

Bertha Bartlett Public Library

Board Meeting – Library meeting room

Thursday, October 26, 2017

5:30 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
- October bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update –

New Business:

- Movable shelving potential for space issues
- Staff Computers
- Wiring progress

Old Business:

- Iowa Library Association Meeting in October
 - November 6 budget meeting with City
 - Story Festival wrap-up meeting next week
 - Furniture replacement in Children's area
 - Directors Review
- Adjournment

Reminder

- Next meeting: Thursday, November 20 or 21, or November 30, 2017
(Thanksgiving is on normal day of meeting)

STAFF REPORT

Fall is here, and definitely we are in full steam. Our programs are picking up steam, attendance seems to be more normal at both Storytime and Tween programs, and our first Family Storytime had 5 children and 3 adults attend. We hope we are transitioning.

I'm trying to finalize reports....with the State deadline on October 31, the Annual Survey is mostly done, but a few tricky categories are left to track down statistics to complete. The checks from the State library have both been received and deposited, with the Direct State Aid check up significantly, while the Open Access/Interlibrary Loan reimbursement check down only slightly. After attending the state library meetings, I expected a decrease in the last check, but this was not as much as the increase. With the Iowa Library Association meeting this month, it feels like a very short month, and finalizing all the reports is challenging me.

The first parts of the electrical work in the staff areas have been completed. When we had a staff work day, we re-organized the craft rooms and the storage room extensively. We had extra help with board member Matt Emerson joining us, and he was greatly appreciated. We all appreciated the lunch that day, as we didn't hardly slow down. We have several on staff with gluten issues, and it was challenging to find something everyone could eat....we found out that the Pizza Ranch had a pizza that would solve that problem. Maria from Gilbert took on the attic as a personal project, and reorganized that space with a detailed list of everything there, coming back to complete the job on Monday. I worked the full day, and stayed late to finalize paychecks with the hours from the day added accurately.

There are several bills I didn't anticipate to be as high as they are this period. The copier lease includes a condition that up to 1500 black and white copies are included in the cost, and 200 color copies. The bill we received includes all the copies from the test period and training, and I have called and politely asked for an adjustment of those costs, since some of the test copies were generated by their employees while they were trying to sell the product. I should hear back from them by board meeting time.

Also I had enlisted the aid of Service Unlimited to clean up the courtyard, and they also trimmed the trees lining the building. The courtyard had been left in a very unsightly state after the fiberoptic cable was run, and was not tended by the city. After realizing this was not going to be done, and noting we had some money donated towards landscaping, hiring that work done seemed necessary. Although it is not different, it is cleaned up. The bill includes removal of one tree, and the trimming of the remaining trees and bushes.

The ILA conference had fewer exhibitors this year that had materials that interested me, or was on my "checklist". I was seeking more ideas for children's furnishings, and didn't see much that would help our children's area. With that in mind, we will try a few of the Amazon entries I showed at our last board meeting. I did speak with some exhibitors who had some space saving ideas, that might be considered for our library. There were two companies there who had movable shelving systems, that might be considered for staff areas and possibly the Kinne wing.

I was able to purchase some books at considerable savings, and attended a number of very helpful sessions. I will be sharing some of the information I collected for programming for youth with both Rachael and Shelly. One of the best sessions was called "Work Smarter, Not Harder", and offered some good suggestions for managing staff.

LIBRARY BOARD MEETING 9/26/17

Meeting convenes at 5:32 pm with Feil, Cummings, Fournier and Emerson present.

Alterations or changes to agenda: new business: Fred Darbonne accreditation made by Feil.

Motion to approve amended agenda made by Cummings, seconded by Fournier, motion approved unanimously.

Motion to approve the minutes made by Fournier, seconded by Emerson. Motion passes unanimously.

Treasurer's report:

Questions about the magazine budget. Taylor indicates that magazines and newspapers are our largest expense and that the Des Moines Register and Ames tribune are expensive.

Some items came back for review from an audit from the city regarding a visit to the ILA, and a clerical error on a mileage expenses paid to an employee billed to Story City and Gilbert in the amount of \$48.15.

Motion made by Fournier to not seek reimbursement in the amount of \$48.15 from the employee because the amount doesn't justify the effort. Motion seconded by Cummings, motion passes unanimously.

Explanation of travel expenses of Taylor and staff in the current billing period.

Questions were made about the Symantec licensing issue. Antivirus software configuration was needed to protect library computers. Questions about former copying vendor Marco.

Motion made by Fournier to approve the bills, seconded by Emerson.
Motion passes unanimously.

Circulation report:

Concerns about the library being affected by the road construction numbers are down for August. E-books are doing well. E-books have dropped below audio books again however. Correspondence & communication: letter from Fran confirming her welfare following hurricane Irma.

Board training: An overview of the State of Iowa Interlibrary loan website. All users need a personal login and password. Users can access this page from home.

Gilbert update: no attendees to state tween program. Things are going well according to Teri. Reorganization planned for next month on the books and shelving. Books will be coming back to Story City to the sale room.

New business:

Iowa library association meeting in October: \$110 for 2 day conference in Coralville.

Motion made to approve Taylor attending the ILA conference meeting made by Fournier and seconded by Emerson. Motion passes unanimously.

Budget meeting presentation to city council on November 6: Discussion on needs for the next 3-5 years. Discussions of salaries for employees in comparison with other city employees, space analysis and issues, and staffing development.

Story festival update: Thursday night was good, with over 150 attending at the movie theater. GCC is going to pull out of the Storytelling Festival completely in 2018. Successful and it did garner some income. Workshops were helpful. Dates will need to be of concern in the future.

Pastor Fred Darbonne from the UMC church has training in planning and has extended a hand to offer his expertise in doing outreach to help with our certifications. Taylor believes that our certification is good through 2020, but we would want to start exploring and planning for our reaccreditation process starting next year.

Old business:

Space analysis recommendations:

- items will be reorganized next week.
- moving a drop power line into middle of the library and moving computers in to "horseshoe" shaped desk, (which may be expensive)
- Organizing the craft room and tubs. Go through the ceiling.

Furniture replacement in childrens' area.

Demco furniture

Motion to approve \$500 to budget for childrens' furniture made by Feil, seconded by Cummings. Motion passes unanimously.

Director's review - reminder

Motion to adjourn made by Fournier

Reminder: Next meeting, Thursday, October 26th, 5:30 pm, 2017

Minutes by Matt Emerson, Vice-President

Bertha Bartlett Public Library
September 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	\$ 3,190.69	\$ 9,572.08	\$31,561.92	76.73%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 3,492.74	\$ 9,384.26	\$42,115.74	81.78%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 501.05	\$ 1,419.51	\$5,667.49	79.97%
	IPERS	\$ 8,272.00	\$ 596.81	\$ 1,692.79	\$6,579.21	79.54%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 359.40	\$ 1,172.78	\$4,227.22	78.28%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 363.05	\$ 391.94	\$908.06	69.85%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 320.00	\$ 955.00	\$7,045.00	88.06%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 95.93	\$ 207.79	\$1,592.21	88.46%
001-4410-6373	Telephone	\$ 4,187.00	\$ 303.62	\$ 902.09	\$3,284.91	78.45%
001-4410-6408	Insurance-General	\$ 2,830.00				
001-4410-6490	Professional Services	\$ 2,000.00	\$ 382.50	\$ 782.50	\$1,217.50	60.88%
001-4410-6499	Miscellaneous	\$ 100.00	\$ 51.94	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 94.62	\$ 101.00	\$1,899.00	94.95%
001-4410-6501	Building Supplies	\$ 600.00	\$ 113.37	\$ 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	\$ -	\$ -	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 234.04	\$ 576.44	\$2,123.56	78.65%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 225.00	\$775.00	77.50%
001-4410-6770	Magazines	\$ 1,500.00	\$ 273.00	\$ 1,019.75	\$480.25	32.02%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,177.67	\$ 3,100.01	\$8,899.99	74.17%
001-4410-6773	Video	\$ 2,000.00	\$ 147.79	\$ 407.89	\$1,592.11	79.61%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 11,773.22	\$ 32,564.59	\$126,965.41	
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 183.50	\$ 878.76	\$3,121.24	78.03%
001-4410-1-4470	General Fund	\$ 20,000.00				
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				
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93				
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 2.05		\$2,056.08	
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 358.25	\$ 1,682.90	\$6,317.10	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

October 2017 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	09/03/17	\$359.40	Health Insurance - Kolleen
001-4410-6230	Kolleen Taylor	10/24/17	\$77.52	Iowa Library Association Meeting-Mileage
001-4410-6320	Jessica Iddings	10/18/17	\$292.50	Cleaning of library
001-4410-6320	Service Unlimited	09/29/17	\$724.50	Landscaping, bush and tree trimming
001-4410-6320	Arrow Pest Solutions	09/28/17	\$60.00	Window washing
001-4410-6320	Arrow Pest Solutions	09/29/17	\$60.00	Spraying-inside & exterior for insects
001-4410-6371	Chitty Garbage Service	09/30/17	\$26.00	Garbage & computer case disposal
001-4410-6371	Black Hills Energy	10/04/17	\$31.09	Gas
001-4410-6373	Aureon	10/01/17	\$303.99	Internet & phones
001-4410-6230	Card Center	10/16/17	\$93.00	Split with Gilbert/ILA Conference fees
001-4410-6505	Demco	10/12/17	\$221.70	Cataloging supplies/Split with Gilbert
001-4410-6506	Access systems leasing	10/18/17	\$251.93	Copier & copies
001-4410-6506	Demco	10/12/17	\$34.13	Office supplies
001-4410-6506	Card Center	10/16/17	\$400.91	Storage containers, organizers, shelving pins
001-4410-6770	Card Center	10/16/17	\$65.96	Mags/Wired/Traveler/Handyman/Good House.
001-4410-6772	Center Point	10/01/17	\$88.08	Books
001-4410-6772	Gale/Cengage	10/03/17	\$36.34	Western Books
001-4410-6772	Gale/Cengage	10/17/17	\$60.72	Large Print
001-4410-6772	Ingram	10/02/17	\$72.39	Books
001-4410-6772	Baker & Taylor	09/27/17	\$108.10	Books
001-4410-6772	Baker & Taylor	10/04/17	\$181.17	Books
001-4410-6772	Baker & Taylor	10/17/17	\$203.13	Books
001-4410-6772	Ingram	10/02/17	\$72.39	Books
001-4410-6772	Ingram	10/02/17	\$164.21	Books
001-4410-6772	Ingram	10/10/17	\$202.89	Books
001-4410-6772	Card Center	10/16/17	\$117.30	books
001-4410-6773	Card Center	10/16/17	\$100.48	DVD's
	TOTAL - Story City		\$4,409.83	
	Gilbert Bills			
033-4410-6230	Card Center	10/16/17	\$93.00	Split with SC/ILA Conference fees
033-4410-6230	Kolleen Taylor	10/24/17	\$77.52	Iowa Library Association Meeting-Mileage
033-4410-6505	Demco	10/12/17	\$221.69	Cataloging Supplies/split with Story City
033-4410-6772	Card Center	10/16/17	\$25.94	Books for Gilbert
033-4410-6772	Maria Hartt	10/07/17	\$8.66	Books for Gilbert
033-4410-6772	Baker & Taylor	09/27/17	\$32.45	Books for Gilbert
033-4410-6772	Baker & Taylor	10/04/17	\$9.52	Books for Gilbert
033-4410-6772	Baker & Taylor	10/17/17	\$16.21	Books for Gilbert
033-4410-6772	Ingram	10/02/17	\$84.60	Books for Gilbert
033-4410-6772	Ingram	10/02/17	\$8.62	Books for Gilbert
033-4410-6772	Ingram	10/10/17	\$18.96	Books for Gilbert
	Total - Gilbert		\$597.17	

Bertha Bartlett Public Library
 Statistics - Updated September 2017

	Jul. 16	Jul. 17	Aug. 16	Aug. 17	Sept 16	Sept 17	Oct. 16	Nov. 16	Dec. 16		
City	3292	2855	2894	2712	2484	2506	2713	2599	2220		
County	567	404	559	374	349	324	447	540	358		
Other	944	826	765	881	799	762	911	975	773		
Gilbert	480	315	326	312	344	232	345	225	286		
Total	5283	4400	4544	4279	3976	3824	4416	4339	3637		
Open Access	944	826	765	881	799	762	911	975	773		
Adult	1324	1342	1432	1476	1284	1257	1182	1191	1159		
Young Adult	341	256	228	191	179	185	166	145	111		
Juvenile	2235	1763	1688	1662	1560	1494	1916	1837	1283		
Video	14	12	15	16	8	19	3	16	13		
DVD	1048	795	909	707	729	649	921	885	823		
Audio	35	27	31	24	12	21	19	24	31		
CD	18	17	16	10	9	22	21	16	21		
CD book	125	88	107	87	110	102	95	139	119		
Magazines	95	60	68	62	37	42	34	19	17		
Puzzles	33	16	27	18	23	17	29	30	31		
Puppets	15	24	23	26	17	15	15	16	14		
Other		0	0		8	1	15	21	15		
Total	5283	4400	4544	4279	3976	3824	4416	4339	3637		
E-books	226	287	205	241	198	232	194	156	219		
Downloaded Audio	156	246	163	263	151	281	165	148	171		
Ref.? Asked	115	110	144	122	121	88	180	131	99		
Ref.? Answered	115	110	144	122	121	88	180	131	99		
Reference-Gilbert	42	25	59	33	69	15	53	42	25		
<u>PATRONS</u>						15					
Programs - children	15	12	1	0	14	11	15	16	11		
Attendance - children	393	305	12	0	225	138	181	123	98		

Bertha Bartlett Public Library
 Statistics - Updated September 2017

Attendance - adults	126	80	7	0	79	36	70	46	37	
Programs - StoryX	0	0	0	0	9	2	10	11	10	
Attendance - children	0	0	0	0	68	19	85	83	83	
Attendance - adults	0	0	0	0	11	5	13	13	14	
Programs - Teen/Tweens	8	3	1	0	3	2	2	2	1	
Attendance - teens	54	26	64	0	29	21	19	18	17	
Attendance - adults	16	0	22	0	3	2	2	2	2	
Programs - Adult	8	6	6	5	7	6	7	7	6	
Attendance - children	0	0	4	0	0	0	0	0	0	
Attendance - adults	48	36	114	34	49	61	64	103	42	
Total Programs	31	21	8	5	31	24	39	36	26	
Total Attendance	636	529	140	34	478	238	542	388	414	
Gilbert Programs	10	13	3	1	5	5	5	11	5	
Attendance	294	146	19	16	89	94	89	54	97	
Attendance - Adults	72	49	3	3	18	24	19	11	24	
Hours - Gilbert	52	68.25	54.5	78.75	53.5	64	55	44	50.5	
Total People	614	484	407	352	272	271	272	222	234	
People/hour	11.8	7.1	7.47	4.46	5.1	4.2	5.5	5.1	4.6	
Gilbert Site Circ.	580	562	502	475	455	351	510	400	323	
Hours - Story City	208	211	231	231	223	21	241	230	236	
Total People	4536	3310	4076	3461	3592	3069	3817	2321	2549	
People/Hour	21.8	15.7	17.6	15	16.1	13.9	15.8	10.5	10.8	
<u>CARDS</u>										
Issued - Story City	14	27	17	24	14		22	13	10	
Issued - Gilbert	1	2	2	8	1		2	1	1	
Withdrawn	0	42	0	0	0		0	0	0	
renewed - Story City	32	16	21	17	14		27	16	3	
renewed - Gilbert	5	12	14	5	5		2	8	0	

Bertha Bartlett Public Library
 Statistics - Updated September 2017

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