has also increased.

Employees report feeling the increase in patronage.

Attendance has been great with the children's programming.

Correspondence/Communications:

Fran is planning to come to Iowa this summer and the details are in the staff report.

Board Training: Tabled this month

Gilbert Update -

Only one staff is working there right now

Emma will be going over to do the story time

S.C. staff will be going to cover Maria's vacation.

New Business

New Employee – Ema DuBois:

Is working Wednesdays, Thursdays and Fridays

Ema also teaches other classes – CrossFit, yoga and Sunday School

She seems very enthusiastic!

Job Description – Review of position descriptions and wages:

Tech Page:

Sam took the test and did a great job!

He won't be starting for another month or so

Youth Services Coordinator – (used to be Children's Librarian)

Title was changed because numerous staff at the library cater to children

Motion to approve Tech Page and Youth Services Coordinator and their inclusion in the Employee Policies. Approved unanimously.

Wages:

Taylor created a matrix for wages and distributed it to the members of the board for review.

Including the Programming Coordinator

Runs the programs. Almost none of the staff run programs right away after starting, with the exception of the Youth Services Coordinator.

The board discussed a strong need to pay the library staff more.

If wages go over budget, the city could be asked for help in making up the difference.

Would be beneficial to have an “experience” equivalent to “education”.
The board wants any increases to eventually fall within the wage matrix in order to provide the most fairness and transparency among employees.
Fournier offers to put some numbers together in a matrix for the board to review.

When this is complete and makes sense, this will be run through City Hall.
The wages will be discussed and the vote will occur next month.

Old Business

Community Survey:

Discussion tabled until next month

Policies:

Additions to policies were voted earlier in this meeting

Adjournment 6:35p:

Motion to adjourn by Fournier– seconded by Emerson – Approved unanimously

Next Meeting:

Thursday, April 26th, 2018 at 6:00p in the meeting room.

Bertha Bartlett Public Library
March Cash Flow

Acct #	Story City Expenses	2017-2018			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.70	\$ 30,311.61	\$10,822.39	26.31%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 3,675.69	\$ 32,817.57	\$18,682.43	36.28%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 515.82	\$ 4,740.03	\$2,346.97	33.12%
001-4410-6130	IPERS	\$ 8,272.00	\$ 613.17	\$ 5,637.39	\$2,634.61	31.85%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 361.54	\$ 3,367.71	\$2,032.29	37.64%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 65.59	\$ 808.24	\$491.76	37.83%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 170.00	\$ 4,570.02	\$3,429.98	42.87%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 324.36	\$ 1,335.12	\$464.88	25.83%
001-4410-6373	Telephone	\$ 4,187.00	\$ 303.48	\$ 2,731.13	\$1,455.87	34.77%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ 2,059.76	\$ 2,059.76	\$770.24	27.22%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 292.50	\$ 1,372.50	\$627.50	31.38%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 84.76	\$ 438.42	\$1,561.58	78.08%
001-4410-6501	Building Supplies	\$ 600.00	\$ -	\$ 153.34	\$446.66	74.44%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,746.83	\$253.17	12.66%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	\$ 571.41	\$1,128.59	66.39%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 153.00	\$ 2,103.66	\$596.34	22.09%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 150.00	\$ 825.00	\$175.00	17.50%
001-4410-6770	Magazines	\$ 1,500.00	\$ -	\$ 1,365.60	\$134.40	8.96%
001-4410-6771	Audio	\$ 1,000.00	\$ 39.95	\$ 443.65	\$556.35	55.64%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 910.67	\$ 9,161.58	\$2,838.42	23.65%
001-4410-6773	Video	\$ 2,000.00	\$ 137.82	\$ 1,105.09	\$894.91	44.75%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 13,048.81	\$ 108,206.05	\$54,153.95	33.35%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 431.40	\$ 2,475.10	\$1,524.90	38.12%
001-4410-1-4470	General Fund	\$ 20,000.00	\$ -	\$ 15,293.30	\$4,706.70	23.53%
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ 11,015.00	\$6,015.00	120.30%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 532.65	\$ 4,594.20	\$1,594.20	53.14%
	Total Deposits		\$ 964.05	\$ 33,377.60	\$13,840.80	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	9103.05	386519.98		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 6.15	\$ 2,060.18		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 15,076.55		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds	\$ 4,000.00				
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment	\$ 4,000.00				
031-4410-6672	Books	\$ 5,000.00				
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library

April 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .54.5/mile
001-4410-6150	Wellmark	03/23/18	\$361.54	Insurance-KT
001-4410-6230	Denise Froehnic	04/23/18	\$50.14	2 day symposium/ILA-Algona
001-4410-6230	Kolleen Taylor	04/23/18	\$29.05	Mileage for training travels/Meeting
001-4410-6320	Laura Donaldson	04/20/18	\$225.00	Cleaning
001-4410-6371	Chitty Garbage Service	03/30/18	\$25.75	Monthly trash service
001-4410-6371	Black Hills Energy	03/20/18	\$258.26	Charged for March - created Credit
001-4410-6371	Arrow Pest Solutions	04/20/18	\$60.00	Spraying for insects in building
001-4410-6371	Arrow Pest Solutions	04/23/18	\$60.00	Cleaning exterior windows
001-4410-6373	Aureon	04/01/18	\$333.16	Internet and phone service
001-4410-6490	Visa/NEW	03/30/18	\$115.00	Dues to ILA for Kolleen
001-4410-6500	Visa/NEW	03/30/18	\$46.66	Programming supplies
001-4410-6501	Visa/NEW	03/28/18	\$10.10	building supplies
001-4410-6501	Quill	03/26/18	\$134.25	building supplies
001-4410-6505	Demco	04/05/18	\$251.97	Cataloging supplies
001-4410-6506	Visa/NEW	03/30/18	\$54.32	office supplies
001-4410-6506	Access systems leasing	04/14/18	\$127.00	Copier
001-4410-6506	Quill	03/26/18	\$59.98	office supplies
001-4410-6770	Visa/NEW	03/30/18	\$19.20	Better Investing Magazine
001-4410-6771	TEI Landmark	04/06/18	\$13.78	Shipment of audio books-S & H
001-4410-6771	TEI Landmark	04/17/18	\$130.21	Book/Audio bundled sets
001-4410-6771	Visa/NEW	03/30/18	\$15.42	1 audio book-replace Wilder series
001-4410-6772	Center Point	04/01/18	\$88.68	Large print books
001-4410-6772	Gale/Cengage	03/20/18	\$60.72	Books - LP
001-4410-6772	Gale/Cengage	04/03/18	\$36.34	Westerns
001-4410-6772	Ingram	03/28/18	\$485.87	Books
001-4410-6772	Ingram	04/12/18	\$161.77	Books
001-4410-6772	Visa/NEW	03/30/18	\$277.33	Books via Amazon
001-4410-6772	Baker & Taylor	03/20/18	\$79.45	Books
001-4410-6772	Baker & Taylor	03/27/18	\$211.12	Books
001-4410-6772	Baker & Taylor	04/10/18	\$90.68	Books
001-4410-6773	Visa/NEW	03/30/18	\$109.82	DVD's
	TOTAL - Story City		\$3,982.57	
	Gilbert Bills			
011-4410-6150	Wellmark	03/23/18	\$120.52	proportional insurance cost
033-4410-6230	Kolleen Taylor	04/23/18	\$78.10	Extra trips to Gilbert/Training/Meeting
033-4410-6230	Denise Froehlich	04/23/18	\$50.14	ILA Spring symposium/Algona
033-4410-6500	Maria Hartt	04/10/18	\$24.99	Speaker for children's program/music
033-4410-6506	Visa/NEW	03/30/18	\$43.39	Lithium batteries for door counter
033-4410-6505	Demco	04/05/18	\$185.46	Cataloging/repair supplies
033-4410-6772	Ingram	04/12/18	\$15.21	Books - Summer Reading
033-4410-6772	Ingram	03/28/18	\$487.87	Books - Summer Reading
033-4410-6772	Baker & Taylor	03/27/18	\$13.97	Book
033-4410-6772	Visa/NEW	03/30/18	\$4.30	Book
033-4410-6773	Visa/NEW	03/30/18	\$17.96	DVD movie - Coco
			\$921.39	

Bertha Bartlett Public Library

Statistics -March 2018

	Jul. 16	Jul. 17	Aug. 16	Aug. 17	Sept 16	Sept 17	Oct. 16	Oct. 17	Nov. 16	Nov. 17	Dec. 16	Dec. 17	Jan. 17	Jan. 18	Feb. 17	Feb. 18	Mar. 17	Mar. 18
City	3292	2855	2894	2712	2484	2506	2713	2341	2599	2500	2220	1985	2372	2647	2446	2528	2654	2833
County	567	404	559	374	349	324	447	297	540	325	358	338	442	517	357	293	545	510
Other	944	826	765	881	799	762	911	762	975	722	773	571	829	687	850	658	992	764
Gilbert	480	315	326	312	344	232	345	265	225	219	286	193	243	215	197	258	212	358
Total	5283	4400	4544	4279	3976	3824	4416	3665	4339	3766	3637	3087	3886	4066	3850	3737	4403	4465
Open Access	944	826	765	881	799	762	911	762	975	722	773	571	829	687	850	658	992	764
Adult	1324	1342	1432	1476	1284	1257	1182	1089	1191	1123	1159	975	1349	1164	1076	1045	1297	1286
Young Adult	341	256	228	191	179	185	166	117	145	103	111	98	82	189	95	142	159	181
Juvenile	2235	1763	1688	1662	1560	1494	1916	1465	1837	1539	1283	1116	1578	1572	1794	1531	1836	1878
Video	14	12	15	16	8	19	3	13	16	25	13	14	7	10	8	11	4	10
DVD	1048	795	909	707	729	649	921	762	885	762	823	653	651	821	660	785	791	808
Audio	35	27	31	24	12	21	19	11	24	6	31	2	19	9	21	15	31	15
CD	18	17	16	10	9	22	21	27	16	36	21	45	19	48	28	32	35	33
CD book	125	88	107	87	110	102	95	88	139	75	119	113	88	138	59	75	116	149
Magazines	95	60	68	62	37	42	34	50	19	46	17	40	40	60	25	47	43	43
Puzzles	33	16	27	18	23	17	29	26	30	30	31	20	25	41	32	32	22	25
Puppets	15	24	23	26	17	15	15	15	16	20	14	11	16	12	28	21	58	36
Other		0	0		8	1	15	2	21	1	15	0	12	2	24	1	11	1
Total	5283	4400	4544	4279	3976	3824	4416	3665	4339	3766	3637	3087	3886	4066	3850	3737	4403	4465
E-books	226	287	205	241	198	232	194	229	156	227	219	237	255	278	175	236	204	272
Downloaded Audio	156	246	163	263	151	281	165	271	148	218	171	252	236	312	186	245	208	291
Ref.? Asked	115	110	144	122	121	88	180	111	131	144	99	98	116	127	121	149	164	180
Ref.? Answered	115	110	144	122	121	88	180	111	131	144	99	98	116	127	121	149	164	180
Reference-Gilbert	42	25	59	33	69	15	53	20	42	37	25	26	14	47	17	41	11	41
PATRONS						15												
Programs - children	15	12	1	0	14	11	15	12	16	10	11	9	12	7	11	11	13	11
Attendance - children	393	305	12	0	225	138	181	132	123	57	98	117	106	124	108	84	144	95

Bertha Bartlett Public Library

Statistics -March 2018

Attendance - adults	126	80	7	0	79	36	70	52	46	28	37	69	39	55	46	23	61	29
Programs - StoryX	0	0	0	0	9	2	10	5	11	7	10	7	10	3	10	6	10	4
Attendance - children	0	0	0	0	68	19	85	48	83	68	83	85	81	34	82	72	83	39
Attendance - adults	0	0	0	0	11	5	13	13	13	14	14	20	14	7	15	16	14	9
Programs - Teen/Tweens	8	3	1	0	3	2	2	2	2	1	1	1	1	2	3	1	5	1
Attendance - teens	54	26	64	0	29	21	19	32	18	9	17	27	14	28	17	24	28	9
Attendance - adults	16	0	22	0	3	2	2	2	2	1	2	2	1	1	3	0	6	1
Programs - Adult	8	6	6	5	7	6	7	6	7	5	6	7	7	5	7	7	8	8
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	3	0	22	0	0	0	0
Attendance - adults	48	36	114	34	49	61	64	35	103	33	42	48	53	36	50	38	58	43
Total Programs	31	21	8	5	31	24	39	23	36	23	26	3	30	16	36	26	41	24
Total Attendance	636	529	140	34	478	238	542	196	388	209	414	371	308	301	321		394	216
Gilbert Programs	10	13	3	1	5	5	5	6	11	4	5	5	6	1	5	7	5	3
Attendance	294	146	19	16	89	94	89	76	54	52	97	52	129	3	90	78	94	45
Attendance - Adults	72	49	3	3	18	24	19	22	11	13	24	16	40	2	19	16	19	9
Hours - Gilbert	52	68.25	54.5	78.75	53.5	64	55	65.5	44	66	50.5	61	50.5	65.25	48	56	52.5	66.5
Total People	614	484	407	352	272	271	272	250	222	238	234	197	237	217	220	286	308	282
People/hour	11.8	7.1	7.47	4.46	5.1	4.2	5.5	3.8	5.1	3.6	4.6	3.2	4.1	3.3	4.2	5.1	5.9	4.2
Gilbert Site Circ.	580	562	502	475	455	351	510	358	400	306	323	289	287	344	268	236	308	465
Hours - Story City	208	211	231	231	223	21	241	244	230	227	236	220	237	231	220	220	244	257
Total People	4536	3310	4076	3461	3592	3069	3817	3948	2321	2779	2549	2452	2789	3005	3291	2722	3589	3105
People/Hour	21.8	15.7	17.6	15	16.1	13.9	15.8	16.2	10.5	12.2	10.8	11.2	11.8	14.3	14.96	12.38	14.7	12.1
<u>CARDS</u>																		
Issued - Story City	14	27	17	24	14	18	22	10	13	15	10	10	9	9	14	15	7	10
Issued - Gilbert	1	2	2	8	1	5	2	4	1	1	1	0	0	0	2	4	3	2
Withdrawn	0	42	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0
renewed - Story City	32	16	21	17	14	19	27	11	16	15	3	12	2	14	15	27	22	42
renewed - Gilbert	5	12	14	5	5	8	2	3	8	1	0	1	4	4	5	7	2	4

Bertha Bartlett Public Library

Statistics -March 2018

Meeting Room Library	35	8	4	4	15	14	15	16	12	10	9	11	15	10	17	12	17	10
Meeting Room Other	8	3	8	5	12	6	13	7	6	7	6	9	5	7	10	6	10	10
Computer Use	759	337	813	528	429	460	587	505	488	503	35	414	440	405	524	555	524	448
Test Proctoring	0	2	3	2	0	0	2	0	1	0	1	0	1	1	1	1	1	1
Interlibrary Loans Requested	8	8	11	5	7	13	4	5	13	10	9	3	9	9	12	32	12	9
Interlibrary Loans Sent	16	23	19	38	19	29	14	24	11	23	23	16	29	28	21	10	21	27
Book Club Sets	1	1	1	6	3	4	0	4	0	2	3	1	1	1	2	1	2	1
Microfilm Use	1	1	2	1	2	2	2	2	0	0	0	5	0	0	1	1	1	
Gilbert Computer use	35	15	20	22	18	15	20	12	13	5	4	9	7	11	13	15	13	22

Rock Your Book

WRITERS WORKSHOP: June 16, 10 a.m.- 3 p.m.

Bertha Bartlett Public Library

\$10—pre-registration/\$15 day of workshop

Limited registration

In-depth workshop covers:

- Options for publishing a book
- Preparing your manuscript and cover
- How to publish, print and distribute
- Marketing the finished product.



- *Author/Publisher: Marj Charlier*
- Native Story City graduate—current resident of Palm Springs, CA
- B.S.—Iowa State University
- Masters—University of Wisconsin
- MBA—Regis University
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