

# Bertha Bartlett Public Library

## Board Meeting – Library meeting room

Monday, November 20, 2017  
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
- November bills

Circulation Report: Duane Fournier

Correspondence/Communications:

**Board Training: Trustee Handbook-1<sup>st</sup> section**

**Gilbert Update –**

**New Business:**

- 2018-2019 Budget
- Request for use of meeting room area
- Begin reviews of policys – Circulation
- Survey to Community/focus group
- Holiday closings confirmed: December 24 & 25, & January 31 and 1. Gilbert Closed both weekends

**Old Business:**

- Directors Review
  - Storytelling Festival
  - Implementation of first recommendations of space study
- 
- Adjournment

Reminder

- Next meeting: Thursday, December 28,2017, 6 p.m.

## November 2017 STAFF REPORT

November has literally flown, and we are barely staying ahead of the calendar. We have been experiencing slightly slower days, but planning has to continue to meet the potential needs of the community, whether we have 5-15 or 45 people show up for our programs.

The Thursday evening Family Storytime is starting to catch on, and we are having limited success on Saturday mornings. Friday morning Pre-school has really slowed down, with only 3 or 4 children showing up regularly. I have contacted several other children's librarians to see if Rachael can go to observe, and she is planning to do that. Denise, Shelly and I have been brainstorming between us and with Rachael to see what we can do to help, or to understand what is impacting the attendance. I also met with Rachael last week to see where she needs more help, what is uncomfortable, and how to overcome any issues that may be impacting the comfort in the storytime area. For that reason, I'm including a sample of a questionnaire that we are suggesting we send out, and perhaps bring a focus group together.

Former employee Diane Tjaden called and scheduled a meeting with me to go over her exit interview, which we have done. I can make copies for the board to review, since the children's librarian had done that. The biggest negative in her discussion with me, is that she misses the library.

The city administrator has put the budget packet on my desk, but in the midst of the backlog of work, I didn't see it. I will try to have some preliminary numbers for the board meeting. He did NOT give us a total....he said he trusts that we will be realistic....I consider that a compliment. This is due on December 1. A second report he has requested is for computer hardware and software for insurance purposes. He currently has the building valued at \$1,623,648, the contents at \$243,800, the copy machine (which has changed) at \$4650, Computer hardware at \$7,000 and software at \$2,000.

I attended training for the Commission appointees this month in Des Moines, in addition to the City Council meeting where I was joined by Duane Fournier and Chris Feil, and we all three did the presentation to the council. In addition the Story County supervisors meeting was the same week, and I'm attaching copies of the Annual Report as prepared for these two entities. I will be doing one final report for the City of Gilbert. I just haven't had time to do this one yet. I will focus on their programming, their attendance, and the improvements and changes we've made specific to Gilbert in that report.

I have ordered new furniture for the children's department and have to complete the order for the Dell computers....my plan is to order two computers and 1 monitor: At this time my monitor is showing signs of dying, but I should be ok for awhile.

The Storytelling wrap-up discussion indicated that the GCC nor the Historical Society want to continue this event as it has been held. The Foundation board also talked about this, and were not as negative about continuing, but changing dates, eliminating a few other aspects, would be necessary. If anything inspiring happens in the next few months, that might change, but right now, it looks rather dead.

Bertha Bartlett Public Library  
Board of Trustees meeting 10/26/17

Feil, Cummings, Fournier present along with director Taylor. Meeting convenes at 6:05.

Additions or alterations to agenda: none

Alterations or modifications to minutes: none.

Fournier motions to approve the minutes seconded by Cummings. Motion is approved unanimously.

Treasurer's report: Correction of office supplies from previous meeting now at 78%. Magazines were covered in previous meeting. Magazines have gone up considerably. All magazines are being utilized, and we looked at reducing similar magazines, but many are different enough to keep. 68% of the budget for magazines has been spent as of today. Many magazines are lowa centric. Taylor believes we will fully utilize the budget on magazines this year.

Magazine subscription costs have jumped considerably most are in the \$30 range now up from \$20.

October bills: Service Unlimited \$724.50 out of building and grounds for landscaping, bush and tree trimming. Work was done on area where fiber optic cable came into the building, in addition to tree trimming. Part of this work was covered from a donation placed in trust, but Taylor will need to verify where the money is located.

Storage containers acquired for reorganization effort cost around \$400. This will be deducted from office supplies line item.

Cummings motioned to approve the bills seconded by Fournier. Motion passes unanimously.

Circulation report: down slightly from 2016. City as a whole is up but gilbert is down from last year. Hours have increased in gilbert. Staff is concerned that we need more in the collection in gilbert for easy books to increase circulation. Space is going to be an issue until staff weeds books out. Gilbert reference numbers are down to 15 from 69 this may be a training issue.

Board training was conducted on Gale, a collection of online databases available to library card holders for 15 minutes.

Gilbert update: Gilbert needs some training and some additional weeding of the collection. Sending activity calendar to the Gilbert schools and pursuing more involvement in local activities.

New business: movable shelving: Taylor found a supplier of movable shelving units at the ILA conference and will be bringing a reseller in to evaluate our needs to see if they will work in the Kinne wing of the library.

Staff computers wiring completed, and Taylor would like to add two more staff computers in the back. Consideration of a mac computer was discussed, but not acted upon.

Wiring in the back room is complete with electrical and cat 6 wire.

Old business:

- ILA meeting: Taylor was there on Wednesday she visited the exhibits, but was disappointed with the selection of childrens furniture available. She also looked at library automation solutions. We are getting a good deal on what we have in place. Discussion was held on the training for youth services.
- November 6th budget meeting with the city future planning with the city council. Concerns on staffing and compensation, space analysis. Part-time salaries will need to be discussed.
- Story festival wrap up: GCC not going to be involved next year. Interest in pairing with the Historical Society for next year? Wrap up meeting with GCC and Historical Society to be held soon.

Motion to adjourn made by Emerson. Seconded by Fournier motion approved unanimously.

Meeting adjourns at 7:09 pm.

Minutes by Matt Emerson

Bertha Bartlett Public Library  
October 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	\$ 4,786.05	\$ 14,358.13	\$26,775.87	65.09%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 5,763.45	\$ 15,147.71	\$36,352.29	70.59%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 794.57	\$ 2,214.08	\$4,872.92	68.76%
001-4410-6130	IPERS	\$ 8,272.00	\$ 942.06	\$ 2,634.85	\$5,637.15	68.15%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 359.40	\$ 1,532.18	\$3,867.82	71.63%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 170.52	\$ 562.46	\$737.54	56.73%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 1,137.00	\$ 2,092.00	\$5,908.00	73.85%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 57.09	\$ 264.88	\$1,535.12	85.28%
001-4410-6373	Telephone	\$ 4,187.00	\$ 303.90	\$ 1,205.99	\$2,981.01	71.20%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ -	\$2,830.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 782.50	\$1,217.50	60.88%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ -	\$ 101.00	\$1,899.00	94.95%
001-4410-6501	Building Supplies	\$ 600.00	\$ -	\$ 113.37	\$486.63	81.11%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ 221.70	\$ 221.70	\$1,478.30	86.96%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 435.04	\$ 1,011.48	\$1,688.52	62.54%
001-4410-6507	Misc Operating Supplies		\$ -	\$ -	\$0.00	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 150.00	\$ 375.00	\$625.00	62.50%
001-4410-6770	Magazines	\$ 1,500.00	\$ 84.91	\$ 1,104.66	\$395.34	26.36%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,234.33	\$ 4,334.34	\$7,665.66	63.88%
001-4410-6773	Video	\$ 2,000.00	\$ 100.48	\$ 508.37	\$1,491.63	74.58%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 16,540.50	\$ 49,105.09	\$113,254.91	69.76%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 319.49	\$ 1,198.25	\$2,801.75	70.04%
001-4410-1-4470	General Fund	\$ 20,000.00	\$ 2,291.51	\$ 13,001.79	\$4,706.70	23.53%
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ 515.00	\$4,485.00	89.70%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00				
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 377,416.93		\$ 3,638.25	\$373,778.68	
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 2.77		\$2,056.80	
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 358.25	\$ 1,682.90	\$6,317.10	78.96%
<b>Library Trust Expenses</b>						
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					
	<b>Total Library Trust Exp</b>		\$ -	\$ 6,500.00	\$1,500.00	18.75%



## Bertha Bartlett Public Library

### November 2017 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	11/03/17	\$359.40	Health Insurance - Kolleen
001-4410-6230	Kolleen Taylor	11/20/17	\$11.40	Meeting with Story County/Split with G.
001-4410-6320	Jessica Iddings	11/17/17	\$97.50	Cleaning of library
001-4410-6320	Arrow Pest Solutions	10/27/17	\$60.00	Spraying-inside & exterior for insects
001-4410-6371	Chitty Garbage Service	10/31/17	\$25.00	Garbage & computer case disposal
001-4410-6371	Black Hills Energy	11/03/17	\$44.98	Gas
001-4410-6373	Aureon	11/01/17	\$305.52	Internet & phones
001-4410-6230	TMZ Bank Credit Card	11/20/17	\$147.18	Split with Gilbert/ILA
001-4410-6320	Demco	11/15/17	\$513.00	Children's furnishings
001-4410-6500	TCM Bank Credit Card	11/20/17	\$16.98	Bulletin Board materials
001-4410-6505	Demco	11/15/17	\$114.59	Cataloging materials-hanging bags
001-4410-6506	Access systems leasing		\$127.00	Copier fee-lease
001-4410-6506	TCM Bank Credit Card	11/20/17	\$26.38	Office supplies
001-4410-6771	TCM Bank Credit Card	11/20/17	\$11.83	Audio CD = music
001-4410-6770	TCM Bank Credit Card	11/20/17	\$146.92	Mags/Wired/Traveler/Handyman/Good House.
001-4410-6772	Center Point	11/01/17	\$88.68	Books
001-4410-6772	Gale/Cengage	11/02/17	\$36.34	Western Books
001-4410-6772	Gale/Cengage			Large Print
001-4410-6772	Ingram	10/30/17	\$119.82	Books
001-4410-6772	Ingram	11/01/16	-\$106.34	Credit
001-4410-6772	Ingram	11/02/17	\$8.02	Books
001-4410-6772	Baker & Taylor	10/30/17	\$148.59	Books
001-4410-6772	Baker & Taylor	11/08/17	\$175.80	Books
001-4410-6772	Baker & Taylor	11/10/17	\$163.49	Books
001-4410-6772	TCM Bank	11/20/17	\$145.52	books
001-4410-6773	TCM Bank Credit Card	11/20/17	\$182.36	DVD's
	TOTAL - Story City		\$2,969.96	
	<b>Gilbert Bills</b>			
033-4410-6230	Kolleen Taylor	11/20/17	\$30.66	Meeting with Story County/Split with SC
033-4410-6772	TCM Bank Credit Card	11/20/17	\$147.18	Split with Gilbert/ILA
033-4410-6772	Baker & Taylor	11/08/17	\$15.12	Books
033-4410-6772	Baker & Taylor	11/10/17	\$14.55	Books
033-4410-6772	Ingram	10/30/17	\$35.62	Books
033-4410-6772	Ingram	11/02/17	\$8.02	Books
	Total - Gilbert		\$251.15	

**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	Dec. 16	Jan. 17	Feb. 17	Mar. 17	Apr 17
City	3292	2855	2894	2712	2484	2506	2713	2341	2599	2220	2372	2446	2654	2823
County	567	404	559	374	349	324	447	297	540	358	442	357	545	381
Other	944	826	765	881	799	762	911	762	975	773	829	850	992	732
Gilbert	480	315	326	312	344	232	345	265	225	286	243	197	212	209
<b>Total</b>	<b>5283</b>	<b>4400</b>	<b>4544</b>	<b>4279</b>	<b>3976</b>	<b>3824</b>	<b>4416</b>	<b>3665</b>	<b>4339</b>	<b>3637</b>	<b>3886</b>	<b>3850</b>	<b>4403</b>	<b>4145</b>
Open Access	944	826	765	881	799	762	911	762	975	773	829	850	992	732
Adult	1324	1342	1432	1476	1284	1257	1182	1089	1191	1159	1349	1076	1297	1143
Young Adult	341	256	228	191	179	185	166	117	145	111	82	95	159	194
Juvenile	2235	1763	1688	1662	1560	1494	1916	1465	1837	1283	1578	1794	1836	1767
Video	14	12	15	16	8	19	3	13	16	13	7	8	4	5
DVD	1048	795	909	707	729	649	921	762	885	823	651	660	791	777
Audio	35	27	31	24	12	21	19	11	24	31	19	21	31	18
CD	18	17	16	10	9	22	21	27	16	21	19	28	35	29
CD book	125	88	107	87	110	102	95	88	139	119	88	59	116	102
Magazines	95	60	68	62	37	42	34	50	19	17	40	25	43	30
Puzzles	33	16	27	18	23	17	29	26	30	31	25	32	22	28
Puppets	15	24	23	26	17	15	15	15	16	14	16	28	58	33
Other		0	0		8	1	15	2	21	15	12	24	11	19
<b>Total</b>	<b>5283</b>	<b>4400</b>	<b>4544</b>	<b>4279</b>	<b>3976</b>	<b>3824</b>	<b>4416</b>	<b>3665</b>	<b>4339</b>	<b>3637</b>	<b>3886</b>	<b>3850</b>	<b>4403</b>	<b>4145</b>
E-books	226	287	205	241	198	232	194	229	156	219	255	175	204	162
Downloaded Audio	156	246	163	263	151	281	165	271	148	171	236	186	208	208
Ref.? Asked	115	110	144	122	121	88	180	111	131	99	116	121	164	109
Ref.? Answered	115	110	144	122	121	88	180	111	131	99	116	121	164	109
Reference-Gilbert	42	25	59	33	69	15	53	20	42	25	14	17	11	24
<u>PATRONS</u>						15								
Programs - children	15	12	1	0	14	11	15	12	16	11	12	11	13	14
Attendance - children	393	305	12	0	225	138	181	132	123	98	106	108	144	153



**Bertha Bartlett Public Library**  
 Statistics - Updated October 2017

Attendance - adults	126	80	7	0	79	36	70	52	46	37	39	46	61	54
Programs - StoryX	0	0	0	0	9	2	10	5	11	10	10	10	10	10
Attendance - children	0	0	0	0	68	19	85	48	83	83	81	82	83	88
Attendance - adults	0	0	0	0	11	5	13	13	13	14	14	15	14	15
Programs - Teen/Tweens	8	3	1	0	3	2	2	2	2	1	1	3	5	4
Attendance - teens	54	26	64	0	29	21	19	32	18	17	14	17	28	35
Attendance - adults	16	0	22	0	3	2	2	2	2	2	1	3	6	4
Programs - Adult	8	6	6	5	7	6	7	6	7	6	7	7	8	7
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	0	0	0
Attendance - adults	48	36	114	34	49	61	64	35	103	42	53	50	58	48
Total Programs	31	21	8	5	31	24	39	23	36	26	30	36	41	41
Total Attendance	636	529	140	34	478	238	542	196	388	414	308	321	394	514
Gilbert Programs	10	13	3	1	5	5	5	6	11	5	6	5	5	6
Attendance	294	146	19	16	89	94	89	76	54	97	129	90	94	96
Attendance - Adults	72	49	3	3	18	24	19	22	11	24	40	19	19	21
<b>Hours - Gilbert</b>	52	68.25	54.5	78.75	53.5	64	55	65.5	44	50.5	50.5	48	52.5	48
Total People	614	484	407	352	272	271	272	250	222	234	237	220	308	236
People/hour	11.8	7.1	7.47	4.46	5.1	4.2	5.5	3.8	5.1	4.6	4.1	4.2	5.9	4.9
Gilbert Site Circ.	580	562	502	475	455	351	510	358	400	323	287	268	308	280
<b>Hours - Story City</b>	208	211	231	231	223	21	241	244	230	236	237	220	244	227
Total People	4536	3310	4076	3461	3592	3069	3817	3948	2321	2549	2789	3291	3589	3105
People/Hour	21.8	15.7	17.6	15	16.1	13.9	15.8	16.2	10.5	10.8	11.8	14.96	14.7	13.7
<u>CARDS</u>														
Issued - Story City	14	27	17	24	14	18	22	10	13	10	9	14	7	17
Issued - Gilbert	1	2	2	8	1	5	2	4	1	1	0	2	3	2
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	3	2	15	22	26
renewed - Gilbert	5	12	14	5	5	8	2	3	8	0	4	5	2	2

**Bertha Bartlett Public Library**  
 Statistics - Updated October 2017

Meeting Room Library	35	8	4	4	15	14	15	16	12	9	15	17	17	19
Meeting Room Other	8	3	8	5	12	6	13	7	6	6	5	10	10	12
Computer Use	759	337	813	528	429	460	587		488	35	440	524	524	441
Test Proctoring	0	2	3	2	0	0	2	0	1	1	1	1	1	1
Interlibrary Loans Requested	8	8	11	5	7	13	4	5	13	9	9	12	12	7
Interlibrary Loans Sent	16	23	19	38	19	29	14	24	11	23	29	21	21	19
Book Club Sets	1	1	1	6	3	4	0	4	0	3	1	2	2	2
Microfilm Use	1	1	2	1	2	2	2	2	0	0	0	1	1	2
Gilbert Computer use	35	15	20	22	18	15	20	12	13	4	7	13	13	15



# Annual Report—City of Story City

## 2016-2017: A Year of Collaborations

- Wrapped up 2016 Summer Reading program with 353 children in Story City and Gilbert signed up

- More than 30 Teens and Tweens participated in “Story City’s Amazing Race”, that involved the Story City Fire Station, Chamber of Commerce (GCC), Upper Story Studio, Story City Historical Society, Story City Parks and Rec and Yesway.



- Library Foundation joined forces with the GCC and the Story City Historical Society to coordinate the 11th Annual Storytelling Festival in September.

- Purchased new phone system from American Business Systems.

- Had building wired with fiber optic cable which immediately improved the number of dropped connections between Gilbert and Story City.

- Initiated first Lego Robotics weekly sessions for K-4th grade children led by the children’s librarian.

- Foundation purchased many new puppets for circulation, at a cost of a

little over \$500.

- Worked with Historical Society to honor Dr. Frances Bartlett Kinne on her 100th birthday. The campaign was “100 Books and 100 Bricks” and more than \$4,000 was raised to help purchase additional materials for the library.

- We are taking turns replacing different heating and cooling units in the building. Between the Trust and our budget we have managed to cover most of those expenses. We also began upgrading lighting to white LED bulbs.

- In May, Kolleen was appointed to the Iowa Library Commission by Governor Reynolds, and began a 3 year term.

- Denise set up both an Instagram account and a Snap-chat account, in addition to our Twitter and Facebook accounts, trying to keep connected to ever-changing communication options.

- Purchased 3 public computers and changed copier lease.

- State Library of Iowa updated the Interlibrary Loan system, which has better tracking, but is more time consuming. The learning curve is high, and we have reduced the number of staff responding to requests.

- Gilbert Contract was renewed for 3 more years with a \$4,000 annual (10%) increase and Maria Hartt took over as lead library aide.

- Staff changes during year involved much interviewing and training.

- Invested in items for Makerspace Area for children. Magnetic Tiles, Snap Circuits, Learning Resources Gears and Keva Planks all are new tie-ins to STEM programming.

Libraries	# of Adults Participating in the SRP	# of Children Participating in SRP	# of Young Adult s Participating in SRP	Adult Programs Attendance	Adult Programs Number	Childrens Programs Attendance	Childrens Programs Number	Visits per Capita	Young Adult Programs Attendance	Young Adult Programs Number
Ames Public Library	320	2,055	290	8,910	434	40,305	1,743	8.58	1,971	100
Bertha Bartlett Public Library	31	353	44	402	59	4,707	272	14.92	464	46
Collins Public Library	0	40	4	148	5	645	16	9.63	12	2
Colo Public Library	0	75	0	150	24	1,500	65	8.33	50	5
Ellsworth Public Library	0	15	2	68	8	110	8	21.66	99	5
Hubbard Public Library	0	98	12	320	48	2,800	292	24.14	410	40
Huxley Public Library	8	269	12	514	62	3,901	193	17.16	35	1
Nevada Public Library	0	50	105	809	42	7,062	410	10.43	623	45
Radcliffe Public Library	0	43	9	205	26	925	66	16.93	44	10
Robert W. Barlow Memorial Library	0	87	0	1,037	91	2,679	115	15.38	36	3
Roland Public Library	0	137	4	86	14	2,135	231	13.30	30	6

# Issues and Challenges: The Years Ahead

- Wage adjustments: We have always known that the skill level required for library work far exceeded the level of pay that we were able to offer, based on the number of hours we are open and services that we offer. We know that programming is an essential part of our library, as it is with every library. The increased need for special programs on early dismissal days has required more time for planning, and not directly focusing on patron services or getting our materials on the shelf. We have managed to hire talented individuals over the years due to their love of the library, but the number of people willing to fill those roles are dwindling. The majority of staff have a bachelor's or master's degree, and all have had some college education. We test all potential employees, and it's remarkable how hard it is to find qualified candidates who know their alphabet and numbers! To keep our existing staff, and to find new talent, we need to increase our part-time wages overall.
- Bandwidth of Internet needs increased: The change to fiber-optic fixed our dropped connections, but we need an increase of bandwidth. The next level is an additional \$100 per month. Although service is better, our internet service occasionally slows down to nearly non-existence, and again it happens less often than prior service. Our staff has learned we have to have our work online done before early dismissals, and key events that bring large numbers into the library to use our public computers and wifi.
- Upgrading furniture to make library more efficient: We completed a space study last year, with the final results indicating we were providing services and materials with half the amount of space as deemed necessary by library experts. We knew we were tapped out for space, so the survey only confirmed what we already knew. Recommendations for making our existing space more efficient were offered, and we are in the midst of making some of those changes. Some of the suggestions are a matter of reducing the number of items on shelves and eliminating some shelving. Others involve the purchase of more efficient equipment to improve our services. Examples include:



- Eliminate built-in surfaces, and purchase a computer table in the computer lab room which would allow conferencing with a smart tv/monitor, small meetings and also provide a gaming room for young adults for special events.
- Volunteer hours reduced: We were lucky to have had Missionaries from the Mormon church volunteer here nearly every week for several hours for almost 10 years. A decision from the church eliminated that regular activity from the Elders' and Sisters' schedules. They covered so many duties that this has been a bigger loss than many understand.....they were key in helping us move shelving, build our annual Christmas Tree and small weekly tasks that we are still trying to absorb with both new volunteers and staff time.
  - Communications: Our usage continues to adjust to new technology options, as we have found it hard to find a single source of communication that everyone uses regularly. From Twitter, to Snapchat, Facebook, texting, e-mail and cellphones, the world has changed so much that the standard land-line telephone is nearly obsolete for local communications. Sophisticated automation software has moved beyond the automatic e-mail reminders to patrons, and we may need to consider a shift to an automation software product that can offer a multitude of communication options. We are already at point that our patrons depend on automatic notices-informing them of materials that are late or on hold, and as our younger patrons move to adulthood, the many options are going to be necessary.
- Courtyard Renovation: Even though we sealed the brickwork several years ago, repairing the areas where letters allowed moisture into the structure, our brickwork in the courtyard continues to deteriorate. When we began the space survey, our vision was to enclose this to improve our space problems, and resolve those issues at that time.. We were discouraged to learn that the costs to do that would be too massive, nor provide adequate square footage to resolve our space needs.



# Annual Report—Story County

## 2016-2017: A Year of Collaborations



- The Story County Tween Read book club had 30 youth participate, with 12 in Gilbert and 18 in Story City. These groups met weekly, discussing the book and doing projects together. The summer wrap-up event had 7 youth and 3 adults travel to Des Moines to experience the Escape Room, enjoyed a picnic then helped pack meals for “Meals from the Heartland” in West Des Moines. The entire group packed 14 boxes of “Hearty Packs,” equal to more than 500 meals.
- Wrapped up 2016 Summer Reading program with 353 children in Story City and Gilbert signed up.
- More than 30 Teens and Tweens participated in “Story City’s Amazing Race,” that involved the Story City Fire Station, Chamber of Commerce (GCC), Upper Story Studio, Story City Historical Society, Story City Parks and Rec and Yesway.
- Library Foundation joined forces with the GCC and the Story City Historical Society to coordinate the 11th Annual Storytelling Festival in September.
- Purchased new phone system from American Business Systems.
- Had building wired with fiber optic cable which immediately improved the number of dropped connections between Gilbert and Story City.
- Initiated first Lego Robotics weekly sessions for K-4th grade children led by the children’s librarian.
- Foundation purchased many new puppets for circulation at a cost of a little over \$500.
- Worked with Historical Society to honor Bertha Bartlett’s daughter, Dr. Frances Bartlett Kinne on her 100th birthday. The campaign was “100 Books and 100 Bricks” and more than \$4,000 was raised to help purchase additional materials for the library.
- We are taking turns replacing different heating and cooling units in the building. Between the Trust and our budget we have managed to cover most of those expenses. We also began upgrading lighting to white LED bulbs.
- In May, Kolleen was appointed to the Iowa Library Commission by Governor Reynolds and began a three year term.
- Denise set up both an Instagram account and Snapchat account, in addition to our Twitter and Facebook accounts, trying to keep connected to ever-changing communication options.
- Purchased three public computers and changed copier lease.
- State Library of Iowa updated the Interlibrary Loan system, which has better tracking, but is more time - consuming. The learning curve is high, and we have reduced the number of staff responding to requests.
- Gilbert Contract was renewed for three more years .
- Many staff changes during year involved much interviewing and training. This emphasized the need to re-evaluate our part-time wages.
- Invested in items for Makerspace Area for children. Magna Tiles, Snap Circuits, Learning Resources Gears and Keva Planks all are new tie-ins to STEM programming.





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*We thank the Board of Supervisors for continuing their faith in our library and for understanding the statistics we track do not always reflect the heavy use of our facility. It's not so much what we track, but how we serve the public from all over Story County and visitors from around Iowa and beyond.*

