

Bertha Bartlett Public Library

Board Meeting – Kinne Wing

Thursday, February 22, 2018 -
6:00 pm

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- February bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update –

New Business:

- Job Description

Old Business:

- Movie License – Swank
- Community Survey

- Adjournment

Reminder

- Next meeting: Thursday, March 22, 2018, 6 p.m.

February 2018 STAFF REPORT

We are in the midst of planning for the summer reading activities, with the theme “Libraries Rock”, allowing us to explore themes of not only music, but also geology. To insure we have all the components necessary to design the events of summer, staff is already experimenting with crafts and activities, and developing lists of items needed for the average number of youth who may participate.

Rachael (Youth Services), has been working toward these goals, in addition to Shelly, with the early dismissal programs still happening nearly every two weeks. She also hosted a Family Storytime that was to be a mother/son & father daughter Tea/ Unfortunately the weather turned bad, and this was postponed for the following Tuesday, and only two families attended. We are afraid there wasn't enough time to get the word out widespread. We hope those who did come enjoyed the evening.

We are also talking about having a Summer Concert series at the library. I've contacted the High School music director about the acapella groups , and have put out feelers for a few different styles of music makers in our area. I thought it would be a good time to showcase all ages who have musical talent.

We have had health issues impacting nearly all of us at the library. From sinus infections, intestinal and of course the real flu bug, we've done a good amount of shifting. In reality, we've stayed pretty healthy considering the contact we have with the public.

I've been remiss with my column for the Herald lately. I just haven't had the words or energy to know how to say anything. I put together one for this week, hoping we can get a little publicity for the Early Dismissal programs, and also to announce a luncheon program for those who want to learn more about the new databases for research on our website. This will be on Friday, March 9 at noon, and we are going to charge \$5.00 and provide a soup lunch. If there is enough interest for an evening or weekend program, we'll offer that again, or make it a monthly thing.

We are also investing more into the materials for the Escape Room projects Shelly has been doing with the Tweens. With the new computers, it has helped her get her planning, and all the many details that she puts into this. She has built such a great core of kids, we hope we will be able to keep them as Teens and rebuild a Teen program.

We may lose our new youth services librarian, as Rachael's health insurance has increased dramatically and is unreachable for adjusting our budget. We all believe library work is a perfect match for her, working with the younger children, but she needs fulltime work, and health insurance. We are trying to see if we can help her find another job where she can still work here some, but we know that may not be possible. We have someone who is standing in the wings, sort of, but she doesn't have any college under her belt at this time, and I still have to test her, and see if this would be do-able. Otherwise I think she would be great.

The ice this week obviously caused havoc, but thanks to the city and Carl, they worked hard at chipping off the half inch of ice which coated our entrance. We did close Gilbert at the recommendation of Teri Gallahan, who indicated there was too much ice and their city supply of sand and ice melt was very limited. I was surprised at how many were in the library before noon, so everyone is staying close to home.

Bertha Bartlett Public Library

Board Meeting

Thursday, January 25th, 2017

6:00pm

Library Meeting Room

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

Called to Order:

6:03p

Changes to the Agenda:

Add "Credit Card" to Old Business

Add shirt order to "New Business"

Approval of Minutes:

Motion to approve December 2017 minutes as written by Emerson, seconded by Cummings. Approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

- 58% of the way through the budget year with 63.2% left for the year.
- We are ahead of the budget numbers
- We haven't spent as much as anticipated with utilities, even with the cold temperatures
- Magazines are an early spend in the year, as expected

Gilbert:

- 58% of the way through the budget year with more than half of the budget left.
- So far spent very little on programming. Most of the programming funds are spent in the summer.
- If someone wanted to donate to the Gilbert site, where would they do this? They'd donate through the city into a trust.

January Bills:

New cleaning person started.

Approval of bills for January 2018 motioned by Cummings, seconded by Fournier. Approved unanimously.

Circulation:

There was another dip in circulation compared to last year at this time. However, Taylor reports that we are far ahead now of what we did last year in January. It is likely a combination of the cold and illness.

Rachel is doing the programming. The evening story times are more and more popular. She will be dropping the Saturday morning story times as they are not as well attended. Rachel has also been sick lately and had to reschedule a couple of events. Possibly a tea party in February.

Correspondence/Communications:

None

Board Training: Review section on Director and staff relationships 6:15p -

- The trustee handbook has a section about staff relationships with the board members.
- Describes what would happen if the board were to need to hire a new director
- Describes the role of the library director – Managing programs, maintaining the facility, equipment, promoting the library and its services, etc.
- Explains that with smaller libraries that the director is responsible for programming
- Describes the evaluation process for the Library Director
 - o Taylor describes that the way she does evaluations is more informal as it comes across more relaxed with the staff. She reports that she is taking time each month and talking to the staff about what they are doing well and whether or not they need more training.
 - o Cummings reports that she has everything ready for the report.
 - Cummings suggests that a 360 degree evaluation where information is gathered from others in the community and possibly from the staff.
 - The questions might be more open ended and specific to parts of the evaluation the board completes.
 - Possibility of a staff survey to see how they feel about their work environment.

Gilbert Update -

Gilbert circulation is also a little bit down.

Indicated there might be a need for more backup for Gilbert since it is really only Maria and Angie.

Taylor has started to finish up the annual report for Gilbert, though it hasn't yet been submitted.

New Business

Survey to Community/Focus Group:

Taylor provides the team with a survey that was done with the community last time.

May be a good idea to use the same survey, though there are many questions, in order to compare the answers to the last survey.

Taylor suggests to make any changes needed, bring it back next month to the meeting and then distribute it after that.

Cummings suggests surveying the groups that like to use the meeting room to get their opinions on meeting space/use.

****Please look at the survey before the next meeting and bring suggestions for any changes****

Change in cleaning service/vacuum purchase to save time:

Laura is doing a great job getting things done here at the library.

The robotic vacuum isn't a great option for somewhere as big as the library.

Doing about 5 hours per week on average. There was a little more time at the beginning due to not having a person in December.

Movie Licenses:

This is a point on the survey.

Looks like it is over \$300.00. Some places say Disney movies are included but others say it doesn't.

Discussion tabled until next month.

Increase bandwidth with Aureon:

Taylor reports that there have been some dropped lines lately. Craig McClanahan talked and found that we have very little bandwidth compared to other places.

10MB would probably do what we need for this library. Will increase the bill by about \$100/month.

Cummings motions to approve the increase in bandwidth. Emerson seconds. Approved unanimously.

Discussion on Computer Support:

There were some problems with the SurfacePros. Emerson reports that they need to be charged and need some preventative maintenance. However, this doesn't always get them working.

Taylor asked Craig to come in to help out with the internet issues. He was able to find an issue with the routers and the cable that was used to bring in the service.

There is a patron that would like to help out with the computers. Taylor would like to know whether or not this person could be asked to help out with some of the work.

- Could be a contracted position.
- If a list of needs could be created by the library staff, this position could take care of what work would need to be done. Specifically, it would be beneficial for someone to perform the preventative maintenance on the machine.
- Taylor will bring in a description of a position that would help and bring it for the team to vote on next month.

Emerson reports that he is happy to assist when needed with some notice.

Emerson provides some quotes on new computers from Dell. We've budgeted \$2000 and the quote comes in around \$1700.

Staff Shirts:

Miss Mell's does embroidery on some shirts that would be nice.

Taylor would like to get two shirts for everyone. Total cost would be a little under \$400.00

Shirts will have the library's logo on it and look nice at community events.

Old Business**Asset Inventory Estimates:**

Taylor reports that she hasn't received any more information from the city.

Tabled until next month

Credit Card

Going with GNB will allow us to have no annual fee again.

Taylor reports that she will need to put her personal SSN on the application, along with the Tax ID.

The card will have a \$2000 limit and must be paid in full each time.

Taylor will call and cancel the old card.

Motion to approve a new GNB Story City credit card is made by Fournier. Cummings will second. Approved unanimously.

Director's Review

Feil and Taylor will set up another time to do her review.

Adjournment 6:55p:

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

Next Meeting:

Thursday, February 22nd, 2018 at 6p in the meeting room.

Bertha Bartlett Public Library
January Cash Flow

Acct #	Story City Expenses	2017-2018		Year to date	Budget remaining	% of funds Remaining
		Budget	Month to date			
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.69	\$ 23,930.21	\$17,203.79	41.82%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 3,265.90	\$ 25,362.99	\$26,137.01	50.75%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 484.45	\$ 3,700.53	\$3,386.47	47.78%
001-4410-6130	IPERS	\$ 8,272.00	\$ 576.58	\$ 4,401.84	\$3,870.16	46.79%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 361.54	\$ 2,624.63	\$2,775.37	51.40%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 6.61	\$ 742.65	\$557.35	42.87%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 857.40	\$ 3,283.70	\$4,716.30	58.95%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 264.46	\$ 735.00	\$1,065.00	59.17%
001-4410-6373	Telephone	\$ 4,187.00	\$ 303.75	\$ 2,118.37	\$2,068.63	49.41%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ -	\$2,830.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 50.00	\$ 1,080.00	\$920.00	46.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 116.74	\$ 322.98	\$1,677.02	83.85%
001-4410-6501	Building Supplies	\$ 600.00	\$ -	\$ 153.34	\$446.66	74.44%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ 114.59	\$ 336.29	\$1,363.71	80.22%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 265.25	\$ 1,823.66	\$876.34	32.46%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 600.00	\$400.00	40.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 18.01	\$ 1,335.25	\$164.75	10.98%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 11.83	\$988.17	98.82%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 995.77	\$ 7,195.19	\$4,804.81	40.04%
001-4410-6773	Video	\$ 2,000.00	\$ 91.71	\$ 952.28	\$1,047.72	52.39%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 11,038.45	\$ 81,251.13	\$81,108.87	49.96%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 261.30	\$ 1,928.70	\$2,071.30	51.78%
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	500.00	\$ 11,015.00	\$6,015.00	120.30%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 450.12	\$ 3,594.71	\$594.71	19.82%
	Total Deposits		\$ 1,211.42	\$ 31,831.71	\$13,387.71	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93		\$ 385,521.80		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 4.84	\$ 2,058.87		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00				78.96%
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds	\$ 4,000.00				100.00%
031-4410-6490	Professional Services		\$ -	\$ 6,500.00		
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment	\$ 4,000.00				100.00%
031-4410-6672	Books	\$ 5,000.00	\$ -	\$ 6,500.00		18.75%
031-4410-6798	Capital Project					
	Total Library Trust Exp		\$ -	\$ 6,500.00	\$1,500.00	18.75%

Bertha Bartlett Public Library

February 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	02/23/18	\$361.54	Insurance-KT
001-4410-6230	Visa/NEW	02/28/18	\$50.00	Spring Conference-Denise/ILA
001-4410-6320	Norseman Electric	12/13/17	\$916.32	Wiring in building/electrical and ethernet
001-4410-6320	Laura Donaldson	02/19/18	\$200.00	Cleaning in Story City library
001-4410-6371	Chitty Garbage Service	01/31/18	\$25.00	Monthly trash service
001-4410-6371	Black Hills Energy	02/05/18	\$250.76	Gas to heat library
001-4410-6373	Aureon	02/01/18	\$309.28	Internet and phone service
001-4410-6500	Visa/NEW	02/28/18	\$74.92	Programming supplies-
001-4410-6502	TCM Bank	02/18/18	\$859.99	New computer & monitor for staff desk
001-4410-6502	Kolleen Taylor	01/26/18	\$859.00	New computer & monitor for staff desk
001-4410-6502	Matt Emerson	02/10/18	\$28.83	Cables for Networking 2 new computers
001-4410-6505	Demco	02/09/18	\$235.12	Cataloging and book repair supplies
001-4410-6506	Access systems leasing	02/12/18	\$127.00	Copier
001-4410-6770	TCM Bank Credit Card	02/18/18	\$30.35	Magazines
001-4410-6771	Penguin Random House	11/27/17	\$239.25	Lost invoice-audio books
001-4410-6771	TEI Landmark	02/08/18	\$13.27	Shipment of prepaid books - (15) - S &H
001-4410-6771	TEI Landmark	02/12/18	\$139.35	6 audio books, mostly JF
001-4410-6771	Kolleen Taylor	01/26/18	\$24.52	1 audio book-Before The Fall
001-4410-6771	Visa/NEW	02/28/18	\$13.94	Audio book - first in series
001-4410-6772	Center Point	11/15/17	\$88.68	Large print books
001-4410-6772	Center Point	02/01/18	\$66.51	Large print books
001-4410-6772	Gale/Cengage	02/07/18	\$36.34	Westerns
001-4410-6772	Ingram	02/12/18	\$119.51	Books
001-4410-6772	Ingram	02/19/18	\$152.30	
001-4410-6772	Visa/NEW	02/28/18	\$58.92	Books
001-4410-6772	Baker & Taylor	01/24/18	\$120.60	Books
001-4410-6772	Baker & Taylor	02/05/18	\$84.10	Books
001-4410-6772	Baker & Taylor	02/15/18	\$234.56	Books
001-4410-6772	TCM Bank	02/18/18	\$128.60	Books
001-4410-6773	Visa/NEW	02/28/18	\$87.94	DVD's
001-4410-6773	TCM Bank Credit Card	02/18/18	\$14.99	DVD
	TOTAL - Story City		\$5,951.49	
	Gilbert Bills			
033-4410-6150	Wellmark	02/23/18	\$120.52	proportional insurance cost
033-4410-6505	Demco	02/09/18	\$70.31	Cataloging & book repair supplies
033-4410-6772	Baker & Taylor	01/24/18	\$29.68	Books
033-4410-6772	Baker & Taylor	02/15/18	\$15.09	Books
033-4410-6772	Maria Hartt	12/13/17	\$7.00	Book to complete series
033-4410-6772	Visa/NEW	02/28/18	\$38.01	Books
033-4410-6772	Ingram	02/19/18	\$18.52	Books
033-4410-6773	Visa/NEW	2/28/201	\$14.99	DVD's
	TOTAL - Gilbert		\$314.12	

Bertha Bartlett Public Library
 Statistics - Updated October 2017

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

Bertha Bartlett Public Library
 Statistics - Updated October 2017

Attendance - adults	126	80	7	0	79	36	70	52	46	28	37	69	39	55
Programs - StoryX	0	0	0	0	9	2	10	5	11	7	10	7	10	3
Attendance - children	0	0	0	0	68	19	85	48	83	68	83	85	81	34
Attendance - adults	0	0	0	0	11	5	13	13	13	14	14	20	14	7
Programs - Teen/Tweens	8	3	1	0	3	2	2	2	2	1	1	1	1	2
Attendance - teens	54	26	64	0	29	21	19	32	18	9	17	27	14	28
Attendance - adults	16	0	22	0	3	2	2	2	2	1	2	2	1	1
Programs - Adult	8	6	6	5	7	6	7	6	7	5	6	7	7	5
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	3	0	22
Attendance - adults	48	36	114	34	49	61	64	35	103	33	42	48	53	36
Total Programs	31	21	8	5	31	24	39	23	36	23	26	3	30	16
Total Attendance	636	529	140	34	478	238	542	196	388	209	414	371	308	301
Gilbert Programs	10	13	3	1	5	5	5	6	11	4	5	5	6	1
Attendance	294	146	19	16	89	94	89	76	54	52	97	52	129	3
Attendance - Adults	72	49	3	3	18	24	19	22	11	13	24	16	40	2
Hours - Gilbert	52	68.25	54.5	78.75	53.5	64	55	65.5	44	66	50.5	61	50.5	65.25
Total People	614	484	407	352	272	271	272	250	222	238	234	197	237	217
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
Gilbert Site Circ.	580	562	502	475	455	351	510	358	400	306	323	289	287	344
Hours - Story City	208	211	231	231	223	21	241	244	230	227	236	220	237	231
Total People	4536	3310	4076	3461	3592	3069	3817	3948	2321	2779	2549	2452	2789	3005
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
<u>CARDS</u>														
Issued - Story City	14	27	17	24	14	18	22	10	13	15	10	10	9	9
Issued - Gilbert	1	2	2	8	1	5	2	4	1	1	1	0	0	0
Withdrawn	0	42	0	0	0	10	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
renewed - Gilbert	5	12	14	5	5	8	2	3	8	1	0	1	4	4

Bertha Bartlett Public Library
 Statistics - Updated October 2017

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

Bertha Bartlett Public Library Page

Supervisor:

Director, Assistant Director, Children's Librarian; takes direction from Circulation clerks & staff

Hours of work

Part time - flexible

Primary Function:

Computers: Assists Library Director and other staff with assessing updates & downloads, identifying changed defaults on various browsers, help patrons with printing issues, and devices that may use Wifi, basic clean-up, develop tutorials for public as needed.

Books and Shelving: Assists with shelving library materials and keeping them in proper order

Programs: May assist with Makerspace programs, help with concepts for Tech programs for youth

Assists Staff as needed, and be prepared to Must be able to lift 50 pounds, should not be working in building without supervision.

Assist with online reselling of books from withdrawn books.

Qualifications, Education, Experience, and Skills Required

- At least 16 years old
- Ability to follow written and oral instructions
- Ability to learn the Dewey Decimal system and other library filing systems

Primary Duties

- Shelves library materials in proper order
- Does shelf reading to assure materials are in proper order
- Answers directional questions
- Assists in other room activities as needed

BERTHA BARTLETT PUBLIC LIBRARY QUESTIONNAIRE

The answers to the following questions will provide insight to the needs of our library members and users. Please help us serve you better by answering this questionnaire. Circle the answers that best describe you as a library user. Thank you!

1. Family:

- a. Single
- b. Retired
- c. Couple
- d. Family with children (circle appropriate age of children)
 - i. Age 0-5 How many_____
 - ii. Age 6-9 How many_____
 - iii. Age 10-14 How many_____
 - iv. Age 15-18 How many_____
 - v. College Age How many_____

2. How often do you visit the Bertha Bartlett Public Library?

- a. Daily
- b. Several times a day
- c. Several times a week
- d. Once a week
- e. Several times a month
- f. Once a month
- g. Quarterly
- h. Several times a year
- i. Once a year
- j. Never

3. On the average, how long are your library visits?

- a. Less than 30 minutes
- b. 30 minutes to 1 hour
- c. 1-2 hours
- d. Over 3 hours

4. What do you do when at the library?

- a. Find books to check out
- b. Read magazines/newspapers
- c. Find videos/DVD's to check out
- d. Use Computers
- e. Attend Library activities
- f. Do volunteer work
- g. Study/do research
- h. Buy books from book sale room
- i. Use Magazine Exchange
- j. Post notices on bulletin board
- k. Use Wifi on personal device
- l. Use piano
- m. Use puppets/play in kids area
- n. Use Makerspace kits
- o. Other: _____

5. What would you like to see more of in your library?

- a. Fiction
- b. Nonfiction
- c. Children's books
- d. Young Adult books
- e. Books on tape/CD
- f. MP3 compatible books
- g. Downloadable books
- h. Magazines (name below _____)
- i. Newspapers (name _____)
- j. Music CDs
- k. Videos and DVDs
- l. Blu Ray videos
- m. Free movies
- n. Better Signage
- o. More Genealogy resources
- p. Other _____

6. Which of the following types of library programs have you or your family attended in the past year?

- a. Preschool story times
- b. School aged after school programs
- c. Early dismissal activities
- d. Family Story Time (evening)
- e. Tween Programs
- f. Tween Book Club
- g. Teen programs
- h. Adult programs
- i. Adult workshops/classes
- j. Bartlett Book Club (4th Tuesdays)
- k. Timberland Book Club
- l. Storytime Express (at Day Cares)
- m. Other _____

7. Are there conflicts or obstacles which prevent you from participating with programs listed above? Please List so we can avoid future conflicts and offer suggestions to better times:

8. We have Adult programs scheduled for the spring and summer. What day of the week is best for you to attend an adult program, and what type of programs would you like to see?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Morning	Afternoon	Evening		

9. Which of the following library services have you or your family used in the past year?

- | | |
|--------------------------------------|---|
| a. Recreational reading | o. Magnifying Reader |
| b. Reference and information | p. Microfilm Reader |
| c. Videos and DVD's | q. Makerspace Kits |
| d. Magazines | r. Storytime Kits |
| e. Audio materials (tapes, CD books) | s. Learning Express Continuing Education website |
| f. Music Cd's | t. Gale Research databases |
| g. Library programs | u. Downloadable E-books and/or audiobooks |
| h. Inter-library loan | v. Wifi |
| i. Meeting Room | w. Used catalog at home to renew or place holds |
| j. Fax machine | x. Puzzles |
| k. Copier/scanner | y. Read books from BBPL/Cedar Place or Bethany Life Outreach Programs |
| l. Computer/Internet access | z. Other _____ |
| m. Booksale Room | |
| n. Website | |

10. If you visit or use other area public libraries, which ones do you visit?

- | | |
|--------------------------|-------------------|
| a. Roland Public Library | f. Zearing |
| b. Jewell Public Library | g. Hubbard |
| c. Ames Public Library | h. Gilbert Branch |
| d. Nevada Public Library | i. Other _____ |
| e. Boone Public Library | |

11. Why do you use these other libraries?

- | | |
|-------------------------------|---------------------------|
| a. Convenient to my job _____ | e. Programs offered _____ |
| b. Like materials _____ | f. Staff _____ |
| c. Hours _____ | Other?: _____ |
| d. Close to Home _____ | |

12. Are you happy with the hours of the Bertha Bartlett Public Library Yes: _____ No _____ Comments

10 a.m. to 8 p.m.: Monday, Tuesday, Thursday
10 a.m. to 5 p.m.: Wednesday, Friday, Saturday
1 p.m. to 5 p.m.: Sundays during school year

13. What one aspect of Bertha Bartlett Public Library needs the most improvement?

14. What would encourage you to use the library more?

15. Have you ever made a donation or given a memorial to the Bertha Bartlett Public Library Foundation?

Yes _____ No _____