

# Bertha Bartlett Public Library

## Board Meeting

Tuesday, September 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
- September bills

Circulation Report: Duane Fournier

Correspondence/Communications:

**Board Training:**

**Gilbert Update –**

**New Business:**

- Iowa Library Association Meeting in October
- First budget meeting with city on November 6, 2017 – Need thoughts on next 3-5 years, major items for 2018-19 budget, plus activities & projects for current year.
- Story Festival update – joint project

**Old Business:**

- Space analysis recommendations:
    - Reference area can be weeded heavily, and genealogy and historical moved there.
    - Purchase a new piece of furniture for computers and shift those to the column to free up some space.
  - Furniture replacement in Children's area
  - Directors Review
- Adjournment

Reminder

- Next meeting: Thursday, October 28, 2017

## STAFF REPORT

### September 2017

We've had a very hectic month since we last met, as it took teamwork to get two new employees trained, get programming started for school, wrap up the last of the summer events for both Story City and Gilbert and then to finalize the planning and implementation of the Storytelling Festival held last weekend. September also brings the State Library Town meetings, Summer Reading program showcase, and for me....all the reports I hadn't had time to touch yet this year.

Also this month, I had a Library Commission meeting, and it was quickly followed up by a visit from the State Librarian here in Story City. This was the first time we have had a personal visit, and of course, that happened the Friday of the Storytelling Festival....for about 2 hours. I've also met the Mayor of Council Bluffs, Ron Corbett, who delivered several copies of his book about the Cedar Rapids floods.

We have been training some new volunteers in addition to staff. We used to have weekly volunteers from the Mormon church, and we didn't realize how much we relied on their help. With Rachel starting her routine, there were many roles she has had to fill that were previously done by volunteers, such as tearing down and putting up bulletin boards, cutting out materials for storytime programs, sorting Lego pieces, organizing puppets, and other miscellaneous tasks. We have had a few people offer their time as volunteers, so they have helped already with a pretty full schedule. Rachel did her first Storytime Express program last Wednesday (20<sup>th</sup>), and has a full schedule of Lego Robotics sessions with 3 additional sign-ups full for this fall and winter. We have learned that this program is a bit too challenging for 1<sup>st</sup> graders, and it's being modified to 2<sup>nd</sup> to 5<sup>th</sup>. From talking with her, the Robotics are the biggest challenge for her, but she is willing and trying to get more comfortable with that area of the job.

We've had a few computer woes, and Dell is actually replacing one of the computers that has been trouble since it was first purchased. I was told this rarely happens, but I spent too many hours on tech support calls on this one unit this summer, and was finally able to get them to agree to a replacement just last week. Norseman Electric plans to be in this week to get some of the critical wiring done in the staff and the reference area to start, so we can begin to implement some of the space usage recommendations we received from George Lawson. We are going to try to get the desk used by the youth services librarian set up so we can put a computer on that desk that is connected to the network. We are probably due to upgrade staff computers soon, but I know that Denise and I are both comfortable with our computers, so this can probably wait until the next fiscal year. We know that our 2003 server is also due for upgrade, and probably should happen this year or next.

We are planning an all-staff work day on September 30, starting at 8:45 to 1:30 to allow us to reorganize the craft areas and other staff areas, and also help new staff meet each other, get acquainted with materials, and help make decisions on shifting and begin shifting books to make some of the recommended changes. Electrical work is imperative for a couple of the initial changes needed.

**Bertha Bartlett Public Library**  
**Board Meeting**

Thursday, August 24<sup>th</sup>, 2017

5:30pm

Library Meeting Room

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

**Called to Order:**

**5:33pm**

**Changes to the Agenda:**

Addition of "Space Utilization Report" under Old Business

Addition of "Staff Discussion" under New Business

Motion to approve the agenda as amended by Cummings, seconded by Fournier, approved unanimously.

**Approval of Minutes:**

The work had been delayed, causing the Story City budget to come in under.

Motion to approve July 2017 minutes as amended by Cummings, seconded by Hensch. Approved unanimously.

**Citizen's Appearance:**

Rachael White and RJ White came to the meeting to introduce themselves. Rachael will be in charge of the youth services here at the library. Rachael has done a great job acclimating and will continue to work through learning the position. Rachel is from Bondurant, plays the piano, works with preschoolers, and she enjoys reading, traveling, history and the outdoors. Rachael will work on getting the preschool story time going. She is excited about getting the program up and running. Rachael is starting to work on October programs.

**Treasurer's Report**

**P and L:**

**Story City and Gilbert:** First month of the budget and expenses look as they should.

**Bills:**

Phone and internet is running at about \$300.00/month. Taylor reports that we may want to discuss adding another 10MG to the plan, which would cost about

\$100.00/month. The phone and internet are more reliable. This bill was previously about \$210 - \$230/month.

Approval of bills for August 2017 motioned by Fournier, seconded by Emerson.  
Approved unanimously.

**Circulation:**

Circulation is down a bit. This could be due to the road construction and the first year of the pool being open.

Taylor included a report for review titled "FY2017-18 COUNTY FUNDING". Our library received a bit more funding than before. At a meeting today, it was discovered that the reports may not have been figured the right way. The team decided on a more inclusive way of determining their numbers to depict the circulation numbers at the Gilbert location.

**Correspondence/Communications:**

An email from Fran to a member of the community, Taylor was cc'd in on it. The community member wrote a letter describing the benefit of the library and Fran was replying to that letter. Fran plans to return to Story City in the fall.

**Board Training: New SILO format**

Tabled until next month

**Gilbert Update -**

Summer reading is complete. Not as much participation due to not as many tweens attending.

Had some items in storage where they had sold/leased that building. Those items had to be moved out. Maria will start a reading program next week.

**New Business**

**New Hires:**

Zach Stier, from the Boone library, will help get Rachel trained and up to speed. Zach is known for his creative children's programming. Stephen Griffin will start after his paperwork has been submitted. Steve will work evenings and weekends.

**Furniture in Children's Area:**

The floor rockers are banging against the shelves and puppet stage. They should be replaced. The puppet bin will be replaced. Will likely cost a couple of hundred dollars.

**Report Updates:**

Received some reports in July. The reports for Gilbert, Story City and the County Supervisors presentation will be started after September.

**\*\*Discussion Regarding an Employee Matter\*\*****Old Business****Director's Review:**

Cummings sent out the Director's Review. Board members must complete it.

**Space Utilization Report:**

Hensch and Fournier met with Mark Jackson and George Lawson to discuss the information provided to the team.

The building behind the library was not sufficient to expand to it.

Taylor reports that she can start instituting some of the suggestions in the report.

Taylor reports that utilizing the space differently could work for up to five more years.

**Adjournment:**

Motion to adjourn by – seconded by – Approved unanimously

**Next Meeting:**

Monday, September 25<sup>th</sup>, 2017 at 5:30p

Minutes by

Jessica Hensch, Secretary

Bertha Bartlett Public Library  
P L - August 2017

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2017-2018</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u> <u>remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.70	\$ 6,381.39	\$34,752.61	84.49%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 2,942.66	\$ 5,891.52	\$45,608.48	88.56%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 458.98	\$ 918.46	\$6,168.54	87.04%
001-4410-6130	IPERS	\$ 8,272.00	\$ 547.70	\$ 1,095.98	\$7,176.02	86.75%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 359.40	\$ 813.38	\$4,586.62	84.94%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 28.89	\$1,271.11	97.78%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 287.50	\$ 635.00	\$7,365.00	92.06%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 55.93	\$ 111.86	\$1,688.14	93.79%
001-4410-6373	Telephone	\$ 4,187.00	\$ 299.06	\$ 598.47	\$3,588.53	85.71%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ -	\$2,830.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 400.00	\$ 400.00	\$1,600.00	80.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$100.00	100.00%
001-4410-6500	Programming	\$ 2,000.00	\$ -	\$ 6.38	\$1,993.62	99.68%
001-4410-6501	Building Supplies	\$ 600.00	\$ -	\$ -	\$600.00	100.00%
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	\$ 127.00	\$ 342.40	\$2,357.60	54.32%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 150.00	\$ 150.00	\$850.00	85.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 63.48	\$ 746.75	\$753.25	50.22%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 603.30	\$ 1,922.34	\$10,077.66	83.98%
001-4410-6773	Video	\$ 2,000.00	\$ 121.45	\$ 260.10	\$1,739.90	87.00%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 9,607.16	\$ 20,791.37	\$141,568.63	87.19%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 346.36	\$ 348.95	\$3,304.74	82.62%
001-4410-1-4470	General Fund	\$ 20,000.00	\$ -		\$20,000.00	100.00%
031-4410-2-4705	Donations	\$ 5,000.00	\$ 0.00			89.70%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 418.04	\$ 1,324.65	\$6,675.35	86.97%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 377,416.93	\$ 5,940.22	\$ 372,240.18		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 0.70	\$ 2,054.73		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00				
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services		\$ 6,500.00	\$ 6,500.00		
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment					
031-4410-6672	Books	\$ 5,000.00				
031-4410-6798	Capital Project					
	<b>Total Library Trust Exp</b>		\$ 6,500.00	\$ -		



**Bertha Bartlett Public Library**  
**September 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	Rachael White	09/17/17	\$20.98	Workshop - training
001-4410-6230	Rachalle Gruwell	09/17/17	\$62.38	Mileage for Tween Read Summer Program
001-4410-6230	Denise Froehlich	09/22/17	\$89.13	Mileage-Tween Read & SRP showcase
001-4410-6230	Kolleen Taylor	09/22/17	\$26.54	Town meeting & Maxwell-County meeting
01-4410-6230	Zach Stier	09/25/17	\$170.00	On site training-youth services
001-4410-6320	Jessica Iddings	09/19/17	\$260.00	Cleaning of library
001-4410-6320	Arrow Pest Solutions	08/31/17	\$60.00	Window cleaning
001-4410-6371	Chitty Garbage Service	09/06/17	\$65.00	Garbage & computer case disposal
001-4410-6371	Black Hills Energy	09/06/17	\$30.93	Gas
001-4410-6373	Aureon	09/01/17	\$303.62	Internet & phones
001-4410-6490	Computer Resource Spec.	09/02/17	\$382.50	Symantec licensing issues
001-4410-6500	Card Center	09/16/17	\$88.64	Programming
001-4410-6501	Quill	08/31/17	\$58.08	Building supplies
001-4410-6501	Quill	08/29/17	\$68.84	Building supplies
001-4410-6501	Quill	09/01/17	-\$23.59	Credit - container leaked and product ruined
001-4410-6501	Card Center	09/16/17	\$10.04	Building supplies
001-4410-6506	Access systems leasing	09/18/17	\$127.00	Copier & copies for
001-4410-6506	Marco	07/03/17	\$12.80	Final billing
001-4410-6506	Card Center	09/16/17	\$94.24	Office supplies
001-4410-6770	Ames Tribune	09/12/17	\$225.00	Annual Tribune subscription
001-4410-6770	Card Center	09/16/17	\$48.00	Subscription-Prevention magazine
001-4410-6772	Center Point	09/01/17	\$86.28	Books
001-4410-6772	Gale/Cengage	09/05/17	\$36.34	Western Books
001-4410-6772	Gale/Cengage	09/20/17	\$60.72	Large Print
001-4410-6772	Ingram	08/29/17	\$201.15	Books
001-4410-6772	Ingram	09/18/17	\$189.61	Books
001-4410-6772	Baker & Taylor	08/01/17	\$24.08	Books
001-4410-6772	Baker & Taylor	08/25/17	\$116.99	Books
001-4410-6772	Baker & Taylor	09/01/17	\$175.37	Books
001-4410-6772	Baker & Taylor	09/11/17	\$109.71	Books
001-4410-6772	Baker & Taylor	09/15/17	\$111.63	Books
001-4410-6772	Card Center	09/16/17	\$65.79	Books
001-4410-6773	Card Center	09/16/17	\$147.79	DVD's
	TOTAL - Story City		\$3,864.99	
	<b>Gilbert Bills</b>			
033-4410-6230	Denise Froehlich	09/22/17	\$26.75	Split with Story City for mileage for SRP
033-4410-6230	Kolleen Taylor	09/22/17	\$65.06	Story county mtg split, plus extra trips
033-4410-6500	Card Center	09/16/17	\$10.98	
033-4410-6772	Baker & Taylor	09/11/17	\$16.80	
	Ingram	08/29/17	\$8.62	
	Total - Gilbert		\$128.21	



## Bertha Bartlett Public Library

Statistics - August 2017

	Jul. 16	Jul. 17	Aug. 16	Aug. 17	Sept 16	Oct. 16	Nov. 16	Dec. 16	Jan. 17	Feb. 17	Mar. 17	Apr 17	May 17	June 17
City	3292	2855	2894	2712	2484	2713	2599	2220	2372	2446	2654	2823	2275	3091
County	567	404	559	374	349	447	540	358	442	357	545	381	424	625
Other	944	826	765	881	799	911	975	773	829	850	992	732	980	1056
Gilbert	480	315	326	312	344	345	225	286	243	197	212	209	271	374
<b>Total</b>	<b>5283</b>	<b>4400</b>	<b>4544</b>	<b>4279</b>	<b>3976</b>	<b>4416</b>	<b>4339</b>	<b>3637</b>	<b>3886</b>	<b>3850</b>	<b>4403</b>	<b>4145</b>	<b>3950</b>	<b>5146</b>
Open Access	944	826	765	881	799	911	975	773	829	850	992	732	980	1056
Adult	1324	1342	1432	1476	1284	1182	1191	1159	1349	1076	1297	1143	1231	1463
Young Adult	341	256	228	191	179	166	145	111	82	95	159	194	180	336
Juvenile	2235	1763	1688	1662	1560	1916	1837	1283	1578	1794	1836	1767	1522	2120
Video	14	12	15	16	8	3	16	13	7	8	4	5	9	6
DVD	1048	795	909	707	729	921	885	823	651	660	791	777	794	833
Audio	35	27	31	24	12	19	24	31	19	21	31	18	9	42
CD	18	17	16	10	9	21	16	21	19	28	35	29	25	37
CD book	125	88	107	87	110	95	139	119	88	59	116	102	74	168
Magazines	95	60	68	62	37	34	19	17	40	25	43	30	50	73
Puzzles	33	16	27	18	23	29	30	31	25	32	22	28	13	21
Puppets	15	24	23	26	17	15	16	14	16	28	58	33	40	46
Other		0	0		8	15	21	15	12	24	11	19	3	1
<b>Total</b>	<b>5283</b>	<b>4400</b>	<b>4544</b>	<b>4279</b>	<b>3976</b>	<b>4416</b>	<b>4339</b>	<b>3637</b>	<b>3886</b>	<b>3850</b>	<b>4403</b>	<b>4145</b>	<b>3950</b>	<b>5146</b>
E-books	226	287	205	241	198	194	156	219	255	175	204	162	188	216
Downloaded Audio	156	246	163	263	151	165	148	171	236	186	208	208	249	228
Ref.? Asked	115	110	144	122	121	180	131	99	116	121	164	109	103	159
Ref.? Answered	115	110	144	122	121	180	131	99	116	121	164	109	103	159
Reference-Gilbert	42	25	59	33	69	53	42	25	14	17	11	24	13	50
<u>PATRONS</u>														
Programs - children	15	12	1	0	14	15	16	11	12	11	13	14	9	14
Attendance - children	393	305	12	0	225	181	123	98	106	108	144	153	95	343

## Bertha Bartlett Public Library

Statistics - August 2017

Attendance - adults	126	80	7	0	79	70	46	37	39	46	61	54	36	99
Programs - StoryX	0	0	0	0	9	10	11	10	10	10	10	10	10	0
Attendance - children	0	0	0	0	68	85	83	83	81	82	83	88	83	0
Attendance - adults	0	0	0	0	11	13	13	14	14	15	14	15	11	0
Programs - Teen/Tweens	8	3	1	0	3	2	2	1	1	3	5	4	1	8
Attendance - teens	54	26	64	0	29	19	18	17	14	17	28	35	26	47
Attendance - adults	16	0	22	0	3	2	2	2	1	3	6	4	1	8
Programs - Adult	8	6	6	5	7	7	7	6	7	7	8	7	6	8
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	0	0	0
Attendance - adults	48	36	114	34	49	64	103	42	53	50	58	48	30	54
Total Programs	31	21	8	5	31	39	36	26	30	36	41	41	26	30
Total Attendance	636	529	140	34	478	542	388	414	308	321	394	514	312	543
Gilbert Programs	10	13	3	1	5	5	11	5	6	5	5	6	5	20
Attendance	294	146	19	16	89	89	54	97	129	90	94	96	74	235
Attendance - Adults	72	49	3	3	18	19	11	24	40	19	19	21	26	73
<b>Hours - Gilbert</b>	52	68.25	54.5	78.75	53.5	55	44	50.5	50.5	48	52.5	48	48.5	74.5
Total People	614	484	407	352	272	272	222	234	237	220	308	236	311	644
People/hour	11.8	7.1	7.47	4.46	5.1	5.5	5.1	4.6	4.1	4.2	5.9	4.9	6.4	8.7
Gilbert Site Circ.	580	562	502	475	455	510	400	323	287	268	308	280	432	722
<b>Hours - Story City</b>	208	211	231	231	223	241	230	236	237	220	244	227	233	221
Total People	4536	3310	4076	3461	3592	3817	2321	2549	2789	3291	3589	3105	3135	4166
People/Hour	21.8	15.7	17.6	15	16.1	15.8	10.5	10.8	11.8	14.96	14.7	13.7	13.5	18.9
<u>CARDS</u>														
Issued - Story City	14	27	17	24	14	22	13	10	9	14	7	17	13	22
Issued - Gilbert	1	2	2	8	1	2	1	1	0	2	3	2	1	12
Withdrawn	0	42	0	0	0	0	0	0	0	0	0	0	0	0
renewed - Story City	32	16	21	17	14	27	16	3	2	15	22	26	20	16
renewed - Gilbert	5	12	14	5	5	2	8	0	4	5	2	2	3	13

## Bertha Bartlett Public Library

Statistics - August 2017

Meeting Room Library	35	8	4	4	15	15	12	9	15	17	17	19	16	21
Meeting Room Other	8	3	8	5	12	13	6	6	5	10	10	12	7	4
Computer Use	759	337	813	528	429	587	488	35	440	524	524	441	384	505
Test Proctoring	0	2	3	2	0	2	1	1	1	1	1	1	1	3
Interlibrary Loans Requested	8	8	11	5	7	4	13	9	9	12	12	7	6	4
Interlibrary Loans Sent	16	23	19	38	19	14	11	23	29	21	21	19	22	30
Book Club Sets	1	1	1	6	3	0	0	3	1	2	2	2	0	2
Microfilm Use	1	1	2	1	2	2	0	0	0	1	1	2	1	1
Gilbert Computer use	35	15	20	22	18	20	13	4	7	13	13	15	16	25