

Bertha Bartlett Public Library

Board Meeting–
Monday, July 31, 2023
6:30 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier –

- P& L Expenses
- July bills

Circulation Report: Duane Fournier

Correspondence/Communications:

- Library Board training: Second report from Trustee handbook
 - Hiring a director

Gilbert Update:

New Business:

- Expansion bids, recommendation to the city
 - Options
 - Fundraising update
- Report from Search Committee
- Direct State Aid report & Open Access report
- GCC Progressive Dinner

Old Business:

- Kolleen's Retirement: Last day to be September 15, 2023
- Library staff wages

Adjournment Next: Monthly board meeting: Monday, August 28, 2023, 6:30 p.m.

Staff Report July 2023

The Story City library has been averaging about 150 people coming to the library per day, even though our largest programs, our KOOL (K-4) programs are off-site. In addition, we have 265 K-4th grade children in Story City participating in the reading challenge with nearly half already qualified for the Pool party on August 5. We've had 40 Kids club participants, 55 Teens and Tweens and nearly 30 adults participating in the reading challenge. We also have 30 participating in the baby and toddler challenges. The pool party will involve many staff members to keep things under control, as there is a pool limit of 200 people. Gilberts' numbers are also impressive, with nearly 150 participants in Gilbert and circulation has quadrupled this summer. Another 60 children from Gilbert have qualified for the pool party.

All our numbers are better than we expected, but we still have seen a dramatic change in the use of the library on the days of programming. The importance of having the programs IN the library to learn about library usage, to develop the ability to locate books, are definitely diminished when we have to meet off-site. But it was inevitable as the library programs in Story City have drawn between 65 and 85 children most weeks and between 15 and 20 adults each week.

The reading programs have signed up more children than any other year. We think it is the totally revamping of the program by Nicole and Caitlyn, the end of the summer pool party, and the Brag Tags. Even though we did spend more for the summer program, the results seem to reflect positive changes.

I have hired two people to train over the rest of the summer. Bethany Cannon has her AA degree, but had to quit college due to health issues. She has worked in 3 other libraries, including Marshalltown, University of Iowa and North Liberty, and seems to be learning quickly. But she is still dealing with some health issues. Aubrey Ellig is also being hired to handle the Teen/Tween program and both of them will be trained to help cover both Story City and Gilbert. Aubrey lives in Roland, while Bethany has housing in north Ames.

I have completed the Open Access report, and it shows that everyone is doing a great job recording our patrons, as we have an increase of over checkouts to patrons outside our open access report. This usually translates to an increased check from the State of Iowa. I'm going to try to insert a little board training about what these two reports reflect, as the city receives a check for both these programs. The Direct State Aid report also is due by the end of July. That check usually goes specifically for unplanned expenses that are not paid out of the budget. This year I identified the asbestos removal as where we needed to apply that money. In theory, those checks probably should have gone directly to the Trust, however, it always was deposited to the City, so we assume that our budget increases were more each year taking that into account. Many libraries just cash that check. It has bothered me since I was first hired that this was the way this was handled. This needs to be clarified when the new director is in place.

My last day will be Friday, September 15. I have a lot of vacation and paid time off that I have been unable to use. If someone is hired and in place by then, I may use vacation for my last days. I'm trying to insure the final reports are completed before I leave. The new director will have to start the accreditation process fairly soon after I leave.

Bertha Bartlett Public Library
Board of Trustees
Minutes
June 22, 2023

Chris Feil, board President opened the meeting at 6:34 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Matt Emerson, Theresa Sens; Shelley Hart as foundation representative; Kolleen Taylor, library director.

The agenda was reviewed with one addition. A motion was made by Theresa, second by Laura to approve the agenda with addition. All approved.

Minutes were reviewed from the May meeting. A motion to approve the minutes as written was made by Lynn, second by Theresa. All approved.

Citizens Appearance – None today.

Foundation Report - Shelley gave the Foundation report to the board. Fundraising continues and is close to its goal. The Foundation made about \$700 with the Scandinavian Days fundraisers. The Foundation meets next in July.

Financial reports were reviewed by Kolleen. The library is currently under budget. The money for computers approved last month has been spent. The City has set up a new subaccount for the expansion project.

The new fiscal year begins July 1.

Kolleen reviewed the June bills. A motion to approve the financial reports for June 2023 was made by Laura, second by Theresa. All approved.

Circulation Report – Kolleen gave the circulation report. Programming is going well with high attendance.

Correspondence - None.

Board Training - 15 minutes

Report from Trustee Handbook: Laura discussed Chapter 3 of the Handbook – Responsibilities of Boards. Next month Matt will give his report on Chapter 4.

Kolleen suggested everyone read and understand Chapter 4 of the Handbook.

Gilbert Update - Kolleen gave the Gilbert update. Programming has been well attended. Kolleen will be hiring a new employee who can hopefully work later hours. The city of Gilbert will be responsible for repairing recent hail damage to the library.

New Business:

1. 4th of July Closure

- Based on staff request, Matt moved to close the library on Monday July 3rd. Laura seconded. All approved.
2. Search Committee Report
 - The search committee gave its report to the board. The Library Director position has been posted on many platforms and the city clerk is collecting submitted applications.
 - The posting is set to close on July 17, after which time candidates will be selected for interview.
 3. Laminator for Public Use
 - Small lamination jobs are in demand. We have a big one that takes 30 minutes to warm up. A new, smaller machine costs about \$100-\$200. Laminations can be charged to help offset the cost and raise money. The board agreed Kolleen should move forward with purchasing a small machine.
 - Lynn moved to charge \$2 per small lamination page. Matt seconded. All approved.
 4. Retirement Party
 - The Board discussed a retirement party for Kolleen. She would prefer the party take place in September 2023, after she has left the position. Kolleen will keep us posted on potential dates.

Old Business:

5. Raises for 2023-2024 FY
 - Base Rate Discussion
 - Part-time salaries

Kolleen requested information from the city for their raise rates. She recommended bumping part-time staff at least \$2 an hour.

The Board would like to boost pay for all positions based on other cities of this size. The City budget is set in December so discussions of funding with the city council will need to take place beginning in late summer.

Lynn moved to increase all part time staff pay by 4%. Second by Theresa. All approved.

Laura moved to increase salaried staff by 3.5%. Second by Matt. All approved.

Discussion of further raises will be discussed at the next meeting.

Next meeting:

Board meeting **Monday July 31**, 6:30pm

A motion was made by Theresa, seconded by Laura to adjourn the meeting at 7:50pm. All approved.

Respectfully

Theresa Sens, Secretary

Trustee

Bertha Bartlett Public Library
July 2023 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
	Story City Bills			
001-4410-6150	Wellmark	5/2/2023	\$539.72	Health Insurance, KT
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Early Bird Window Washin	7/11/2023	\$ 80.00	Window cleaning
001-4410-6320	Sabrina Gogerty	7/27/2023	\$ 287.50	Library cleaning
001-4410-6329	Story City Space center	7/8/2023	\$ 60.00	storage - July
001-4410-6371	Black Hills Energy			503 Broad Street - Credit Balance-(\$374.42)
001-4410-6373	Aureon	7/1/2023	\$ 77.85	Telephone
001-4410-6499	Nevada Public Library	6/19/2023	\$ 8.75	banner printing for county
001-4410-6500	Visa	7/6/2023	\$ 106.20	Tween additional tags-programming
001-4410-6502	Amazon Capital Services	7/26/2023	\$ 234.00	Receipt printer
001-4410-6506	Konica Minolta	7/6/2023	\$ 739.22	copier supplies & repair
001-4410-6506	Amazon Capital Services	7/26/2023	\$ 89.50	Shipping-prime
001-4410-6772	Centerpoint	7/1/2023	\$ 139.02	Books
001-4410-6772	Gale/Cengage	6/9/2023	\$ 54.73	Books
001-4410-6772	Gale/Cengage	7/12/2023	\$ 58.48	Books
001-4410-6772	Gale/Cengage	7/19/2023	\$ 52.48	Books
001-4410-6772	Gale/Cengage	7/19/2023	\$ 44.78	Books
001-4410-6772	Gale/Cengage	7/11/2023	\$ 54.73	Books
001-4410-6772	Ingram	6/16/2023	\$ 292.90	Books
001-4410-6772	Ingram	6/21/2023	\$ 29.68	Books
001-4410-6772	Ingram	6/30/2023	\$ 237.36	Books
001-4410-6772	Baker & Taylor	6/12/2023	\$ 67.26	Books
001-4410-6772	Baker & Taylor	6/20/2023	\$ 219.21	Book
001-4410-6772	Baker & Taylor	7/3/2023	\$ 67.25	Books
001-4410-6772	Baker & Taylor	7/5/2023	\$ 67.26	Books
001-4410-6772	Baker & Taylor	7/18/2023	\$234.73	Books
001-4410-6772	Amazon Capital Services	7/26/2023	\$122.57	Books
001-4410-6773	Amazon Capital Services	7/26/2023	\$140.18	DVD's
001-4410-6774	Overdrive, Inc.	7/1/2023	\$501.96	Bridges database
		Total	\$ 4,637.32	
	Emergent Architecture	6/30/2023	\$63,052.02	
	Gilbert Bills			
033-4410-6506	Amazon Capital Services	7/26/2023	\$ 89.50	Shipping-prime
033-4410-6772	Amazon Capital Services	7/13/2023	\$ 17.98	Books
033-4410-6772	Ingram	6/16/2023	\$ 16.09	Books
033-4410-6772	Ingram	6/30/2023	\$ 21.61	Books
033-4410-6774	Overdrive, Inc.	7/1/2023	\$ 501.96	Bridges database
	Total - Gilbert		\$ 647.14	

Approved on this day _____ by _____

Bertha Bartlett Public Library

June 2023 Expense Cash Balances Report

Acct #	Story City Expenses	2022-2023 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining	FT & PT Salaries Combined
001-4410-6010	Salaries: Full Time	\$ 80,983.00	\$ 4,002.88	\$ 51,976.41	\$ 29,006.59	35.82%	Budget: \$124,733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 5,092.57	\$ 56,284.09	\$ (12,534.02)	-28.65%	YTD: \$108,260.50spent
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 690.35	\$ 8,215.27	\$ 1,326.73	13.90%	13.30%
001-4410-6130	IPERS	\$ 11,774.00	\$ 858.62	\$ 10,118.64	\$ 1,655.36	14.06%	16472.95 Remaining
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 404.79	\$ 4,886.37	\$ 11,688.63	70.52%	
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ 260.52	\$ 239.48	\$ 47.90	
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 1,669.62	\$ 6,981.35	\$ (4,981.35)	-249.07%	
001-4410-6371	Utilities	\$ 2,200.00	\$ 31.50	\$ 4,581.06	\$ (2,381.06)	-108.2%	
001-4410-6373	Telephone	\$ 1,200.00	\$ 81.32	\$ 474.89	\$ 725.11	60.4%	
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ 4,718.00	\$ (818.00)	-20.97%	
001-4410-6490	Professional Services	\$ 2,000.00	\$ 2,252.49	\$ 3,116.99	\$ (1,116.99)	-55.85%	
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 447.19	\$ 1,873.36	\$ 626.64	25.07%	
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 150.42	\$ 730.72	\$ 269.28	26.93%	
001-4410-6502	Technology	\$ 2,000.00	\$ 5,932.50	\$ 7,282.06	\$ (5,282.06)	-264.10%	
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ 317.02	\$ 955.60	244.40	20.37%	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ 940.67	\$ 2,166.74	\$ (166.74)	-8.34%	
001-4410-6507	Misc. Operating supplies		\$ -	\$ 119.00	\$ (119.00)	0.00%	
001-4410-6727	Capital Equipment		0	4601.07	-4601.07	0.00%	
001-4410-6508	Petty Cash/Postage	\$ 100.00	100	\$ 100.00	\$ -	0.00%	
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ 1,088.67	\$ (88.67)	-8.87%	
001-4410-6771	Audio	\$ 500.00	\$ -	\$ 25.63	\$ 474.37	94.87%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 2,073.28	\$ 14,790.99	\$ (5,714.99)	-62.97%	
001-4410-6773	Video	\$ 500.00	\$ -	\$ 698.39	\$ (198.39)	-39.68%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ 3,000.00	\$ 4,501.96	\$ (3,501.96)	-350.20%	
		\$ 195,300.00	\$ 28,045.22	\$ 190,547.78	\$ 4,752.29	4.18%	
Deposits to: **							
001-4410-1-4580	General Fund		\$ 516.10	\$ 2,456.67	\$ 2,456.67		
001-4410-1-4470	General Fund	\$ 25,000.00	\$ -	\$ 2,985.95	\$ 4,857.95	19.43%	
031-4410-2-4705	Donations		\$ -	\$ 1,810.00	\$ 1,810.00		
031-4410-4-4300	Interest on Deposits		\$ 4,849.70	\$ 15,136.21	\$ 15,136.21		
	Total Deposits		\$ 5,365.80	\$ 22,388.83	\$ 24,260.83		
B. Trust Fund Deposits/Balance							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ (17,909.51)	\$ 316,286.96			
333	Library Expansion Fund		\$ 74,364.60	\$ 74,364.60			
031-4410-2-4404	Local Grant						
031-1101	GNB Savings Account	\$ 212,900.89	\$ (199,686.68)	\$ 13,214.21	Savings Accounts - CD transfer below*		
031-0950-4-4300	Interest						
031-4410-4-4799	Misc. Receipts	\$ -					
031-1143	CD in GNB for \$200,000				Closed and Moved to general fund*		
	Total in Trust			\$ 403,865.77			
Library Trust Expenses							
031-4410-6230	Travel & Training		\$ -	\$ 8,493.40	Emergent Architecture		
031-4410-6320	Building & Grounds						
031-4410-6490	Professional Services						
031-4410-6507	Misc. Operating	\$ -					
031-4410-6727	Capital Equipment						
031-4410-6672	Books						
031-4410-6798	Capital Project		\$ 26,071.70	\$ 27,120.70	Architecture & Asbestos testing		
	Total Library Trust Exp	\$ -	\$ 26,071.70	\$ 35,614.10			

2023-2023 Circulation Statistics

	July 22	Aug. 22	Sept. 22	Oct. 22	Nov. 22	Dec. 22	Jan. 23	Feb. 23	Mar. 23	Apr. 23	May 23	June 23	2022-2023 Totals
City	2197	2012	1657	1762	1712	1680	1453	1402	1695	1373	1394	2280	20617
County	438	380	391	294	338	220	322	240	288	175	109	342	3537
Other	1087	970	693	679	638	607	650	656	958	717	739	1424	9818
Gilbert	455	387	196	168	127	136	122	128	207	148	108	654	2836
Total	4177	3749	2937	2903	2815	2643	2547	2426	3148	2413	2350	4700	36808
Open Access	1062	995	657	679	638	607	650	656	958	717	739	739	9097
Adult	1229	1246	1107	1129	1153	1053	1068	989	1177	968	941	1128	13188
Young Adult	216	203	135	161	139	117	120	125	134	124	73	210	1757
Juvenile	2296	1900	1436	1332	1236	1105	1040	1057	1446	1083	1060	2974	17965
Video										0			0
DVD	302	264	180	193	203	2582	226	179	252	128	192	217	4918
Audio								0		0			0
CD	16		2	4	3	16	2	0	1	3		7	54
CD book	56	56	30	30	29	37	48	33	37	49	28	67	500
Magazines	17	34	22	21	18	11	9	7	21	14	31	26	231
Puzzles	32	25	13	18	31	46	30	30	50	32	18	25	350
Puppets	4	6	2	1	0	1	3	2	25	10	5	39	98
Other	9	15	10	14	3	5	1	4	5	2	2	7	77
Total	4177	3749	2937	2903	2815	2643	2547	2426	3148	2413	2350	4700	36808
E-books		332	299	336	276	276	320	276	396	267	384	364	3526
Downloaded Audio	384	375	386	370	359	344	336	379	436	422	253	315	4359
Ref.? Asked	350	106	102	103	102	55	103	98	80	84	105	118	1406
Ref.? Answered	105	106	102	103	102	55	103	98	80	84	105	118	1161

2023-2023 Circulation Statistics

Reference-Gilbert	32		44	39	32	39	7		18	43	23	99	376
<u>PATRONS</u>													
Programs - children	14	8		14	7	6	8	8	10	10	12	12	109
Attendance - children	373	25	124	178	123	90	134	152	213	1515	209	454	3590
Attendance - adults	179	6		64	36	32	43	53	76	47	59	172	767
Programs - StoryX	0	2	6	5	6	6	5	6	5	2	4	0	47
Attendance - children	0	15	41	36	36	20	32	44	28	11	32	0	295
Attendance - adults	0	2	8	5	7	3	6	8	5	2	5	0	51
Programs - Teen/Tweens	5	4	4	2	4	3	4	4	4	4	3	4	45
Attendance - teens	26	8	23	15	32	23	33	25	19	24	14	45	287
Attendance - adults	6	6	4	2	6	6	5	5	5	5	5	8	63
Programs - Adult	6	7	7	5	2	6	6	6	7	6	6	6	70
Attendance - children	0	5	0		0	0	0	1	0	0	0	0	6
				0									
Attendance - adults	41	36	40	25	40	30	31	31	41	43	39	34	431

2023-2023 Circulation Statistics

Total Programs	21	1	29	21	23	22	23	24	22	32	28	32	278
Total Attendance	625	21	272	321	265	232	284	319	363	279	410	670	4061
Gilbert Programs	11	1	1		0	0	0	2	6	10	3	10	44
Attendance	341	135	13		0	0	0	18	67	126	66	458	1224
Attendance - Adults	116	140				0	0	5	20	27	12	100	420
Hours - Gilbert	72	80	67	68.0	87.0	72.0	69.5	64	76	69	77	79	881
Total People	697	758	172	199	139	155	122	88	239	285	242	1031	4127
People/hour	9.70	9.50	2.6	3.0	1.6	2.1	1.8	1.4	3.1	4.1	3.1	13	55.00
Gilbert Site Circ.	700	624	325	417	314	404	184	233	481	290	227	1177	5376
Hours - Story City	187	209	191	198	191.0	169.0	191	180	207	183.5	200	202.5	2309
Total People	2665	2826	2889	3187	2377	2011	2143	2154	2470	2055	2968	3884	31629
People/Hour	14.3	13.5	15.1	16.1	12.5	11.9	11.2	12.1	11.9	11.2	14.8	19	163.6
<u>CARDS</u>													
Issued - Story City	25	15	12	15	18	2	7	13	16	11	12	23	169

2023-2023 Circulation Statistics

Issued - Gilbert	3	7	3	8	4		0	2	3	0	1	21	52
Withdrawn	0		0	0				1	0	0	0	0	1
renewed - Story City	27	20	29	26	31	1	6	18	25	18	2	38	241
renewed - Gilbert	8	10	1	2	1		0	3	0	2	17	2	46
Meeting Room Library	9	9	11	16	14	19	18	19	19	17	12	18	181
Meeting Room -Other	8	14	7	16	6	21	15	12	13	16	18	16	162
Other meetings		17	16	6	14		6	8	12	8	9	15	111
Computer Use	96	121	123	93	95	63	71	78	126	92	81	59	1098
Test Proctoring			0	0	0	0		0	0	0	0	0	0
Interlibrary Loans Requested	12	15	15	13	17	12	19	28	19	9	17	15	191
Interlibrary Loans Sent	27	37	38	34	32	24	32	34	44	42	26	37	407
Book Club Sets		2	0	0	1	1		0	3	0	0	1	8
Microfilm Use			1	0				0	0		0	0	1
Gilbert Computer use	41	34	10	7	9	3	10	1	30	26	19	6*	190

Bertha Bartlett Public Library
Board of Trustees
Minutes
June 22, 2023

Chris Feil, board President opened the meeting at 6:34 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Matt Emerson, Theresa Sens; Shelley Hart as foundation representative; Kolleen Taylor, library director.

The agenda was reviewed with one addition. A motion was made by Theresa, second by Laura to approve the agenda with addition. All approved.

Minutes were reviewed from the May meeting. A motion to approve the minutes as written was made by Lynn, second by Theresa. All approved.

Citizens Appearance – None today.

Foundation Report - Shelley gave the Foundation report to the board. Fundraising continues and is close to its goal. The Foundation made about \$700 with the Scandinavian Days fundraisers. The Foundation meets next in July.

Financial reports were reviewed by Kolleen. The library is currently under budget. The money for computers approved last month has been spent. The City has set up a new subaccount for the expansion project.

The new fiscal year begins July 1.

Kolleen reviewed the June bills. A motion to approve the financial reports for June 2023 was made by Laura, second by Theresa. All approved.

Circulation Report – Kolleen gave the circulation report. Programming is going well with high attendance.

Correspondence - None.

Board Training - 15 minutes

Report from Trustee Handbook: Laura discussed Chapter 3 of the Handbook – Responsibilities of Boards. Next month Matt will give his report on Chapter 4.

Kolleen suggested everyone read and understand Chapter 4 of the Handbook.

Gilbert Update - Kolleen gave the Gilbert update. Programming has been well attended. Kolleen will be hiring a new employee who can hopefully work later hours. The city of Gilbert will be responsible for repairing recent hail damage to the library.

New Business:

1. 4th of July Closure

- Based on staff request, Matt moved to close the library on Monday July 3rd. Laura seconded. All approved.
2. Search Committee Report
 - The search committee gave its report to the board. The Library Director position has been posted on many platforms and the city clerk is collecting submitted applications.
 - The posting is set to close on July 17, after which time candidates will be selected for interview.
 3. Laminator for Public Use
 - Small lamination jobs are in demand. We have a big one that takes 30 minutes to warm up. A new, smaller machine costs about \$100-\$200. Laminations can be charged to help offset the cost and raise money. The board agreed Kolleen should move forward with purchasing a small machine.
 - Lynn moved to charge \$2 per small lamination page. Matt seconded. All approved.
 4. Retirement Party
 - The Board discussed a retirement party for Kolleen. She would prefer the party take place in September 2023, after she has left the position. Kolleen will keep us posted on potential dates.

Old Business:

5. Raises for 2023-2024 FY
 - Base Rate Discussion
 - Part-time salaries

Kolleen requested information from the city for their raise rates. She recommended bumping part-time staff at least \$2 an hour.

The Board would like to boost pay for all positions based on other cities of this size. The City budget is set in December so discussions of funding with the city council will need to take place beginning in late summer.

Lynn moved to increase all part time staff pay by 4%. Second by Theresa. All approved.

Laura moved to increase salaried staff by 3.5%. Second by Matt. All approved.

Discussion of further raises will be discussed at the next meeting.

Next meeting:

Board meeting **Monday July 31**, 6:30pm

A motion was made by Theresa, seconded by Laura to adjourn the meeting at 7:50pm. All approved.

Respectfully

Theresa Sens, Secretary

Trustee