

Bertha Bartlett Public Library

Board Meeting – ZOOM ONLINE

Meeting ID: 862-2585-4125

Password: 026508

Thursday, May 28, 2020

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training – Walk through of library procedural changes

Treasurer's Report: Duane Fournier –

- P& L Expenses
- May bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Budget 2020-2021 & meeting with City
- Summer Reading program update
- Upgrade staff computers (Kolleen's, Denise, Circulation desk)

Old Business:

- Reopening
- Adjournment

Reminder

- Next meeting: June 25, 6 p.m.

May 2020 Staff Report

Submitted by Assistant Director Denise Froehlich

We resumed patron checkout via lobby delivery on May 4. We had a high volume of returns the first week or so of May, but has now slowed to a steady pace. Patrons are taking full advantage of our online catalog and placing holds through their accounts; an additional number of patrons are happy to call to place holds. We're allowing patrons to pick holds up in the entry way between 12 and 4 pm Monday through Friday. Filling hold requests, getting patrons called and keeping up with the shelving has kept staff very busy in the mornings and into early afternoon. Patrons have been very happy to have any type of access to books and DVDs and many have asked when they can come back into the building to browse for themselves.

We offered the option of getting a digital card during the COVID-19 lockdown, to allow new patrons access only to our online resources (BRIDGES, GALE databases, BrainFuse, etc.) A digital card does not give a patron physical materials check-out privileges. We have had nine patrons submit digital card applications. They have the option of converting to a full access card when the library reopens.

For COVID-19 safety precautions, we have added four sneeze guards to the main Circulation Desk. Our public computers have been separated to allow for proper social distancing. We have four public computers available in the main library and one in the Annex. Two of the computers are in our side study rooms, one is near the copier and one is in the carrels in the middle of the library.

Other COVID-19 safety precautions we've taken include rearranging our displays near the Circulation Desk, moving everything away to allow 6 feet of social distancing, and taping yellow Xs on the floor indicating how close patrons may stand to each other. All puzzles, games, toys and puppets have been removed from the Children's area. The magazines and newspapers have been temporarily relocated to the staff work room; they are still available for check-out and in-house use. The relocation will allow staff to sanitize and quarantine items after use.

We've added notices throughout the library requesting that patrons do not replace any items they pull from the shelf to browse back on the shelf if they choose not to check it out. Instead, we are asking that patrons place items into bins or on carts located around the library. Again, this will allow staff to sanitize and quarantine any items touched.

We are currently in Phase II of our phased reopening plan; we have no more than 3 staff in the library at a time. Staff are still working a limited schedule, in the building from 9 am to 5 pm, with no weekends or evenings. We have managed to clean up a lot of public and work spaces and feel ready to open by appointment (Phase III) as soon as we receive clearance from City Hall. It is our hope to have additional staff return in some capacity in July, as we move into Phase IV of the reopening plan.

Kolleen returned to work briefly for a week at the end of April, before going on medical leave following her toe surgery. She has just returned to work this week (May 26) on a very limited basis. However,

during her stay at home, she was in frequent communication with the staff and kept us notified of developments regarding reopening the library.

For Summer Reading, we've spent a lot of time considering the options. Based on feedback from students and parents, we've decided not to try doing an online system or app for the summer (students are burned out after doing online schooling since spring break). Instead, we're putting together incentive bags with a paper reading log for our 2-12 year-olds. Participants will receive their incentive bag and reading log up front and return completed logs for entries into a grand prize drawing. We'll do a similar challenge for tweens, teens and adults, minus the incentive bags but still offering a grand prize drawing. The goal here was to offer some type of reading challenge and incentive, but limit contact with participants. We've also suspended in-person summer programming at least until August. Maria will continue with the Zoom storytime on Fridays at 10:30 and Kolleen plans to keep doing the same with the Bartlett Book Club.

Bertha Bartlett Public Library

Board Meeting

Thursday, April 30th, 2020

6:00pm

Meeting held via Zoom

Present: Chris Feil, Lynn Cummings, Matt Emerson, Duane Fournier, City Representative Mary Kay Soberg, Jessica Hensch (Secretary) and Kolleen Taylor (Director).

Called to Order: 6:08p

Changes to and approval of the Agenda:

None

Approval of Minutes:

Motion to approve the March 2020 minutes by Fournier, seconded by Cummings, approved unanimously.

Citizen's Appearance: Mary Kay – Nothing today

Board Training – Webinar Link where Taylor presented has been provided to Trustees

Trustees reviewed Taylor's information individually.

Treasurer's Report

P and L:

Story City: Budget is off and it is difficult to project what is happening until we are back at regular operating times.

April Bills:

\$663 HVAC maintenance fee. Carpet Cleaning was approved last month.

\$495 Tech fee for moving internet over to the annex.

Fournier motions to approve March 2020 bills, Emerson seconds. Approved unanimously.

Circulation:

Taylor reports that the circulation amount doesn't look as badly as we would expect. March is still doing good. 4000 items were checked out in March.

Correspondence/Communications:

Fran has had some medical complications. Our thoughts are always with her and we hope for her comfort and healing.

Taylor reports kind emails and cards for the services the library was able to provide in the last month or so. There have also been some donations and memorials from families in the community.

Gilbert Update –

Feil proposes to Teri that we drop our budget amount for the Gilbert site back to the amount from the previous year. Teri reports she thinks that would be great. She will discuss with the Gilbert city council later this week. The amount would be dropped back \$4000. Teri reports that everyone will be very appreciative of the reduction.

Taylor reports that she will need to bill some of the staff hours from Gilbert to Story City to make this happen.

Teri asks if book donations are still being accepted in Gilbert. Taylor reports that it would be better if the donations were brought to Story City, instead, as they can be better circulated/sold from that site. Taylor reports that incoming donations are catalogued to ensure they are “assigned” to that site.

New Business

Budget 2020-2021/City Meeting:

Worried there would be a shortfall for the next year due to the motel/hotel tax would go way down, as well as contributions from the county would be down from last year. The City is trying to shave each piece of the budget for the next year. He suggests taking money out of the trust for the book buying part of the budget. The consensus is that the City would like to have us come up with \$12,000 to give up from the budget. Fournier reports that we can come up with some funds that the trust can handle to make up the City shortfall.

May need to cut back a bit on the Gilbert budget amount. Will discuss this with Teri, since services have been reduced due to the pandemic. Fournier reports that he'd be okay with going back to last year's budget to provide some relief to the City of Gilbert.

Reopening Plans, Current Procedure, Future:

Taylor provides a complete plan for reopening to the trustees and explains each “phase”. Motion to begin “Phase 2” of the reopening plan in Story City and Gilbert by Fournier and seconded by Hensch. Approved unanimously.

Summer Reading Program Situation:

Discussion regarding possible virtual summer reading program? Taylor will look in to this further.

People were all ready scheduled to come in to perform for programs. Could we stream their performance? Or do their performance outdoors? Would we be able to send out prizes for the reading program?

Amnesty Period After Reopening for Items “Lost” or “Long Overdue”?:

Fines have been forgiven for any fines from March 16th onward. People should start from scratch, unless the items have been lost. Maybe for the next 30-60 days?

Motion to temporarily suspend fines for the next 60 days by Hensch, seconded by Emerson, approved unanimously.

Reopening Process – (See Proposed) – Sneeze Guards/Other Purchases:

Taylor reports that she has purchased a sneeze guard and it's been assembled, with Fournier's help. Taylor says two more will need to be purchased for Story City and one more for Gilbert.

Consider Purchasing "Hoopla" Temporarily for Public to Access (pricing attached):

Some libraries have busted their budgets since you pay per item. Up to \$4 each.

This is not the system BBPL will use at this moment. Taylor will purchase these items.

Upgrades to Staff Computers (Kolleen, Denise, Circulation Desk):

Computers are starting to freeze up. The computers are 8-9 years old. Computers should probably be purchased before they completely crash. Taylor reports that she has done everything she knows to do to clean them up. Stratford Telephone came in and offered to wire up the building to be able to switch to them from Aureon, whenever that may be.

Fourier reports that when the budget is done, they will look at this expense.

Old Business

Annex – Foundation Director Online Resource Grants:

There is an online resource for getting grants, possibly to help with the annex addition.

Taylor Medical:

Taylor reports that she is having a procedure and will be out from the library for two weeks.

Feil asks that Denise has numbers for the Trustees in case she needs anything.

Adjournment:

Motion to adjourn by Fournier seconded by Hensch – Approved unanimously 7:12p

Next Meeting:

May 28th at 6pm – Maybe at the library, depending on social distancing guidelines.

Bertha Bartlett Public Library Cash Flow
April 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	\$ 37,223.56	\$ 9,861.44	20.94%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 3,813.97	\$ 44,495.68	\$ 10,504.32	19.10%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 542.67	\$ 6,138.68	\$ 1,611.32	20.79%
001-4410-6130	IPERS	\$ 9,565.00	\$ 679.49	\$ 7,714.29	\$ 1,850.71	19.35%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 362.59	\$ 3,819.68	\$ 780.32	16.96%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 387.58	\$ 912.42	70.19%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 963.40	\$ 6,129.63	\$ 3,870.37	38.70%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 191.88	\$ 1,449.65	\$ 350.35	19.46%
001-4410-6373	Telephone	\$ 4,800.00	\$ 390.54	\$ 3,933.12	\$ 866.88	18.06%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ 123.00	\$ 2,583.00	\$ (283.00)	-12.30%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 495.00	\$ 660.00	\$ 1,340.00	67.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 30.99	\$ 693.13	\$ 1,806.87	72.27%
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	\$ -	\$ 430.63	\$ 1,369.37	76.08%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 328.46	\$ 2,618.63	\$ 431.37	14.14%
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	\$ -	\$ 639.00	\$ 661.00	50.85%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 784.22	\$ 10,558.17	\$ 1,441.83	12.02%
001-4410-6773	Video	\$ 1,000.00	\$ 132.50	\$ 1,462.90	\$ (462.90)	-46.29%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 12,222.67	\$ 134,923.22	\$ 40,576.78	23.12%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 185.00	\$ 2,508.63	\$ 1,491.37	
001-4410-1-4470	General Fund	\$ 23,000.00	\$ 10,250.00	\$ 28,619.42	\$ (4,128.05)	
031-4410-2-4705	Donations	\$ -	\$ 110.00	\$ 48,359.00	\$ 48,359.00	
031-4410-4-4300	Interest on Deposits	\$ -	\$ (278.27)	\$ (278.27)	\$ 10,101.38	
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 416,419.03	\$ 60,796.37	\$ 355,622.66		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 6.97	\$ 2,077.45		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00		
031-4410-4-4799	Misc. Receipts	\$ -	\$ 1,528.00	\$ 1,528.00	(Tekipee reimbursement for Property Taxes)	
			Total	\$ 569,228.11		
Library Trust Expenses						
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	???		
	Total Library Trust Exp		\$ 120,000.00	\$ -	\$ -	

Bertha Bartlett Public Library
May 2020 bills

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	05/03/20	\$381.54	Health Insurance - Kolleen
001-4410-6371	Chitty Garbage Service	05/01/20	\$35.00	Trash
001-4410-6371	Black Hills Energy	05/26/20	\$126.52	Gas - heat
001-4410-6373	Aureon	05/01/20	\$384.75	Telephone
001-4410-6500	Amazon Capital Services	05/26/20	\$273.23	SRP supplies
001-4410-6500	Visa	05/10/20	\$74.86	Programming
001-4410-6501	Visa	05/10/20	\$10.10	Bldg supplies
001-4410-6502	Visa	05/10/20	\$16.04	Zoom
001-4410-6506	Access Systems	05/22/20	\$132.95	Copier Lease
001-4410-6506	Amazon Capital Services	05/26/20	\$457.27	COVID-19 PPE
001-4410-6772	Amazon Capital Services	05/26/20	\$9.00	Books
001-4410-6772	Cengage	04/29/20	\$23.25	Books
001-4410-6772	Baker & Taylor	04/29/20	\$29.68	Books
001-4410-6772	Baker & Taylor	05/04/20	\$47.02	Books
001-4410-6772	Baker & Taylor	05/11/20	\$78.37	Books
001-4410-6772	Ingram	05/19/20	\$142.10	Books
001-4410-6773	Amazon Capital Services	05/26/20	\$103.68	DVD's
	TOTAL - Story City		\$2,325.36	
	Gilbert Bills			
033-4410-6320	Central Iowa Carpet Care	04/30/20	\$100.00	Carpet cleaning
033-4410-6500	Amazon Capital Services	05/26/20	\$187.10	SRP supplies
033-4410-6500	Visa	05/10/20	\$74.86	Programming
033-4410-6506	Amazon Capital Services	05/26/20	\$141.45	COVID-19 PPE
033-4410-6772	Ingram	05/19/20	\$21.83	Books
033-4410-6773	Amazon Capital Services	05/26/20	\$19.96	DVD
	Total - Gilbert		\$545.20	

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. 18	Oct. 19	Nov. 18	Nov. 19	Dec. 18	Dec. 19	Jan. 19	Jan. 20	Feb. 19	Feb. 20	Mar. 19	Mar. 20	Apr. 19	Apr. 20
City	2817	3029	2505	2600	2381	2461	2398	2528	2141	2063	2138	1886	2414	2073	2510	2003	2607	2539	2204	600
County	569	641	453	419	379	412	445	515	364	486	333	332	455	413	431	391	375	380	382	74
Other	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920	887	1170	1003	913	240
Gilbert	475	388	423	343	300	270	368	331	357	229	261	165	266	219	255	226	252	250	276	74
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713	3658	3709	3399	4274	3642	4116	3507	4404	4172	3775	988
Open Access	1058	953	904	954	956	912	1027	1008	851	880	977	1016	1139	937	920	887	1170	1003	913	74
Adult	1396	1455	1409	1365	1254	1188	1319	1394	1174	1208	1261	1183	1425	1391	1298	1133	1388	1460	1223	391
Young Adult	318	335	245	291	225	183	204	221	153	141	137	178	180	150	196	214	202	240	163	71
Juvenile	2190	2079	1749	1779	1606	1740	1796	1833	1547	1507	1552	1233	1637	1358	1779	1411	1834	1640	1558	366
Video	9	0	14	8	13	5	12	4	18	5	11	2	3	3	4	4	2	1	4	2
DVD	766	848	637	672	675	742	694	675	594	563	560	546	775	523	689	530	770	587	630	96
Audio	9	20	19	7	18	14	14	9	5	18	11	25	24	5	19	9	18	12	7	6
CD	33	39	18	17	20	12	7	7	19	24	20	38	29	8	8	17	9	8	7	1
CD book	113	138	98	96	82	85	89	115	94	125	75	126	91	118	44	114	87	132	103	35
Magazines	39	60	60	49	51	37	51	56	39	28	31	27	49	43	10	23	20	34	24	9
Puzzles	25	27	19	24	45	34	36	58	53	31	29	24	49	25	54	35	63	39	47	10
Puppets	20	9	15	7	21	11	8	10	14	6	10	8	5	7	12	3	10	2	7	1
Other	1	1	2	1	6	4	8	0	3	2	12	9	7	11	3	14	1	17	2	
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713	3658	3709	3399	4274	3642	4116	3507	4404	4172	3775	988
E-books	310	320	348	336	352	324	336	320	314	319	408	330	363	429	315	350	342	382	338	484
Downloaded Audio	315	372	296	343	283	327	288	337	270	319	249	307	278	398	228	347	279	376	318	387
Ref.? Asked	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86	82	134	136	134	150
Ref.? Answered	127	158	103	112	93	103	131	161	107	140	118	114	130	136	86	82	134	136	134	150
Reference-Gilbert	44	58	54	59	53	32	50	39	37	25	41	20	32	25	29	36	45	39	57	
<u>PATRONS</u>																				
Programs - children	19	7	2	0	13	13	11	11	8	13	8	8	7	11	9	10	9	4	11	0
Attendance - children	133	131	59	0	171	132	138	129	86	155	79	91	49	105	56	78	64	36	75	0

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	18	43	12	35	0
Programs - StoryX	0	0	0	0	5	5	5	3	3	3	4	0	3	0	3	0	6	1	6	0
Attendance - children	0	0	0	0	45	45	56	27	29	24	44	0	40	0	18	0	89	4	63	0
Attendance - adults	0	0	0	0	5	8	14	8	6	9	12	0	9	0	6	0	17	2	16	0
Programs - Teen/Twee	5	6	0	0	2	2	2	2	1	1	1	1	1	2	1	2	0	0	2	0
Attendance - teens	39	51	0	0	29	14	35	24	13	8	26	23	15	20	7	11	6	0	2	0
Attendance - adults	6	9	0	0	2	2	2	4	1	2	2	2	1	4	1	2	0	0	4	0
Programs - Adult	6	5	7	6	5	7	6	5	7	13	5	5	5	6	6	6	8	3	6	1
Attendance - children	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	19	0	42	0
Attendance - adults	62	32	42	39	34	49	37	27	36	234	34	36	35	42	44	43	80	17	1	9
Total Programs	19	18	9	6	25	22	24	21	18	27	18	14	15	19	19	18	22	8	25	0
Total Attendance	289	277	121	41	333	241	326	259	211	498	251	198	179	193	168	148	310	70	256	0
Gilbert Programs	10	7	3	2	6	5	5	7	5	5	4	4	4	6	4	4	5	4	5	
Attendance	245	210	35	32	73	62	67	71	76	57	55	48	37	69	50	53	55	46	55	0
Attendance - Adults	69	61	9	9	27	28	23	24/2T	0	23	16	11	11	19	13	16	19	14	18	0
Hours - Gilbert	70.5	72.5	78	73	64	64	72.5	78	62	56.5	60.5	54.5	50.5	67.5	54.5	65	66	60	66.5	293
Total People	704	554	489	403	388	384	378	428	324	224	244	189	237	259	224	222	288	182	319	N/A
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	3.4	4.4	3	5	52
Gilbert Site Circ.	859	626	654	581	508	507	662	559	569	350	400	336	373	434	436	399	442	418	399	293
Hours - Story City	218	221	235	228	217	220	246	247	228	224	218	223	237	235	216	227	236	213	236	147
Total People	3398	3778	3375	3229	3048	3122	3717	3636	2533	3613	2488	2355	2534	2379	2266	2631	3025	2020	2850	35
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	11.6	12.8	10.1	12.3	N/A
<u>CARDS</u>																				
Issued - Story City	17	12	14	4	16	22	10	5	6	10	6	9	7	6	6	11	4	9	10	
Issued - Gilbert	11	4	3	0	0	3	8	1	4	1	2	0	1	2	1	1	4	1	5	
Withdrawn	15	0	31	0	0	0	0	0	1045	0	0	0	0	0	1	0	0	2	0	
renewed - Story City	14	12	7	13	14	3	9	8	8	1	5	5	9	14	5	12	11	13	6	
renewed - Gilbert	12	4	7	3	6	1	5	7	4	1	2	2	6	4	6	0	4	4	7	

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	11	4	12	0
Meeting Room Other	4	2	5	4	3	9	7	8	3	8	4	9	8	4	7	11	17	4	11	0
Computer Use	641	681	753	461	575	402	955	430	755	481	877	547	661	472	585	521	748	279	782	0
Test Proctoring	0	2	0	4	0		0		0	0	0	0	0	0	0	0	0	0	2	0
Interlibrary Loans Requ	8	15	12	12	6	5	12	16	10	24	18	9	11	22	9	19	12	24	8	0
Interlibrary Loans Sent	22	33	24	25	22	29	19	31	14	4	16	31	32	34	26	23	19	20	35	0
Book Club Sets	2	0	4	2	2	4	2	3	1	3	2	2	4	3	4	1	5	3	2	0
Microfilm Use	0	0	2	0	0	0	0	0	2	0		0	0	0	1	0	1	0	1	0
Gilbert Computer use	47	37	37	26	25	28	39	23	29	29	26	25	11	25	18	8	19	7	22	0
In House Use - Gilbert		58	70	64	27	30	34	58		37		22	28		3	25	31	33	16	0