Bertha Bartlett Public Library

Board Meeting

Monday, November 25, 2024 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of Minutes

Citizens' Appearance

Foundation update - Shelley Hart

Treasurer's Report: Duane Fournier

- Review City reports
- November bills

Circulation Report: Tara Turner – Snap Shot, front facing book bins

Correspondence/Communications

Library Board Training -

Gilbert Update: Tera Sitzman

Building Project Update:

Change Orders –

HVAC

Park Avenue Entrance Alternate 3/lighting bids

Current bills

Cart Update

Old Business:

- Strategic Plan survey
- Staff pay increase
- Cart status 101 carts complete
- Fundraiser/Christmas/New Year event

Policy updates: none at this time

Grants/Funding

• Story County Library Grant – 5 hotspots, 3 tablets, 2 programs

New Business:

- Events help needed Open House, November 30 10-12
- Hoopla
- Building Maintenance flashing repair
- Adventure Pass
- Book drop

Adjournment:

Next monthly Board Meeting: Monday, December 16, 23 or 30, 6:30 pm

Upcoming Library Events:

BBPL:

Regular Fall Programs:

Story Times

Wednesday 9:00 (for larger groups) and 10:30

Music and Movement

Friday 10:30

Kool Kids: Wednesdays 2:15 – 3:15 Tween/Teen: Wednesdays 2:30 – 3:30 Teen Book Club: Wednesdays 4:00

Adult programs Monday evenings at 6 (unless otherwise noted)

Tech Help – Mondays 11-12 Staying Fit – Thursdays 3-4 pm

November 30, 10-12 Holiday Open House

Gilbert Library

Book Club Sunday, December 8 Story Time Tuesdays 9:00 Little Tiger Story Time Thursdays 9, 10, 10:30

Director's Report November 2024

It has been a BUSY month. We have completed 101 carts thanks to an Eagle project (28 carts), 33 carts from the high school and local volunteers building 40 carts!! We have had some very successful adult programs including cook books and charcuterie board making. We are working to find times for adult for tech help and fitness as requested from our focus groups. Children's program continues to be well attended including over 600 participants in our Wizard of Oz Halloween event – we handed out over 255 certificates for free books!

Gilbert: Gilbert Library is flush with new books due to the generosity of donors and Dog Eared Books. We have struggled to keep up with the flood!! The city has worked to keep staff safe and installed security cameras, and upgraded internet and phone services

Construction – Overall things have been going well. Drywall is up and finishing has begun. Current concerns include entry sidewalk, a/c replacements, lighting, and roof maintenance

Foundation: The support of the Foundation has been critical in allowing us to meet our goals of programming. Without this funding, our programs would not be possible. Thank you!!

Staffing – We are still considering how to meet work load needs as my current schedule needs to be more realistic. Staff have been working hard to clean out storage and attic and are looking forward to the Holiday Open House November 30, 10-12 with piano, pics with Santa and Bingo for attic treasures

Bertha Bartlett Public Library Board of Trustees Minutes October 28, 2024

Chris Feil, board President, opened the meeting at 6:33p.m. Attending were Trustees Chris Feil, Laura Donaldson, Duane Fournier, Grant Reimers, and Theresa Sens; Tara Turner, library director; Tera Sitzmann of Gilbert; Mary Kay Solberg; and Shelley Hart of the Library Foundation.

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

Minutes were reviewed from the September meeting. A motion to approve the minutes as written was made by Grant, second by Laura. All approved.

Citizens Appearance - None today.

<u>Foundation Report -</u> Shelley gave the report to the board. The Foundation Board met October 7 and elected officers. They will continue to solicit local businesses for donations. Recent approvals include a book plate design; funding for Halloween books and candy, 2 library cabinets; combo washer/dryer machine; and up to \$10,000 toward the library's book budget.

<u>Treasurer's Report</u> - Financial and Budget reports were reviewed by Duane.

The board reviewed the October 2024 bills. A motion to approve the bills for October 2024 was made by Duane, second by Theresa. All approved.

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update.

<u>Correspondence</u> – Chris read a letter received from a local parent concerned about the condom dispensers in the bathrooms. The board discussed the letter, and will make a decision at a later time whether to keep the dispensers.

<u>Board Training</u> - Employee raises. Tara discussed the need for, and gave recommendations on, budgeting for staff pay raises. After some discussion, the topic was tabled for a later date.

<u>Gilbert Update - </u>Tera gave the Gilbert update.

Building Project Updates

- Change Orders. Grant discussed the change orders and status of our contingency fund.
- A decision will need to be made regarding new AC units.
- Discussion regarding the location of the new and old donor walls.
- Current Bills approved for payment.
- Cart Update Work days planned to build more carts.
- The board took a tour of the new addition.

Grant Update:

• Tara will be applying for round 2 of the ALA Grant.

Old Business:

- Strategic Plan Survey to be handed out to patrons and visitors from downtown trick or treat.
- Director Evaluation. Theresa reviewed the summary of the annual evaluation of the director based on trustee's input. A copy was given to Tara and will be put in her personnel file as well.
- Cart Status.
- Fundraiser/Christmas/New Year Event. Some discussion regarding a sneak peak/cocktail party fundraiser event to be held around mid-January. Primarily looking to raise funds for new lighting.

Policy Updates

• None at this time

New Business

- Events Open House to be held November 30. Trustees should make an effort to attend.
- Scandinavian Days The board discussed ideas for a fundraiser or participation.
- Accreditation delay the State Library has extended the accreditation deadline one year.
- Schedule Tara requested work days for staff to prepare for the move. The board agreed she may use her discretion to schedule these days.
- Novelist online database Tara discussed the possibility of using this database and trying out a free 30 day trial.

Our next meeting will November 25, 2024 at 8:15pm. **consider alternate dates for December

Theresa made a motion to adjourn the meeting at 8:17pm. Laura second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library October 2024 Bills

Code	Written To	Date		Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills				
001-4410-6150	Wellmark	auto	\$	553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$	1.25	
001-4410-6320	Aspen	auto	\$	35.73	Trash removal (automatic monthly
001-4410-6320	Preferred Pest #315021	auto			Cencelled Service - November 1, 2024
001-4410-6320	Sabrina Gogerty	Nov	\$	262.50	Cleaning November
001-4410-6320	Story City Space Center	Nov	\$	70.00	Rent for December
001-4410-6320	DDM Electric - repair	Nov	\$	86.15	Emergency repair - smoldering unit
001-4410-6373	Aureon	October	\$	63.75	Telephone service November
001-4410-6500	Reimbursement - Laura Loots	October	\$	72.04	Ads for programs
001-4410-6501	SC Building Products	November	\$	6,615.30	Library carts - lumber
001-4410-6501	Reimbursement -Tara Turner	November	\$	186.70	Library Carts - hardware
001-4410-6770	Dsm Register	November	\$	478.56	Newspaper December - November 2025
001-4410-6770	Iowa Poetry Asso	November	\$	12.75	Poetry Magazine
	GNB Visa				
001-4410-6500	Amazon - 03258541	16-Oct	\$	47.25	Programming - gumballs
001-4410-6500	Meta - Facebook ads	October	\$		Display Stand
001-4410-6506	Amazon - 0175444	8-Oct	\$	21.17	Labels - Cataloging
001-4410-6506	Amazon #2343441	12-Oct	\$	119.92	Laminate - Cataloging
		Total	\$	8,701.07	
	Gilbert Bills				
033-4410-6150	Wellmark	auto	\$	175.00	Health Insurance, TT (split with Gilbert)
033-4410-6772					
033-4410-6772					
033-4410-6772					
033-4410-6772					
033-4410-6772					
033-4410-6490					
033-4410-6490					
033-4410-6772					
033-4410-0772					
		Total	\$	175.00	
		Total	7	1,5.00	

Approved on this day	bv	

Submitted

MONTHLY SNAPSHOT

October 2024 Story City



Books added	Meeting Room Use37 uses Library Sponsored28 Patron Sponsored9 uses Kinne Wing14 Booked ahead study room9 Number of Programs37 Program Attendance410 Story Time410 Story Time45 After-School Program123 Tweens and Teens68 Book Club	New Patrons
Website: visits1320 Menu Clicks:143	Passive/Patron led30	Average staff wage\$16.2 Staff cost/hour open\$36

*Average staff pay, Staffing cost per hour did not include director cost, FICA, IPERS.

Library Usage	This month	Last Month	Increase or Decrease	October 2023	\$ spent
Physical items checked out	2537	2238	12.5%	2201	
(Both Libraries) Bridges Materials Unique users	843 157	725 162	↑15% ↓ 3%	745 145	\$100
Hoopla Books Unique users	236	219 77	↑ 7.5% ↑ 14%	59	\$550.64
Total Items checked out	3616	3182	12.8%	3005	† 18%
Website Visits	1320 954	1390 729	↓ 5% ↑ 26.7%	unknown 30	
Library Visits	3904	2855	1 31%	3734	1 4.5%

MONTHLY SNAPSHOT Gilbert October 2024 Gilbert

Items added148 Items Withdrawn236 WiFi usage:259 Unique users89	Programs13 Story Time296 Trunk or Treat445	Reference Questions25 Number of volunteers1 Staff hours162.75 Hours Open124
AWE2 PC14 New Cards4	Bingo9 Book Club8 Passive Programming30	Hours Open

Library Usage	This month	Last Month	Increase or Decrease	October 2023	Increase or Decrease
Physical items checked out	600	504	17%	314	† 62.5%
WiFi unique visitors sessions	89 259	57 207	↑ 43.8% ↑ 22%	44 196	↑ 67.7%
Library Visits	463	490	↓ 5%	298	1 43.4%