

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room
Zoom meeting

<https://us02web.zoom.us/j/84994446706>

Thursday, August 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
- August bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Fran's Piano
- Hiring needs before next phase

Old Business:

- Annex status, Steering Committee update
- Phased reopening – should this be reworked, looking ahead with school days.

- Adjournment

Reminder

- Next meeting: September 24, 6 p.m.

STAFF REPORT

August 2020

August has been a little busier than the last few months. We have seen a small uptick in the circulation of our materials, getting our statistics a bit more like a normal winter month. We have continued use of our book pickup system in the lobby, but we have also seen an increase in browsing and computer use. We continue our sanitizing process, and our meeting room is still our location for quarantined materials. Most people are respectful of all the requirements, and we haven't had any incidents concerning Covid-19.

Tom Wynia is keeping us apprised of the situation with the Kinne Estate, working with Fran's attorney. Nothing new there, the Library Foundation will be the recipient of any monetary distributions for use at the library. A date in September is being sought for accepting the initial checks from the estate.

We are continuing with our shortened schedule as part of the phase II reopening plan. As I understand from the City Clerk, no changes are being considered for opening more anywhere in the Story City Governmental control. I have no idea when we can go back to normal hours, but with the loss of some staff, we need adequate time for hiring and training. I'm hopeful during the meeting this month we can discuss the original reopening plan, and evaluate how the plan was set up, and discuss revising it slightly with some new projected dates. I'm not sure how to do that based on current active Covid cases in Story County.

I have been talking with Sam Sirna who graduated this past spring from R-S about possibly coming back to work at the library. He is taking a year off before going to college, and is trying to find some regular employment. He would be willing to work some of the evening and weekend hours, as he is struggling to locate some temporary work. He worked here in the summer several years ago, and I have used him to wipe computers and help with the evaluation process. He is a good worker, and he wouldn't have the regular conflicts he had when he was in high school. He would need a little training, especially with all the new procedures since Covid hit. Although we don't have any holes to evenings or weekends to cover at this time, we do have to re-train, and we don't have much depth to cover if any of us do get sick (of any type of illness),

The Steering Committee had a Zoom meeting this past month and four of us are willing to do a road trip to look at a few libraries in the central part of the state. At this time, the Garner library is on hold due to a testing for Covid. This will determine the first date for visits. It will be as early as September 4 or as late as September 18.

We received a lovely bouquet of flowers, a check for \$100 as a donation and a beautiful note of thanks from Karen Mehl which I will be including in the board packet. It is the kindest note, and is reflective of some of the many positive comments we have received over the past few months.

The Library Foundation has not met since January, and since the Foundation is named as the recipient of the funds in Fran's will, we will have to address this soon. I'll be talking to Christine Semler-Blue soon to determine how best to do this, as this group has 10 members.

We are continuing Storytime on Facebook with a video presentation, may be cancelling the Zoom programs on Fridays and try to figure out some other modified programming options using this as the Zoom programs are a bit quirky and not always working for the various patrons trying to connect. (rural internet especially troublesome). Caitlin has done some nice book talks using Facebook and Youtube, and we may be expanding that. We are also looking at ways of using the leftover Stem kits from summer, and creating activities that are take and go for the school year.

Bertha Bartlett Public Library

Board Meeting

Thursday, July 23rd, 2020

6:00pm

Meeting held via Zoom

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

Called to Order: 6:03pm

Changes to and approval of the Agenda:

None

Approval of Minutes:

Motion to approve the June 2020 minutes by Fournier, seconded by Emerson, approved unanimously.

Citizen's Appearance:

None – though the meeting has been posted so citizens know they are welcome to join the Zoom meeting.

Treasurer's Report

P and L:

June 2020 wraps up the budget year and we went a little over budget, by \$1,800. Books went over by \$2,000 in total and used a lot for technology, as well.

Gilbert had 6.1% left of the budget. Went a little over on insurance due to the numbers being different than we were quoted. Small amounts over budget in a few areas, but slightly below budget in wages.

July Bills:

Haven't yet received bill for Black Hills Energy bill yet.

Phone bill increased a little bit and seems to be doing so a little bit every month. Likely due to the fact that people are asking to be called on mobile numbers instead of home phone numbers, which are free. Will be switching over to Stratford telephone for Internet and will go with Aureon for phones. \$15 late fee due to the city not getting the check out by the due date. Fournier makes the motion to approve the July 2020 bills. Cummings seconds. Approved unanimously.

Board Training: Record Keeping / Checks and Balances at the Library (6:15p – 6:28p)

Taylor reports that she is concerned regarding the way money is handled as there have been some questions lately. Taylor reports that she makes a copy of the check and a synopsis of the information on the check, then gives that to City Hall.

Not all libraries follow a protocol this thorough, but all libraries have some type of tracking system. It's required because there are numerous avenues through which money is received through the library and it is important for multiple checks to be done.

Each time cash is taken in, it is recorded either on paper or through the computer for fines.

There was some confusion around a payment made for the Gilbert branch. The checks to pay for the Gilbert branch will now be made directly to Story City City Hall. The board asks that the City of Gilbert send the library a copy of the check each time it is sent to the City of Story City.

Circulation:

Circ is at about half of what is normal in June of each year. It seems to be about 10,000 items worth of difference, due to COVID. E-books and audiobooks showed a bit of an increase for May and June. Up about 15-20%. The online system generated about 20-25 digital cards.

Correspondance/Communications:

Memorials have been coming in. A large photograph taken by J. Milford Severaid of Story City's swinging bridge was donated by Burnett (Severaid) Young. Kolleen also reported there has been correspondence regarding Kinne estate from the executor and copies of the Will have been received. Taylor reports that she will show all cards next time we get together.

Gilbert Update –

Gilbert is doing great! Some days Gilbert's circ is as high as Story City's. Maria is staying plenty busy.

New Business

Election of Officers for 2020-2021:

Treasurer – Duane Fournier

President – Chris Feil

Vice President – Matt Emerson

Secretary – Jessica Hensch

Foundation Representative – Lynn Cummings

Request for one night extended hours – 7pm if not moving to next phase of reopening

The library will stay open one night during the week. Motion by Hensch, Seconded by Cummings. Approved unanimously.

Kinne Estate – Eric Nelson Call

A check from Fran's estate will be sent for the library directly to the foundation. Fran's asked that her piano come to our library. It is a Steinway grand piano from 1955. It is a very personal gift from Fran to our library. It will be placed in the Kinne Wing.

Old Business**Review Budget Changes/Update Contract with Gilbert**

Unsure of what numbers are going to be used by the city for budget numbers after they were changed through Gilbert. It is likely that they will be using the numbers we gave them. Taylor will talk to Heather when she returns and after the first month's report. Taylor will communicate with Sonia to get changes made to the Gilbert budget.

Adjournment:

6:57pm

Next Meeting:

August 27th at 6pm

Recorded by

Jessica Hensch,
Board Secretary

Bertha Bartlett Public Library Cash Flow
July 2020

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2020-2021 Budget</u>	<u>Revised budget due to Covid</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	\$ 48,500.00	\$ 48,498.00	\$ 3,484.96	\$ 3,484.96	\$ 45,015.04	92.81%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 59,750.00	\$ 3,360.27	\$ 3,360.27	\$ 56,389.73	94.38%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 8,270.00	\$ 512.35	\$ 512.35	\$ 7,767.65	93.81%
001-4410-6130	IPERS	\$ 10,220.00	\$ 10,180.00	\$ 645.66	\$ 645.66	\$ 9,574.34	93.68%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 4,800.00	\$ 528.59	\$ 528.59	\$ 4,271.41	88.99%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 902.00	\$ -	\$ -	\$ 1,300.00	100.00%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 5,000.00	\$ 60.00	\$ 60.00	\$ 8,990.00	99.34%
001-4410-6350	Equipment repair/Maint.	\$ -					
001-4410-6371	Utilities	\$ 1,900.00	\$ 1,900.00	\$ 90.34	\$ 90.34	\$ 1,809.66	95.25%
001-4410-6373	Telephone	\$ 4,800.00	\$ 4,800.00	\$ 402.17	\$ 402.17	\$ 4,397.83	91.62%
001-4410-6408	Insurance-General	\$ 2,100.00	\$ 2,100.00	\$ -	\$ -	\$ 2,100.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 1,800.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 2,000.00	\$ -	\$ -	\$ 2,500.00	100.00%
001-4410-6501	Building Supplies	\$ 800.00	\$ 700.00	\$ -	\$ -	\$ 800.00	100.00%
001-4410-6502	Technology	\$ 3,000.00	\$ 1,500.00	\$ 93.00	\$ 93.00	\$ 2,907.00	96.90%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ 1,000.00	\$ 16.95	\$ 16.95	\$ 1,483.05	98.87%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 1,000.00	\$ 164.69	\$ 164.69	\$ 2,335.31	93.41%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment	\$ -		\$ -	\$ -	\$ -	0.00%
001-4410-6508	Petty Cash/Postage	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ -	0.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,500.00	\$ 270.40	\$ 270.40	\$ 1,229.60	81.97%
001-4410-6771	Audio	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 8,500.00	\$ 679.21	\$ 679.21	\$ 11,320.79	94.34%
001-4410-6773	Video	\$ 1,000.00	\$ 1,000.00	\$ 149.02	\$ 149.02	\$ 850.98	85.10%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 1,300.00	\$ -	\$ -	\$ 1,000.00	100.00%
		\$ 180,500.00	\$ 168,500.00	\$ 10,457.61	\$ 10,457.61	\$ 170,042.39	94.21%
Deposits to: **							
001-4410-1-4580	General Fund	\$ 4,000.00					
001-4410-1-4470	General Fund	\$ 23,000.00					
031-4410-2-4705	Donations						
031-4410-4-4300	Interest on Deposits	\$ -	\$ (148.44)				
	Total Deposits						
B. Trust Fund Deposits/Balance							
031-	Trust in General Fund	\$ 416,419.03	\$ 148.44	\$ 332,408.15			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 2,070.48					
031-0950-4-4300	Interest (CD's)	\$ 210,000.00					
031-4410-4-4799	Misc. Receipts	\$ -					
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						
	Total Library Trust Exp			\$ -	\$ -	\$ -	

Bertha Bartlett Public Library

August 2020 bills

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	08/03/20	\$381.54	Health Insurance - Kolleen
001-4410-6230	Visa	08/09/20	\$65.00	Training - Denise - ARSL
001-4410-6371	Chitty Garbage Service	08/01/20	\$25.00	Trash
001-4410-6371	Black Hills Energy	08/24/20	\$64.78	Gas - heat
001-4410-6373	Aureon	08/01/20	\$397.69	Telephone
001-4410-6500	Discount School Supply	08/05/20	\$123.99	Sidewalk chalk, paint
001-4410-6500	Visa	08/09/20	\$27.86	Blue Dog Supplies-Acrylic Paints
001-4410-6501	Visa	08/09/20	\$12.17	Clorox Wipes/Building supplies
001-4410-6502	Computer Resource Specia	08/08/20	\$85.17	EaseUs backup software
001-4410-6506	Access Systems	08/24/20	\$136.38	Copier Lease
001-4410-6771	Daily Freeman Journal	07/22/20	\$92.30	1/2 year subscription
001-4410-6772	Baker & Taylor	08/18/20	\$75.57	Books
001-4410-6772	Baker & Taylor	08/12/20	\$63.80	Books
001-4410-6772	Baker & Taylor	07/29/20	\$91.79	Books
001-4410-6772	Baker & Taylor	07/22/20	\$228.31	Books
001-4410-6772	Ingram	08/07/20	\$424.91	Books
001-4410-6772	Kolleen Taylor	08/13/20	\$25.00	Book, 3rd in series
001-4410-6772	Gale/Cengage	07/21/20	\$47.23	Books
001-4410-6772	Gale/Cengage	08/10/20	\$45.00	Books
001-4410-6772	Gale/Cengage	06/25/20	\$23.00	Books
001-4410-6772	Center Point Large Print	08/01/20	\$88.68	Large print books
001-4410-6772	Amazon Capital Services	08/08/20	\$12.69	Books through Amazon
001-4410-6772	Amazon Capital Services	08/06/20	\$91.91	Books through Amazon
001-4410-6772	Amazon Capital Services	08/19/20	\$13.50	Books through Amazon
001-4410-6773	Visa	08/09/20	\$9.21	DVD replacement
001-4410-6774	Overdrive	08/06/20	\$427.79	Bridges E-book content fee
001-4410-6774	State Library of Iowa	08/06/20	\$31.00	Bridges - E-book platform fees
001-4410-6774	Companion Corporation	08/11/20	\$500.00	Library Automation system
	TOTAL - Story City		\$3,611.27	
	Gilbert Bills			
033-4410-6772	Kolleen Taylor	08/24/20	\$31.05	Extra trips to Gilbert
033-4410-6772	Ingram	08/07/20	\$483.01	Books
033-4410-6772	Amazon Capital Services	08/08/20	\$12.69	Books
033-4410-6772	Amazon Capital Services	08/06/20	\$74.82	Books
033-4410-6774	State Library of Iowa	08/06/20	\$31.00	Bridges - E-book platform fees
033-4410-6774	Overdrive	08/06/20	\$427.79	Bridges E-book content fee
033-4410-6774	Companion Corporation	08/11/20	\$500.00	Library Automation system
	Total - Gilbert		\$1,560.36	

Approved on this day _____ by _____

	July 19	July 20	Aug. 19	Aug. 20	Sept. 19	Sept. 20	Oct. 2019	Oct. 20	Nov. 19	Dec. 19	Jan. 20	Feb. 20	Mar. 20	Apr. 20	May 20	June 20
City	3029	2072	2600		2461		2528		2063	1886	2073	2003	2539	600	590	1574
County	641	383	419		412		515		486	332	413	391	380	74	180	221
Other	953	916	954		912		1008		880	1016	937	887	1003	240	372	688
Gilbert	388	289	343		270		331		229	165	219	226	250	74	134	257
Total	5011	3660	4316		4055		4382		3658	3399	3642	3507	4172	988	1276	2740
Open Access	953	916	954		912		1008		880	1016	937	887	1003	74	372	688
Adult	1455	1254	1365		1188		1394		1208	1183	1391	1133	1460	391	469	998
Young Adult	335	381	291		183		221		141	178	150	214	240	71	123	226
Juvenile	2079	1565	1779		1740		1833		1507	1233	1358	1411	1640	366	509	1137
Video	0	0	8		5		4		5	2	3	4	1	2	2	1
DVD	848	375	672		742		675		563	546	523	530	587	96	120	292
Audio	20	6	7		14		9		18	25	5	9	12	6	0	4
CD	39	3	17		12		7		24	38	8	17	8	1	1	0
CD book	138	56	96		85		115		125	126	118	114	132	35	26	48
Magazines	60	9	49		37		56		28	27	43	23	34	9	20	21
Puzzles	27	10	24		34		58		31	24	25	35	39	10	6	9
Puppets	9	0	7		11		10		6	8	7	3	2	1	0	0
Other	1	1	1		4		0		2	9	11	14	17			4
Total	5011	3660	4316		4055		4382		3658	3399	3642	3507	4172	988	1276	2740
E-books	320	497	336		324		320		319	330	429	350	382	484	530	461
Downloaded Audio	372	390	343		327		337		319	307	398	347	376	387	368	391
Ref.? Asked	158	126	112		103		161		140	114	136	82	136	150	114	172
Ref.? Answered	158	126	112		103		161		140	114	136	82	136	150	114	172
Reference-Gilbert	58	83	59		32		39		25	20	25	36	39		36	55
<u>PATRONS</u>																
Programs - children	7	5	0		13		11		13	8	11	10	4	0	4	1
Attendance - children	131	105	0		132		129		155	91	105	78	36	0	8	2

Attendance - adults	53	??	0	47	40	61	46	22	18	12	0	7	2
Programs - StoryX	0	0	0	5	3	3	0	0	0	1	0	0	0
Attendance - children	0	0	0	45	27	24	0	0	0	4	0	0	0
Attendance - adults	0	0	0	8	8	9	0	0	0	2	0	0	0
Programs - Teen/Tweens	6	0	0	2	2	1	1	2	2	0	0	0	0
Attendance - teens	51	0	0	14	24	8	23	20	11	0	0	0	0
Attendance - adults	9	0	0	2	4	2	2	4	2	0	0	0	0
Programs - Adult	5	1	6	7	5	13	5	6	6	3	1	1	1
Attendance - children	0	0	2	0	0		0	0	0	0	0	0	0
Attendance - adults	32	7	39	49	27	234	36	42	43	17	9	8	8
Total Programs	18	6	6	22	21	27	14	19	18	8	0	5	2
Total Attendance	277	112	41	241	259	498	198	193	148	70	0	23	14
Gilbert Programs	7		2	5	7	5	4	6	4	4		4	1
Attendance	210		32	62	71	57	48	69	53	46	0	8	2
Attendance - Adults	61		9	28	24/2T	23	11	19	16	14	0	7	2
Hours - Gilbert	72.5	65.75	73	64	78	56.5	54.5	67.5	65	60	293	55.5	64
Total People	554	153	403	384	428	224	189	259	222	182	N/A	62	116
People/hour	7.6	2.3	5.52	6	5.5	4.9	3.5	3.9	3.4	3	52	1.1	1.8
Gilbert Site Circ.	626	619	581	507	559	350	336	434	399	418	293	274	477
Hours - Story City	221	161	228	220	247	224	222.5	235	227	213	147	147	154
Total People	3778	1219	3229	3122	3636	3613	2355	2379	2631	2020	35	89	1031
People/Hour	17	7.6	14.2	14.2	14.7	16.2	10.6	9.8	11.6	10.1	N/A	0.6	6.7
<u>CARDS</u>													
Issued - Story City	12	4	4	22	5	10	9	6	11	9		1	20
Issued - Gilbert	4	2	0	3	1	1	0	2	1	1		1	1
Withdrawn	0	0	0	0	0	0	0	0	0	2		0	0
renewed - Story City	12	4	13	3	8	1	5	14	12	13		1	1
renewed - Gilbert	4	6	3	1	7	1	2	4	0	4		1	2

Meeting Room Library	12	0	2		10		14		16	10	14	11	4	0	0	0
Meeting Room Other	2	0	4		9		8		8	9	4	11	4	0	0	0
Computer Use	681	211	461		402		430		481	547	472	521	279	0	0	62
Test Proctoring	2	0	4						0	0	0	0	0	0	0	0
Interlibrary Loans Requested	15	10	12		5		16		24	9	22	19	24	0	0	16
Interlibrary Loans Sent	33	27	25		29		31		4	31	34	23	20	0	2	20
Book Club Sets	0	1	2		4		3		3	2	3	1	3	0	0	1
Microfilm Use	0	0	0		0		0		0	0	0	0	0	0	0	0
Gilbert Computer use	37	17	26		28		23		29	25	25	8	7	0	0	7
In House Use - Gilbert	58		64		30		58		37	22		25	33	0	0	49

In House Use - Story City

Dear Kathleen, Denise, and staff of
Bertha Bartlett Public Library,

The past few months have
been challenging, disrupting, iso-
lating, and at times depressing. We
all hope for the time when we can
freely gather together and enjoy
each other's company.

In the meantime, we search
for encouragement and a sense of
community. Your weekly newspaper
columns have been my weekly
sermons. The column is the first
thing I read when the paper
arrives.

While some communities remained
in the dark about when their library
would reopen and how they would
gain access to services, ours was kept

apprised of state decisions affecting
local communities. You provided
informative, uplifting, insightful,
and honest columns about reading,
library services, and the state of
the library. Your cheerful voices
called to let me know a book I
requested was ready to be picked up.

For these reasons, I send
you my sincerest thanks for
being there. In the face of
uncertainty, you have given me
and our community hope and
a sense of continuity.

Sincerely,
Karen Moehl