

# Bertha Bartlett Public Library

## Board Meeting – Main Meeting Room

Thursday, February 27, 2020  
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training –

Treasurer's Report: Duane Fournier –

- P& L Expenses
- February bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Magazine Policy: Length to store – see attachments
- Meeting Room policy – amend to include other options than large room
- Kids First in April – sending two: Caitlin and Maria
- 90 day review – increase for newest employee
- Donated table & moving it to library

### **Old Business:**

- Steering Committee Update
  - Building issues – Do we dare take out some walls and open up space for use now?
  - Gilbert Contract – presentation to Council on Monday, March 2, 2020
- Adjournment

Reminder

- Next meeting: March 26, 6 p.m.

# STAFF REPORT

February 2020

The move of the booksale room to the Tekippe building is completed. After using it as it, the first thing Shelly sees as an issue is that the rooms need opened up, and wondered if we can take down some of the walls even without a plan for final use. There are some smaller grants available we might be able to get if we designate a few things like fun lighting, but it all takes some time and work.

Use of the library continues to be slower than previous years, but I'm busier than ever, due to this project. Coordinating the move of materials and getting tables and chairs to use in the facility timed out well, but it also has used up some of my energy, which is needed to go forward. In the next month I'm going to try to carve out time to do some library visits, hopefully with some of the Steering Committee members. There are grant deadlines, but I really don't see how any grants at this time can be directed to the building renovation.

I've moved Maria Hartt into the Youth Services Coordinator position, still maintaining her Gilbert hours, but she will restart the Storytime Express Program here in Story City in March. We've added Story City hours to her weekly plan, and she is coordinating with Caitlin and Shelly all the Summer reading program materials. Caitlin is doing a wonderful job with the K-4<sup>th</sup> (KOOL) kids programs, both with the Legos Club after school on Tuesdays and the Early Dismissal programs, averaging around 20 to 25 kids at Early Dismissals and about 8 to 12 kids after school. Caitlin is going to take on the Teens during the summer, and she is really excited about working with them, and I am excited to see how she is reading both the Juvenile literature and the Young adult literature, where her heart is. Shelly continues working with the Tweens, a slightly smaller group this year, but she does such a great job, we should be able to have a good Teen group this summer. This is a great team, and I can't see how we could hire in anyone else who could do better.

Caitlin recruited some high school girls for extra hands in the KOOL programs, and I think that is going to be a big help. We do really need to restart a Friends of the Library group so we have other adult resources to assist in areas like running the book sale, and other projects. But this takes time to coordinate and I'm out of time. On the agenda, there is a note about a 90 day review. She has been extremely pro-active, and I'm very pleased with her performance as a new employee. She merits an increase to fit into the matrix, as she has her BS in Animal Science, and is a published author, and has really taken her role with youth programming very seriously, exploring juvenile fiction and YA fiction on her own time, and very willing to take on new roles.

To get back on track with adult programs, I'm going to ask Denise to take this on, and try to get her to wrap up a couple of projects that are still hanging. The 10<sup>th</sup> of March is the next Library Commission meeting, in addition to a special day in Des Moines for librarians to meet their legislatures. I will be there for that, as we were able to get the elimination of the Library Commission bill off the table, for now, but we think it will come back in the future. As there are some issues with the way community libraries function and yet we coordinate so much with the State Library, I feel there is a tremendous responsibility involved. I was asked if I could team up with the Commission President and talk about this at the Iowa Library Association meeting in the fall, and I feel this would be an easy presentation to do, so that is something that I will be looking at as the presentation I gave you last meeting is pretty much what needs to be said...and will allow other librarians to talk with us as commissioners.

**Bertha Bartlett Public Library**  
**Board Meeting – Main Meeting Room**

January 30, 2020

6:00pm

**Attendees:** Duane Fournier, Matt Emerson, Chris Feil, secretary Jessica Hensch and director Kolleen Taylor, City Council representative Mary Kay Soberg also present

**Opening of meeting:** meeting called to order at 6:00pm

**Additions or alterations to the agenda:** add Dolly Parton's Imagination Library under "new business"

**Alterations to the minutes:**

**Approval of the previous minutes** : motion to approve December 2019 meeting minutes by Hensch, seconded by Fournier, approved unanimously.

**Citizens appearance** none

**Board training:** 6:02p – 6:14p

- Iowa Library Commission – what it does and why it's important

Taylor is a part of this group and attends once every three months. The Commission of Libraries is appointed by the governor's office. Consists of 7 members – some connected to libraries and some members are not. Our library accreditation comes from this group and they hire the state librarian, but not remove them from their position.

The commission fosters communication for all libraries throughout the state by bringing the issues local libraries are experiencing to the state level and helps to ensure that tax dollars used by libraries are being spent in the best way possible.

More information is provided on the state library website under "Commission of Libraries"

**Treasurer's report:**

Story City: 50% of the way through the budget year. Lagging a bit on our spending, but summer is coming with summer reading program expenses. Slightly ahead on group health insurance and magazines. Magazines are paid for the year.

Fournier comments about negatives on the deposits. Taylor reports that this is the way the city reports their budget information. Fournier reports he will talk to the city regarding these negatives.

Gilbert: 50% through the budget year and almost 54% remaining. Cataloging is negative due to splitting the materials in half with Story City.

Bills: the Watson plumbing bill should be \$158.75 as the library was incorrectly charged sales tax. This has been corrected.

Motion to approve the bills for January 2020 with the Watson Plumbing correction made by Fournier, seconded by Hensch. Motion passes unanimously.

A budget presentation will need to be made in February to the city. Money will need to be budgeted for anything that needs done to the Tekippe building.

#### **Circulation report:**

There was a drop of about 300 this month from last year in December in Story City, as well as Gilbert. Computer use is down – could be due to a different way of “checking them out”.

#### **Correspondence & communications:**

Feil reports a Facebook post where someone downloaded the audio app through the library.

Taylor reports she has spoken with Fran a couple of times and exchanged emails.

#### **Gilbert update:**

Contact renewal – 2 years

Gilbert may be more in favor of a 1 or 2 year contract, versus the current 3 year contract.

Currently open 20 hours/week. May want to add more hours. The budget renewal meeting is currently scheduled for the first Monday in March.

#### **New business:**

**Request for art classes:** Taylor is getting requests for the library to host art classes for kids who are home schooled. Taylor will sit down with the individual to talk more about it. \$15 fee will not be waived.

#### **Meeting room changes – alternate spaces**

Tekippe building – the ducts have been cleaned and an air quality test has been done. Tweens used the building and enjoyed having their own space. Tables have been donated from Grace United Methodist Church.

The policy will need to be updated to include the library annex.

**Joint meeting with Foundation members – Mondays?** April 13<sup>th</sup> meeting on a Monday during the foundation board time

Foundation members should be given information regarding how the building was purchased. It seems some of the members aren't aware that it was purchased with funds from the trust.

### **Contact with Aureon – expires 2021 – and Stratford Telephone**

Taylor provided a printout of the contract. A new contract started when bandwidth was increased. The concern is switching companies before the contract is complete.

Will still be using Aureon for the phones. Taylor will check to see if they will let the library out of the contract for the Internet in order to switch to Stratford.

### **Some needs for using the Tekippe building**

- Servpro was used for carpet cleaning, air duct cleaning and air quality testing. \$395 for air quality test additional costs for duct cleaning and carpet cleaning.
  - will need to purchase: how will we pay for these items? chairs, clock, garbage cans
- Cleaning – cleaning crew has been asked to give it a “once over” each week.
- Volunteers – help with moving the book sale room over there, as well as to help run the book sale area
- Community round-table discussions to get everyone involved

### **Dolly Parton's Imagination Library**

The program sends children one book each month until a certain age. The library doesn't have the funding to be able to perform this type of program.

### **Old business:**

**Steering committee update:** walked through the building with everyone and started to discuss what the plans are for the building. Feil suggests that next month they will be getting more into brainstorming.

**Next meeting:** February 27<sup>th</sup> at 6pm

**Adjournment:** Fournier motions to adjourn, Emerson seconds, approved unanimously 7:18p.

Minutes taken and submitted respectfully by Jessica Hensch

**Bertha Bartlett Public Library Cash Flow**  
**January 2020**

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2019-2020 Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget remaining</u>	<u>% of funds Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 47,085.00	\$ 3,383.96	\$ 25,379.70	\$ 21,705.30	46.10%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 3,367.82	\$ 30,650.19	\$ 24,349.81	44.27%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 505.24	\$ 4,209.73	\$ 3,540.27	45.68%
001-4410-6130	IPERS	\$ 9,565.00	\$ 637.37	\$ 5,289.22	\$ 4,275.78	44.70%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 372.62	\$ 2,731.91	\$ 1,868.09	40.61%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 59.16	\$ 387.58	\$ 912.42	70.19%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 1,004.90	\$ 3,320.17	\$ 6,679.83	66.80%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 164.13	\$ 627.42	\$ 1,172.58	65.14%
001-4410-6373	Telephone	\$ 4,800.00	\$ 415.73	\$ 2,761.13	\$ 2,038.87	42.48%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 75.00	\$ 165.00	\$ 1,835.00	91.75%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 120.22	\$ 537.77	\$ 1,962.23	78.49%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 597.86	\$ 152.14	20.29%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ 58.80	\$ 2,941.20	98.04%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ 83.83	\$ 430.63	\$ 1,369.37	76.08%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 359.83	\$ 1,876.69	\$ 1,173.31	38.47%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ -	\$ 375.00	\$ 725.00	65.91%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 1,353.85	\$ 346.15	20.36%
001-4410-6771	Audio	\$ 1,300.00	\$ -	\$ 612.00	\$ 688.00	52.92%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,043.90	\$ 7,867.85	\$ 4,132.15	34.43%
001-4410-6773	Video	\$ 1,000.00	\$ 74.89	\$ 1,036.58	\$ (36.58)	-3.66%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 11,668.60	\$ 91,869.46	\$ 83,630.54	47.65%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ (197.45)	\$ (2,011.63)	\$ (1,988.37)	-49.71%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ (16,878.05)	\$ (6,121.95)	-26.62%
031-4410-2-4705	Donations	\$ -	\$ (100.00)	\$ (11,059.00)	\$ 11,059.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ (467.75)	\$ (8,909.27)	\$ 8,909.27	0.00%
	<b>Total Deposits</b>		\$ (765.20)	\$ (38,857.95)	\$ 11,857.95	
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 416,419.03	\$ (99,286.43)	\$ 317,132.60		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 4.92	\$ 2,075.40		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00		
				\$ 529,208.00		
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
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		\$ 120,000.00	???		
	<b>Total Library Trust Exp</b>		\$ 120,000.00	\$ -	\$ -	



**Bertha Bartlett Public Library**  
**February 2020 bills**

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	01/01/20	\$381.54	Health Insurance - Kolleen
001-4410-6320	Angie Halladay	02/27/20	\$150.00	Cleaning
001-4410-6320	Kolleen Taylor	02/20/20	\$40.08	Trash can liners and paper towels
001-4410-6371	Servepro of Ames	01/09/20	\$1,011.88	Carpets & Air ducts cleaned
001-4410-6371	Chitty Garbage Service	02/01/20	\$25.00	Trash
001-4410-6371	Black Hills Energy	02/05/20	\$216.99	Gas - heat - main building
001-4410-6371	Black Hills Energy	02/05/20	\$100.71	Gas-Tekippe building
001-4410-6373	Aureon	02/01/20	\$387.51	Telephone
001-4410-6500	Visa	02/07/20	\$20.98	Programming supplies
001-4410-6506	Amazon Capital Services	02/18/20	\$9.99	pegs for bookshelves
001-4410-6506	Access Systems	02/20/20	\$132.95	Copier Lease & copies from last quarter
001-4410-6772	visa	02/07/20	\$127.33	Prime shipping for materials
001-4410-6772	Cengage	02/12/20	\$23.25	LP books
001-4410-6772	Cengage	02/18/20	\$60.72	Books
001-4410-6772	Cengage	02/19/20	\$47.23	Books
001-4410-6772	Baker & Taylor	01/27/20	\$30.20	Books
001-4410-6772	Baker & Taylor	02/05/20	\$246.77	Books
001-4410-6772	Baker & Taylor	02/10/20	\$46.47	Books
001-4410-6772	Baker & Taylor	02/17/20	\$61.01	Books
001-4410-6772	Centerpoint Large Print	02/03/20	\$88.68	Books
001-4410-6772	Ingram	02/03/20	\$220.80	Books
001-4410-6772	Ingram	02/18/20	\$118.26	Books
001*4410-6772	Amazon Capital Services	02/18/20	\$61.46	Books through Amazon
001-4410-6773	Amazon Capital Services	02/18/20	\$158.86	DVD's
	TOTAL - Story City		\$3,768.67	
	<b>Gilbert Bills</b>			
001-4410-6230	Kolleen Taylor	02/20/20	\$31.32	mileage - extra trips
033-4410-6506	Visa	02/07/20	\$10.69	Chlorax cleaning wipes
033-4410-6772	Amazon Capital Services	02/18/20	\$18.95	Books
033-4410-6506	Ingram	02/03/20	\$16.40	Books
033-4410-6772	Ingram	02/18/20	\$19.93	Books
033-4410-6772	Baker & Taylor	02/17/20	\$30.32	Books
033-4410-6773	Amazon Capital Services	02/18/20	\$45.94	DVDs
	Total - Gilbert		\$173.55	

Approved on this day \_\_\_\_\_ by \_\_\_\_\_



**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

	Jul. 18	July 19	Aug. 18	Aug. 19	Sept. 18	Sept. 19	Oct. 2018	Oct. 2019	Nov. 18	Nov. 19	Dec. 18	Dec. 19	Jan. 19	Jan. 20	Feb. 19	Feb. 20	Mar. 19	Mar. 20
City	2817	3029	2505	2600	2381	2461	2398	2528	2141	2063	2138	1886	2414	2073	2510		2607	
County	569	641	453	419	379	412	445	515	364	486	333	332	455	413	431		375	
Other	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920		1170	
Gilbert	475	388	423	343	300	270	368	331	357	229	261	165	266	219	255		252	
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>	<b>4055</b>	<b>4238</b>	<b>4382</b>	<b>3713</b>	<b>3658</b>	<b>3709</b>	<b>3399</b>	<b>4274</b>	<b>3642</b>	<b>4116</b>		4404	
Open Access	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920		1170	
Adult	1396	1455	1409	1365	1254	1188	1319	1394	1174	1208	1261	1183	1425	1391	1298		1388	
Young Adult	318	335	245	291	225	183	204	221	153	141	137	178	180	150	196		202	
Juvenile	2190	2079	1749	1779	1606	1740	1796	1833	1547	1507	1552	1233	1637	1358	1779		1834	
Video	9	0	14	8	13	5	12	4	18	5	11	2	3	3	4		2	
DVD	766	848	637	672	675	742	694	675	594	563	560	546	775	523	689		770	
Audio	9	20	19	7	18	14	14	9	5	18	11	25	24	5	19		18	
CD	33	39	18	17	20	12	7	7	19	24	20	38	29	8	8		9	
CD book	113	138	98	96	82	85	89	115	94	125	75	126	91	118	44		87	
Magazines	39	60	60	49	51	37	51	56	39	28	31	27	49	43	10		20	
Puzzles	25	27	19	24	45	34	36	58	53	31	29	24	49	25	54		63	
Puppets	20	9	15	7	21	11	8	10	14	6	10	8	5	7	12		10	
Other	1	1	2	1	6	4	8	0	3	2	12	9	7	11	3		1	
<b>Total</b>	<b>4919</b>	<b>5011</b>	<b>4285</b>	<b>4316</b>	<b>4016</b>	<b>4055</b>	<b>4238</b>	<b>4382</b>	<b>3713</b>	<b>3658</b>	<b>3709</b>	<b>3399</b>	<b>4274</b>	<b>3642</b>	<b>4116</b>		4404	
E-books	310	320	348	336	352	324	336	320	314	319	408	330	363	429	315		342	
Downloaded Audio	315	372	296	343	283	327	288	337	270	319	249	307	278	398	228		279	
Ref.? Asked	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86		134	
Ref.? Answered	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86		134	
Reference-Gilbert	44	58	54	59	53	32	50	39	37	25	41	20	32	25	29		45	
<u>PATRONS</u>																		
Programs - children	19	7	2	0	13	13	11	11	8	13	8	8	7	11	9		9	
Attendance - children	133	131	59	0	171	132	138	129	86	155	79	91	49	105	56		64	

**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

Attendance - adults	49	53	20	0	47	47	44	40	40	61	54	46	30	22	36		43
Programs - StoryX	0	0	0	0	5	5	5	3	3	3	4	0	3	0	3		6
Attendance - children	0	0	0	0	45	45	56	27	29	24	44	0	40	0	18		89
Attendance - adults	0	0	0	0	5	8	14	8	6	9	12	0	9	0	6		17
Programs - Teen/Tweens	5	6	0	0	2	2	2	2	1	1	1	1	1	2	1		0
Attendance - teens	39	51	0	0	29	14	35	24	13	8	26	23	15	20	7		6
Attendance - adults	6	9	0	0	2	2	2	4	1	2	2	2	1	4	1		0
Programs - Adult	6	5	7	6	5	7	6	5	7	13	5	5	5	6	6		8
Attendance - children	1	0	0	2	0	0	0	0	0		0	0	0	0	0		19
Attendance - adults	62	32	42	39	34	49	37	27	36	234	34	36	35	42	44		80
Total Programs	19	18	9	6	25	22	24	21	18	27	18	14	15	19	19		22
Total Attendance	289	277	121	41	333	241	326	259	211	498	251	198	179	193	168		310
Gilbert Programs	10	7	3	2	6	5	5	7	5	5	4	4	4	6	4		5
Attendance	245	210	35	32	73	62	67	71	76	57	55	48	37	69	50		55
Attendance - Adults	69	61	9	9	27	28	23	24/2T	0	23	16	11	11	19	13		19
<b>Hours - Gilbert</b>	70.5	72.5	78	73	64	64	72.5	78	62	56.5	60.5	54.5	50.5	67.5	54.5		66
Total People	704	554	489	403	388	384	378	428	324	224	244	189	237	259	224		288
People/hour	10	7.6	6.3	5.52	6.1	6	5.2	5.5	5.2	4.9	4	3.5	4.3	3.9	4.1		4.4
Gilbert Site Circ.	859	626	654	581	508	507	662	559	569	350	400	336	373	434	436		442
<b>Hours - Story City</b>	218	221	235	228	217	220	246	247	228	224	218	222.5	237	235	216		236
Total People	3398	3778	3375	3229	3048	3122	3717	3636	2533	3613	2488	2355	2534	2379	2266		3025
People/Hour	15.6	17	14.4	14.2	14.1	14.2	15.1	14.7	11.1	16.2	11.4	10.6	11	9.8	10.5		12.8
<u>CARDS</u>																	
Issued - Story City	17	12	14	4	16	22	10	5	6	10	6	9	7	6	6		4
Issued - Gilbert	11	4	3	0	0	3	8	1	4	1	2	0	1	2	1		4
Withdrawn	15	0	31	0	0	0	0	0	1045	0	0	0	0	0	1		0
renewed - Story City	14	12	7	13	14	3	9	8	8	1	5	5	9	14	5		11
renewed - Gilbert	12	4	7	3	6	1	5	7	4	1	2	2	6	4	6		4

**Bertha Bartlett Public Library**  
2019-2020 Statistics Comparison

Meeting Room Library	15	12	1	2	13	10	14	14	10	16	10	10	12	14	10		11
Meeting Room Other	4	2	5	4	3	9	7	8	3	8	4	9	8	4	7		17
Computer Use	641	681	753	461	575	402	955	430	755	481	877	547	661	472	585		748
Test Proctoring	0	2	0	4	0		0		0	0	0	0	0	0	0		0
Interlibrary Loans Requested	8	15	12	12	6	5	12	16	10	24	18	9	11	22	9		12
Interlibrary Loans Sent	22	33	24	25	22	29	19	31	14	4	16	31	32	34	26		19
Book Club Sets	2	0	4	2	2	4	2	3	1	3	2	2	4	3	4		5
Microfilm Use	0	0	2	0	0	0	0	0	2	0		0	0	0	1		1
Gilbert Computer use	47	37	37	26	25	28	39	23	29	29	26	25	11	25	18		19
In House Use - Gilbert		58	70	64	27	30	<b>34</b>	<b>58</b>		37		22	28		3		31

In House Use - Story City

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## LIBRARY SERVICES CONTRACT:

The City of Gilbert, Gilbert, Iowa and the Bertha Bartlett Public Library, 503 Broad Street, Story City, Iowa, agree as follows:

1. The Bertha Bartlett Public Library will provide the residents of the City of Gilbert with library service. All residents of Gilbert will be issued library cards upon request and will have full use of the main library in the City of Story City. In addition, the Bertha Bartlett Public Library will work in cooperation with the City of Gilbert to operate and staff the library on average at least 10 hours, not to exceed 25 hours per week at the Gilbert Branch library now located at 207 Main Street. The Bertha Bartlett Public Library will provide book shelves, books, and 2 computers with internet access, in addition to full support services of the Bertha Bartlett Public Library.
2. The City of Gilbert will provide all utilities and internet access, in addition to building maintenance, snow removal and lawn upkeep, including cleaning. The City of Gilbert will provide a space that can be secured to protect library investments, and will extend their insurance to cover the building that houses the library in Gilbert.
3. This contract shall be for a three year period, which will terminate on June 30, 2022. Twelve months notice would be necessary to cancel this contractual agreement. The parties agree that this contract may be extended by mutual agreement after re-negotiation of the terms thereof.
4. The City of Gilbert shall pay to the Bertha Bartlett Public Library the sum of \$48,000 per year for library service during the period July 1, 2020 through June 30, 2022, assuming there is no increase in hours opened to the public. Payment shall be made in two installments each year, with the first payment prior to Dec. 31 of each year, and the second on or before June 1 of each year. It is understood that execution of the terms of this contract shall be contingent upon appropriations by the Gilbert City Council sufficient to meet the terms of this contract.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Bertha Bartlett Public Library

City of Gilbert

\_\_\_\_\_  
Chris Feil, President- Board of Trustees  
Bertha Bartlett Public Library  
Story City, Iowa

\_\_\_\_\_  
Jonathan C. Popp, Mayor  
Gilbert City Council  
Gilbert, Iowa

## **Bertha Bartlett Public Library**

### **Purposed magazine holdings changes**

Many of our magazines are held for 3 years. Please consider changing time held to 1-2 years, as many past issues are never checked out. An exception could be for Consumer Reports, National Geographic, and Readers' Digest LP.

Please consider withdrawing the following magazines (not all of these are in our catalog) and perhaps selling some on Facebook Marketplace, our sale room, or elsewhere:

- Birds & Blooms
- Crafts
- Paper Crafts
- Reminisce
- Worksbench
- Woodsmith

We keep all issues of the following magazines. Please consider retaining the current 3 years (or less) for these Iowa magazines:

- The Iowan
- Iowa Outdoors
- Iowa Sportsman
- Our Iowa

Should we hold onto all these past issues?

- Annals of Iowa
- Iowa History Journal

(2-20)

## Bertha Bartlett Public Library Periodicals Holdings February 2020

### NEWSPAPERS:

Ames Tribune	Retain 6 months
The Des Moines Register	Retain current 6 months
The Daily Freeman Journal	Retain current 6 months
Farm News	Retain current 6 months
The Story City Herald (physical copies)	2011-

### MAGAZINES:

Annals of Iowa	1967-1970, 1980-
The Atlantic	Retain current 3 years
Better Homes and Gardens	Retain current 3 years
Birds & Blooms	2/06-2/08
Bloomberg Businessweek	Retain current 3 years
Boys' Life	Retain current 3 years
Consumer Reports	Retain current 5 years
Crafts	2/02-1/03
Family Handyman	Retain current 3 years
Food & Wine	Retain current 3 years
Food Network Magazine	Retain current 3 years
Fortune	Retain current 3 years
Girls' Life (teen mag.)	Retain current 3 years
Girls' World	Retain current 3 years
Girls' World – Gilbert	Retain current 3 years

Good Housekeeping	Retain current 3 years
House Beautiful	Retain current 3 years
Iowa History Journal	2011-
Iowa Outdoors	2007-
Iowa Sportsman	2009-
The Iowan	1979-
Midwest Living	Retain current 3 years
Mother Earth News	Retain current 3 years
Motor Trend	Retain current 3 years
National Geographic	1934, 1940-
National Geographic History	Retain current 3 years
National Geographic Kids	Retain current 3 years
National Geographic Kids – Gilbert	Retain current 3 years
Oprah Magazine	Retain current 3 years
Our Iowa	1/2008, 3/2013-
Palimpsest (Changed name to Iowa Heritage Illustrated)	1975-1979, 1982-1995
Paper Crafts	2/06-2/09
Parents	Retain current 3 years
People	Retain current 2 years
Practical Homeschooling	Retain current 3 years
Prevention	Retain current 3 years
Rachael Ray Every Day	Retain current 3 years
Real Simple	Retain current 3 years
Reader's Digest LP	Retain current 5 years
Reminisce	1992-2006

Smithsonian	Retain current 3 years
Sports Illustrated Kids	Retain current 2 years
Sports Illustrated Kids – G	Retain current 2 years
Time	Retain current 2 years
Wired	Retain current 3 years
Woodsmith	1984-2006
Workbench	1993-2004