

Bertha Bartlett Public Library

Board Meeting

Monday June 24, 2024 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of Minutes

Citizens' Appearance

Foundation update – none

Treasurer's Report: Duane Fournier

- P& L Expenses
- June bills – year end

Circulation Report: Tara Turner

Correspondence/Communications

- Library Board training –

Gilbert Update: Tera Sitzman

Needs: cabinet in community room or hall space for library supplies, Gilbert Days wristbands

Building Project Update:

Change Orders

Current bills

Additional needs: lighting, Nana Wall

Project Goals:

- We are here to serve the community
- Be a good neighbor
- Honor donors
- Safety of staff and work crew

Grant Update:

Pending Grant Applications:

UP Railroad – submitted. Will not hear anything until September

Grants Received/Denied:

ALA Grant (\$10,000) –drive up book drop, more senior programming including a weekly tech class. Purchased 3 tablets for patrons to use for Hoopla, Libby, website, etc

Old Business:

- Microfilm – Advantage Archives/ Microfilm machine
- Sunday Hours
- Drive up book Drop
- Eagle Project – 28 book carts were completed

Policy updates: none

New Business:

- *2024-2025 Budget allocation proposal*
- Bethany Manor Foundation – Large Print books
- KHOI radio spot to promote Gilbert and SC projects
- Summer Reading celebration – carousel wristbands
- *Storage needs –*
- *Increase credit limit*

Adjournment: Monthly board meeting: Monday, July 23, 6:30 pm 2024.

Upcoming Library Events:

Summer Reading Program Schedule :

June 8 – August 3

Tuesdays 2-3 pm Tween and Teen Activities

Wednesdays 10:30 Story Time (0-K)

4:00 Teen Book Club

Thursdays 10:30 KOOL Kids (k-5) at the community center

Fridays 10:30 Music and Movement (PK)

Saturdays Tween/Teen Adventures in the Community – a different family field trip each week!

Adult programs:

June 27 Paint your own pottery

July 8 Blood Drive

July 15 Adult Yoga

July 22 Pottery with Nathan

August 8 Paint your own pottery

August 19 Adult Yoga

Gilbert Library

Story Time Tuesdays 10:00

KOOL Kids Thursdays at 1:00

Director's Report June 2024

Both libraries have been operating beyond capacity with over 700 people signed up for summer reading!! Programs have been well attended and the libraries have been buzzing with people not only stopping in, but lingering to read, play and talk – it has been a wonderful thing.

Due to generous support of our community and Foundation, we had funds remaining in the budget and were able to purchase some much needed supplies: 4 new staff computers, paper cutter, crayons, pencils, cardstock, new bags for the puzzles, etc. – a plethora of fun things! In Gilbert, we were able to get a few things on the librarians' wish list- clicker people counter, play parachute, YA bookcase and rolling book bins for children's area, among some other much needed supplies.

Summer Reading: We had a great turn out for our kick off and patrons continue to sign up on a daily basis which keeps staff hopping. Even with 4 additional employees we are all running to just barely keep up. Summer reading is not just a fun way to spend the summer, but is an essential part of learning. Libraries provide opportunities to learn about being responsible in caring for and turning in books, opportunities to grow socially, and of course learning through books, puzzles, games and audio books. Prizes, although tough on the budget are an important part of the program. Prizes not only encourage reluctant readers and keep current readers motivated, but provide us a way to support and advertise local businesses. Prizes this year include gift cards/coupons to local businesses, books, zoo passes, Stanley cups, and more. Please sign up for summer reading – many of the gift cards were donated by our local businesses including Massage Roots, Alleys Pizza, and Red Granite Farms.

Gilbert: The building was packed for summer reading kick off and we have continued to keep 5 staff people busy during events. The Gilbert PTO has been very supportive of expanded children's play area and have raised \$1000 for toys, books, rug, etc.

Library of Things and American Heart Association: We have been very fortunate and are looking forward to adding some health items including sports equipment for patron check out due to the generous sponsorship of the American Heart Asso – items will include blood pressure cuffs, equipment for our new kitchen, pickle ball , jump ropes, yoga blocks and more!!

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

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

Chris Feil, board President, opened the meeting at 6:36 p.m. Attending were Trustees Chris Feil, Lynn Cummings, Grant Reimers and Theresa Sens; Tara Turner, library director; Shelley Hart, of the Library Foundation; Mary Kay Solberg and Tera Sitzman.

The agenda was reviewed. A motion was made by Theresa, second by Grant to approve the agenda as written. All approved.

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

Citizens Appearance – None today.

Foundation Report - Shelley Hart gave the report to the board. The board won't meet again until July 8. A few donations have been received since last month. A more thorough report will be given in July.

Treasurer's Report - Financial and Budget reports were reviewed by Tara. Tara reviewed the P&L Expenses to date.

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

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

Board Training - 10 minutes. Chris did some training regarding preparation for meetings to keep the meetings efficient and on task. Trustees should read the minutes, agenda, board packets etc. prior to each meeting.

Correspondence – Anne Pelegrino called to check in on where we're at with the building project, and sent pictures of Rudder (the dog which will feature in the renovation per her donation).

Gilbert Update - Tera gave the Gilbert update. The city of Gilbert is looking into getting a camera for the library in response to some recent incidents. The library has been rearranged to be more kid friendly. The recently purchased a spin art table, which belongs to the city of Gilbert but both libraries may use it.

Building Project Updates

- Footings are in for the new addition.
- Soil issues
 - Terracon has recommended adding 2 feet of rock which would be a cost of about \$18,000. We will seek input from a structural engineer before we agree to this.
- Change Orders so far:
 - Switch to a better matched brick. Cost of about \$1700. Change approved.

- Grant has asked Kingland for a rough order of magnitude to change the bathrooms:
 - 4 single use bathrooms instead of men's/women's. Architect's redesign fee is about \$5000;
 - Add a washer/dryer in in the bathroom area;
 - Remove west entrance bathroom.
 - Depending on the response from Kingland, the board favors making these changes.
- Credit for removing the operable partition;
- \$500 add to add furring approved;
- Rejected sprinkling attic;
- \$500 for additional rock approved.
- Review of project goals

Grant Update:

- Pending grant application
 - Union Pacific Railroad – reapplying after previously being rejected.
- Grants received/denied
 - ALA Grant – as required by the grant, Tara held a 2nd community conversation for patrons. They asked for a drive-up book drop, more senior programming, and including a weekly tech class.
 - AARP Grant - denied
 - Story City Friends grant – denied

Old Business:

- Scandinavian Days
 - Volunteers needed for the parade.
- Microfilm
 - Historical society open to splitting cost of microfilm but still needs board approval.
- Sunday Hours
 - tabled now, need to gather information before further discussion can be had.
- Eagle Project
 - Trace Turner is working on a book cart project. He plans to build at least 25 carts for his project, though the library has need for 100 carts for the renovation/move.

Policy Updates

- None

New Business

- Purchase of built in bookcase \$3,500.
 - Tara has spoken to local carpenter Dean Vandergren to build a built-in case by the new front door. This would come out of our regular budget.
- Purchase of 4 chairs for tweens \$300. Want to make a spot for younger tweens separate from the older teens.

- Gilbert furniture needs.
 - More bookcases needed due to growing collection. Budget from both Story City and Gilbert will be examined at the end of the year for available funds.
- Drive up Book Drop
 - Kiwanis has offered to do a fundraiser for a drive-up book drop.
- Summer board meeting dates. Meetings will continue to be held on the 4th Mondays.

Our next meeting will be **June 24 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 7:35. Grant second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library

June 2024 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 404.79	Health Insurance, TT (split with Gilbert)
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6371	Black Hills Energy			Not available
001-4410-6320	Sabrina Gogerty	June	\$ 325.00	Cleaning June 3 , 10, 17, 24
001-4410-6320	Story City Space center		\$ 60.00	Rent for July
001-4410-6373	Aureon	7/1	\$ 60.02	Phone service
001-4410-6772	Cengage #84187515	4/16	\$ 51.73	Large Print Books
001-4410-6772	Cengage #84285232	5/13	\$ 108.71	Large Print Books
001-4410-6772	Cengage #84480856	6/7	\$ 80.22	Large Print Books
001-4410-6772	Centerpoint #2097247	6/1	\$ 93.48	Large Print Books
001-4410-6772	PlayAway #430032pf	6/9	\$ 816.80	Read-to-me books
001-4410-6772	PlayAway #430033pf	6/9	\$ 55.09	Read-to-me books
001-4410-6772	PlayAway #430034pf	6/9	\$ 56.99	Read-to-me books
001-4410-6772	PlayAway #430035pf	6/9	\$ 27.07	Read-to-me books
001-4410-5772	Bkr&Taylor #2038334537	5/30	\$ 563.79	Books
001-4410-5772	Bkr&Taylor #2038355541	6/11	\$ 108.21	Books
001-4410-6500	Visa Amazon - #3766661	5/9	\$ 16.99	Float materials
001-4410-6500	Visa Amazon - #2249801	5/13	\$ 12.99	Programming stickers
001-4410-6500	Visa Amazon - #8997036	5/23	\$ 16.99	Float supplies
001-4410-6500	Visa Amazon #1586637	5/29	\$ 37.58	Float Supplies
001-4410-6500	Visa Amazon #3627401	5/29	\$ 13.29	paper
001-4410-6505	Visa Amazon #5187428	6/5	\$ 49.99	Bags, label protectors
001-4410-6506	Visa Amazon - #9448212	5/13	\$ 20.55	paper towels
001-4410-6506	Visa Amazon - #8449025	5/13	\$ 67.98	Copy paper
001-4410-6506	Visa Amazon - #2249801	5/13	\$ 30.66	Betteries, garbage bags
001-4410-6506	Visa Amazon #6040240	6/5	\$ 69.99	toner
001-4410-6772	Visa Thriftbooks #54572770	5/10	\$ 54.30	Books
001-4410-6772	Visa Amazon - #9213866	5/7	\$ 9.18	Books
001-4410-6772	Visa Amazon - #2249801	5/13	\$ 63.78	Books
001-4410-6772	Visa Amazon - #3188200	5/15	\$ 10.48	Books
001-4410-6772	Visa Amazon - #4787429	5/17	\$ 28.81	Books
001-4410-6772	Visa Amazon - #0421007	5/19	\$ 9.99	Books
001-4410-6772	Visa Amazon - #6651417	5/20	\$ 9.97	Books
001-4410-6772	Visa Amazon - #9213063	5/22	\$ 8.98	Books
001-4410-6772	Visa Amazon - #5703460	5/22	\$ 17.78	Books
001-4410-6772	Visa Amazon # 8997036	5/23	\$ 35.03	Books
001-4410-6772	Visa Amazon #3125847	5/22	\$ 7.98	Books
001-4410-6773	Visa Amazon - #7022651	5/4	\$ 14.96	Movies
001-4410-6774	Visa Go- Daddy - SSL	5/14	\$ 179.99	SSL Certificate
001-4410-6505	Vernon Library Supply - 4004122	6/11	\$ 147.71	Label dispenser, display frame
001-4410-6505	Vernon Library Supply - 691398	6/10	\$ 68.72	Labels - share with Gilbert
001-4410-6504	Demco Invoice 41630576	6/12	\$ 147.20	Signs
001-4410-6505	Demco Invoice 41630576	6/12	\$ 130.53	Catalogging
001-4410-6500	Tara -Amazon - #7521008	6/12	\$ 12.20	gumballs - programs
001-4410-6500	Tara -Amazon #1536259	6/12	\$ 47.75	gumballs - programs
001-4410-6500	Tara -Michaels 5628217	5/13	\$ 103.62	t-shirts - float- parade
001-4410-6500	Tara -Wayfair	5/28	\$ 278.16	beanbag chairs teen area
001-4410-6500	Tara -Explore Scientific - tent	5/23	\$ 24.99	tent - children's area

Bertha Bartlett Public Library

June 2024 Bills

001-4410-6502	Tara -Best Buy BBY01-806942634324	6/12	\$ 691.96	staff computers (3)
001-4410-6504	Tara -Amazon #5485030	6/12	\$ 144.74	Display, catalog supplies
001-4410-6505	Tara -Amazon - #1887407	6/12	\$ 34.20	Laminating supplies
001-4410-6505	Tara -Amazon - #2475420	6/12	\$ 69.98	Barcode scanner
001-4410-6506	Tara -Amazon #9255403	6/7	\$ 19.55	copy paper - share with gilbert
001-4410-6506	Tara -Amazon #7269048	6/7	\$ 143.12	Hdmi converter, hard drive replacement
001-4410-6506	Tara -Quill	5/29	\$ 76.99	toilet tissue
001-4410-6506	Tara -Quill	5/29	\$ 77.98	paper towels
001-4410-6772	Tara -Vox Publishing Order #62	6/11	\$ 621.19	Audio books
001-4410-6774	Tara -Tech Soup	6/10	\$ 5.00	Adobe discount code
001-4410-6774	Tara -Adobe	6/11	\$ 95.35	Adobe
001-4410-6500	Tara - Amazon #1490628	6/13	\$ 95.71	parachute, glue pen, etc
001-4410-6502	Tara - Amazon #1490628	6/13	\$ 41.37	Pointer, HDMI adapter
001-4410-6505	Tara - Amazon #1490628	6/13	\$ 76.44	Office materials - box cutter, bookmarks, etc
		Total	\$ 6,784.59	
	Gilbert Bills			
033-4410-6150	Wellmark	auto	\$ 134.93	Health Insurance, TT (split with Gilbert)
033-4410-6772	PlayAway #430032pf	6/9	\$ 816.79	Read-to-me books
033-4410-6772	PlayAway #430033pf	6/9	\$ 55.09	Read-to-me books
033-4410-6772	PlayAway #430034pf	6/9	\$ 56.99	Read-to-me books
033-4410-6772	PlayAway #430035pf	6/9	\$ 27.07	Read-to-me books
033-4410-6772	Bkr&Taylor #2038334537	5/30	\$ 237.32	Books
033-4410-6772	Bkr&Taylor #2038335541	6/11	\$ 58.11	Books
033-4410-6772	Thriftbooks #54572770	5/10	\$ 8.99	Books
033-4410-6772	Amazon - #3188200	5/15	\$ 21.96	Books
033-4410-6772	Amazon - #4787429	5/17	\$ 7.50	Books
033-4410-6774	Go- Daddy - SSL Certificate	5/14	\$ 60.00	SSL Certificate
033-4410-6505	Vernon Library Supply - 691398	6/10	\$ 68.71	Labels - share with Gilbert
033-4410-6504	Demco Invoice 41630576	6/12	\$ 3,042.60	Bookcases, signs
033-4410-6505	Amazon - #1887407	6/12	\$ 34.20	Laminating plastic
033-4410-6506	Amazon #9255403	6/7	\$ 19.55	Paper
033-4410-6500	Amazon #5485030	6/12	\$ 41.99	Poster
033-4410-6774	Adobe	6/11	\$ 95.35	Software
033-4410-6504	Wayfair	6/7	\$ 192.59	Adult chair
033-4410-6504	Amazon #5485030	6/12	\$ 230.07	Vacuum, display, pencils, etc
033-4410-6504	Amazon #9892230	5/29	\$ 459.90	2 Bookcases - children's
033-4410-6500	Tara - amazon 1490628	6/13	\$ 73.75	Megaphone, bookmarks
033-4410-6505	Tara - amazon 1490628	6/13	\$ 88.83	Signs, Cataloging/storage materials
033-4410-6500	Tara Amazon #7769812 Programming supplies	6/13/2024	\$ 116.14	Programming Supplies
033-4410-6500	Tara Amazon #7275458 Programming supplies	6/13/2024	\$ 44.76	Programming Supplies
033-4410-6230	Tara - Travel to/from Gilbert Library	Oct - June	\$ 472.75	Travel to from Gilbert Library
		Total	\$ 6,465.93	

Submitted 06/14/2024

Approved on this day _____ by _____

Bertha Bartlett Public Library
June 2024 Bills

Approved on this day _____ by _____

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Submitted 12/22

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Gilbert - Expenses submitted through June 15, 2024 - goal 0% remaining

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>Budget</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget remaining</u>	<u>June submittals</u>	<u>YTD</u>	<u>Final Budget Remaining</u>
033-4410-6010	Salaries, Full-time	\$ 16,800.00	\$ 1,201.92	\$ 15,980.47	\$ 819.53	1202	\$ 17,182.47	\$ (382.47)
033-4410-6020	Salaries, Part-time	\$ 23,200.00	\$ 1,736.13	\$ 19,460.74	\$ 3,739.26	2600	\$ 22,060.74	\$ 1,139.26
033-4410-6110	FICA & Medicare	\$ 3,060.00	\$ 221.52	\$ 2,681.04	\$ 378.96	300	\$ 2,981.04	\$ 78.96
033-4410-6130	IPERS	\$ 3,775.00	\$ 250.80	\$ 3,097.85	\$ 677.15	350	\$ 3,447.85	\$ 327.15
033-4410-6150	Insurance,	\$ 1,600.00	\$ 152.58	\$ 1,456.77	\$ 143.23	134.93	\$ 1,591.70	\$ 8.30
033-4410-6230	Travel & Training	\$ 500.00	\$ -	\$ 84.03	\$ 415.97	\$ 472.75	\$ 556.78	\$ (56.78)
033-4410-6490	Professional Services	\$ 500.00	\$ -	\$ 100.00	\$ 400.00		\$ 100.00	\$ 400.00
033-4410-6500	Programming	\$ 2,500.00	\$ 244.00	\$ 334.10	\$ 2,165.90	276.64	\$ 610.74	\$ 1,889.26
033-4410-6502	Technology	\$ 500.00		\$ 85.10	\$ 414.90		\$ 85.10	\$ 414.90
033-4410-6504	Minor Equipment	\$ -		\$ 60.00	\$ (60.00)	3925.16	\$ 3,985.16	\$ (3,985.16)
033-4410-6505	Cataloging Supplies	\$ 1,000.00		\$ 93.17	\$ 906.83	191.74	\$ 284.91	\$ 715.09
033-4410-6506	Office Supplies	\$ 300.00	\$ 318.00	\$ 933.81	\$ (633.81)	19.55	\$ 953.36	\$ (653.36)
033-4410-6507	Misc. Operating Supplies			\$ 73.01	\$ (73.01)		\$ 73.01	\$ (73.01)
033-4410-6770	Magazines	\$ 100.00	\$ -	\$ -	\$ 100.00		\$ -	\$ 100.00
033-4410-6772	Books	\$ 3,465.00	\$ 529.08	\$ 2,705.91	\$ 759.09	1289.82	\$ 3,995.73	\$ (530.73)
033-4410-6773	Video	\$ 200.00		\$ 31.97	\$ 168.03		\$ 31.97	\$ 168.03
033-4410-6774	Online Licensing/Data	\$ 1,500.00	\$ -	\$ 1,001.96	\$ 498.04	155.35	\$ 1,157.31	\$ 342.69
033-4410-6910	Transfer	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00		\$ 3,000.00	\$ -
	Total Gilbert Exp.	\$ 62,000.00	\$ 4,654.03	\$ 48,179.93	\$ 13,820.07	10917.94	\$ 62,097.87	\$ (97.87)

BBPL - Expenses submitted June 15, 2024 - goal 0% remaining

Acct #	Story City Expenses	2023-2024 Budget	May	Year to Date May	end of May Budget remaining	June submittals	YTD	End of year Budget remaining
001-4410-6010	Salaries: Full Time	\$ 67,200.00	\$ 3,605.78	\$ 47,941.90	\$ 19,258.10	\$ 3,700.00	\$ 51,641.90	\$ 15,558.10
001-4410-6020	Salaries: Part-time	\$ 66,000.00	\$ 6,459.39	\$ 70,371.58	\$ (4,371.58)	8500	\$ 78,871.58	\$ (12,871.58)
001-4410-6110	FICA/Medicare	\$ 10,190.00	\$ 760.27	\$ 8,958.39	\$ 1,231.61	976	\$ 9,934.39	\$ 255.61
001-4410-6130	IPERS	\$ 12,575.00	\$ 950.13	\$ 10,595.65	\$ 1,979.35	1098	\$ 11,693.65	\$ 881.35
001-4410-6150	Insurance - Group He	\$ 7,225.00	\$ 473.73	\$ 4,492.20	\$ 2,732.80	404.79	\$ 4,896.99	\$ 2,328.01
001-4410-6230	Travel/Training	\$ 1,200.00	-	\$ 513.42	\$ 686.58		\$ 513.42	\$ 686.58
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 3,138.75	\$ 7,377.71	\$ (2,377.71)	415	\$ 7,792.71	\$ (2,792.71)
001-4410-6371	Utilities	\$ 4,000.00	\$ 33.39	\$ 998.90	\$ 3,001.10		\$ 998.90	\$ 3,001.10
001-4410-6373	Telephone	\$ 1,200.00	\$ 59.67	\$ 911.07	\$ 288.93	60.02	\$ 971.09	\$ 228.91
001-4410-6408	Insurance-General	\$ 5,000.00		\$ 8,037.00	\$ (3,037.00)	0	\$ 8,037.00	\$ (3,037.00)
001-4410-6490	Professional Services	\$ 2,000.00		\$ 977.00	\$ 1,023.00		\$ 977.00	\$ 1,023.00
001-4410-6499	Miscellaneous	\$ -	\$ -	\$ 8.75	\$ (8.75)		\$ 8.75	\$ (8.75)
001-4410-6500	Programming	\$ 3,000.00	\$ 101.45	\$ 1,059.19	\$ 1,940.81	660.27	\$ 1,719.46	\$ 1,280.54
001-4410-6501	Building Supplies	\$ 1,000.00		\$ 702.83	\$ 297.17		\$ 702.83	\$ 297.17
001-4410-6502	Technology	\$ 2,000.00		\$ 1,019.88	\$ 980.12	733.33	\$ 1,753.21	\$ 246.79
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ -	\$ 407.48	\$ 592.52	868.59	\$ 1,276.07	\$ (276.07)
001-4410-6506	Office Supplies	\$ 2,160.00	\$ 59.61	\$ 1,806.93	\$ 353.07	506.82	\$ 2,313.75	\$ (153.75)
001-4410-6507	Misc. Operating supplies		\$ -	\$ 244.00	\$ (244.00)		\$ 244.00	\$ (244.00)
001-4410-6727	Capital Equipment	\$ -		\$ -	\$ -		\$ -	\$ -
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ 68.00	\$ 68.00	\$ 182.00		\$ 68.00	\$ 182.00
001-4410-6770	Magazines	\$ 1,000.00	\$ 299.14	\$ 1,003.74	\$ (3.74)		\$ 1,003.74	\$ (3.74)
001-4410-6771	Audio	\$ 500.00		\$ 31.94	\$ 468.06		\$ 31.94	\$ 468.06
001-4410-6772	Books	\$ 10,000.00	\$ 1,883.54	\$ 14,248.94	\$ (4,248.94)	2839.56	\$ 17,088.50	\$ (7,088.50)
001-4410-6773	Video	\$ 1,000.00	\$ 42.83	\$ 519.17	\$ 480.83	14.96	\$ 534.13	\$ 465.87
001-4410-6774	Online Databases	\$ 1,500.00		\$ 2,001.96	\$ (501.96)	280.34	\$ 2,282.30	\$ (782.30)
		\$ 205,000.00	\$ 17,935.68	\$ 184,297.63	\$ 20,702.37	21057.68	\$ 205,355.31	\$ (355.31)

Additional book budget \$1000 Foundation, \$1000 Trust, \$3000 City - this money was not used....

estimates
Changes from city budget

2025 Library Board Approved Budget (06/24/2024)

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2023-2024 Budget</u>	<u>2024-2025 Board Approved Budget</u>
001-4410-6010	Salaries: Full Time	\$ 67,200.00	\$ 50,000
001-4410-6020	Salaries: Part-time	\$ 66,000.00	\$ 91,500
001-4410-6110	FICA/Medicare	\$ 10,190.00	\$ 10,825
001-4410-6130	IPERS	\$ 12,575.00	\$ 13,358
001-4410-6150	Insurance - Group Health	\$ 7,225.00	\$ 6,250
001-4410-6230	Travel/Training	\$ 1,200.00	\$ 750
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 8,800
001-4410-6371	Utilities	\$ 4,000.00	\$ 4,500
001-4410-6373	Telephone	\$ 1,200.00	\$ 1,000
001-4410-6408	Insurance-General	\$ 5,000.00	\$ 8,200
001-4410-6490	Professional Services	\$ 2,000.00	\$ 1,500
001-4410-6499	Miscellaneous	\$ -	\$ 200
001-4410-6500	Programming	\$ 3,000.00	\$ 1,000
001-4410-6501	Building Supplies	\$ 1,000.00	
001-4410-6502	Technology	\$ 2,000.00	\$ 1,000
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ 1,500
001-4410-6506	Office Supplies	\$ 2,160.00	\$ 2,300
001-4410-6507	Misc. Operating supplies		\$ 250
001-4410-6727	Capital Equipment	\$ -	\$ -
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ 250
001-4410-6770	Magazines	\$ 1,000.00	\$ 1,000
001-4410-6771	Audio	\$ 500.00	\$ 250
001-4410-6772	Books	\$ 10,000.00	\$ 13,068
001-4410-6773	Video	\$ 1,000.00	\$ -
001-4410-6774	Online Databases	\$ 1,500.00	\$ 2,500

Gilbert Budget			
<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>2023-2024 Budget</u>	<u>2024-2025 Budget</u>
033-4410-6010	Salaries, Full-time	\$ 16,800.00	\$ 12,500
033-4410-6020	Salaries, Part-time	\$ 23,200.00	\$ 30,000
033-4410-6110	FICA & Medicare	\$ 3,060.00	\$ 3,251
033-4410-6130	IPERS	\$ 3,775.00	\$ 4,012
033-4410-6150	Insurance,	\$ 1,600.00	\$ 1,200
033-4410-6230	Travel & Training	\$ 500.00	\$ 250
033-4410-6490	Professional Services	\$ 500.00	\$ 500
033-4410-6500	Programming	\$ 2,500.00	\$ 500
033-4410-6502	Technology	\$ 500.00	
033-4410-6504	Minor Equipment	\$ -	
033-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ 1,250
033-4410-6506	Office Supplies	\$ 300.00	\$ 500
033-4410-6507	Misc. Operating Supplies		
033-4410-6770	Magazines	\$ 100.00	\$ -
033-4410-6772	Books	\$ 3,465.00	\$ 3,287
033-4410-6773	Video	\$ 200.00	\$ 250
033-4410-6774	Online Licensing/Databases	\$ 1,500.00	\$ 1,500
033-4410-6910	Transfer	\$ 3,000.00	\$ 3,000
	Total Gilbert Exp.	\$ 62,000.00	\$ 62,000

MONTHLY SNAPSHOT

May 2024

Story City



Books added.....165	Meeting Room Use.....17 uses	New Patrons9
Books Withdrawn.....1679	Library Sponsored...11	Reference Questions:.....22
Interlibrary Loans.....107	Patron Sponsored.... 6 uses	Technical Assistance.....40
Internet Usage:..... 950	Kinne Wing.....6	Number of volunteers14
Unique Users:.....273	Booked ahead study room..36	Volunteer hours.....30.75
Computer Users.....42	Number of Programs.....10	Staff hours.....485
Website : visits1382	Program Attendance.....650	Hours Open.....284
Menu Clicks :.....12	Story Time.....449	Staff hours/hours open ..1.7
	Story Time Express.....43	Average staff wage.....\$17.4
	After-School Program.....94	Staff cost/hour open..\$29.71
	Tweens and Teens.....55	
	Book Club.....9	
	Passive/Patron led.....5	

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

Library Usage	This month	Last Month	Increase or Decrease	April 2023	\$ spent
Physical items checked out	2671	2669	-	2358	
(Both Libraries) Bridges Materials Unique users	603	697	↓ 13%	644	\$96
	149	152	↓ 2%	127	
Hoopla Books Unique users	139	149	↓ 7%	NA	\$321
	48 (6 new)	50	↓ 4%		
Total Items checked out	3454	3515	↓ 2%	3002	
Website Visits	1382	1402	↓ 1%		
wifi	247	226	↓ 9%		
Library Visits	3413	2830	↑ 21%		



MONTHLY SNAPSHOT

May 2024

Gilbert

<p>Items added.....80</p> <p>Items Withdrawn...304</p> <p>WiFi usage:.....241</p> <p>Unique users.....59</p> <p>AWE..... 3</p> <p>PC.....9</p> <p>New Cards.....2</p>	<p>Programs.....10</p> <p>Story Time.....169</p> <p>Book Club.....4</p> <p>Passive Programming5</p>	<p>Reference Questions.....22</p> <p>Number of volunteers....0</p> <p>Staff hours.....148.25</p> <p>Hours Open..... ..81</p> <p>Staff Hours/Hours Open....1.8</p> <p>Average staff pay.....\$14.54</p> <p>Staffing per hour cost.....\$26.6</p>
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Library Usage	This month	Last Month	Increase or Decrease	2022	Increase or Decrease
Physical items checked out	366	406	↓ 10%	227	38%
WiFi unique visitors	59	34	↑ 74%	N/A	Not avail.
WiFi sessions	241	196	↑ 23%		
Library Visits	222	138	↑ 61%	242	8%