

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room

Monday, September 28, 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
- September bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Steering Committee tour
- 2021-2022 Budget Discussion – November 2, 2020
- Face shields for staff instead of masks???

Old Business:

- Fran's piano
- Annex status
- Adjournment

Reminder

- Next meeting: October 22, 6 pm

Staff report

September 2020

September almost felt like normal, with the kids in school, and the children who participated in the Summer Reading program coming in to claim their prizes. It felt strange to have children hide their smiles behind masks, but we did this like everyone else in the media world.

Allergy season is complicating things for us at the library, as most of us have some level of problems in the fall, and thus with Covid-19 this year, we are all pretty sensitive to our conditions. Since Covid can have the same symptoms as a normal sinus infection or allergy event, all of us are struggling to identify when we are dealing with Covid or a normal allergy season.

With that said, our rehired employee, Sam Sirna, contacted us this week that his sister, who attends RS High School, tested positive for Covid this week. He is quarantined with his family and they have all been tested, awaiting results. Caitlin and I worked with Sam last week, and we are both staying home on Friday, awaiting Sam's results. I completed the online assessment, and called the local number and was told I didn't have enough criteria for a test yet. So both Caitlin plan to stay away until we know for sure. He last worked at the library on Friday, the 18th.

We started co-sponsoring a Thursday afternoon STEM program with ISU and the Roland library, geared toward Homeschooled families, students who are doing hybrid learning, and for those who are ill or quarantined. We are not getting the participation we had hoped, but we will try to improve on these tools, and see if we can engage more remote learning youth and their families.

The State Library has been also making multiple changes in everything from reports and surveys, to updating the email system which most of us use, and the Continuing Education catalog. From my vantage point, it's too much change, when it's happening everywhere. It's added to the stress, and we don't have enough time to train existing staff before the next change hits.

I rehired Sam Sirna to help at both the Gilbert and Story City library in September, and we have begun training him. Unfortunately he has a sister in high school who tested positive for Covid just in the last few days, so his family is all quarantined. The City doesn't have a procedure how to handle this, so since he was in training just a week ago, both Caitlin and I stayed home extra, until his results came back. They were negative. I did bring to light there isn't a city procedure on how to handle this, and I looked online to find a recommendation from Vermont on how to handle when an employee has been exposed to Covid. It appeared to be based on recommendations from the CDC. I followed those guidelines, and very relieved this was a negative test for him.

And finally, I received an email on Friday (today), that Fran's piano is packed up and in the process of being moved. It should arrive in the next few weeks. The moving company is to notify us when it will arrive. I never got final measurements for a cover, so I will be prepared to cover it with blankets until we can get this measured. The Foundation is receiving the money from the estate, so they will be discussing this donation at the next meeting in October.

Bertha Bartlett Public Library
Board Minutes
Zoom Meeting:849944446706
August 27, 2020

Attending: Chris Feil, Matt Emerson, Lynn Cummings, City reps: Mary Kay Solberg - Story City, Teri Gallahan – Gilbert, Mark Jackson, City administrator

Called meeting to order at 6:03 p.m. Chris asked if there were any alterations to the board agenda. No alterations.

Minutes were discussed. No additions or changes. Lynn made a motion that we approve the minutes. Matt 2nd. All approved.

Citizens Appearance: Mark Jackson is listening in, but had no comments.

No Board training tonight.

Treasurers report:

Kolleen presented the financial reports. She noted the P & L had both the recalculated budget numbers, in addition to the original budget. The city reports do not reflect the revised budget numbers. She has contacted Duane, the library Treasurer, hoping for some direction on how to handle this.

The bills were consistent with most months, however the award books accounted for the majority of the book budget. Matt made a motion to approve the bills, Lynn seconded the, the vote proved unanimous.

Circulation reports:

She noted that the physical materials were down by approximately half of a normal July. She noted that numbers were comparable to winter months. Downloadable materials showed some increase, but not significant.

Coresponse: Karen Moehl wrote a lovely thank you card which Kolleen shared with board members in their board packets. She also sent a bouquet of flowers and a check for \$100 as a donation.

Gilbert Report: Gilbert art was painted on the sidewalk, and bags could be checked out to color in the outlines. This will also be done in Story City, however, the Derecho did a pretty good job of wiping out parts of the artwork in Gilbert.

Fran's Piano: Discussion on the piano, and having the piano show up in September. This is slightly different focus for the libraries expansion and there are some concerns with the instrument placement. The discussion for this included the insurance and how to handle the location. We will need more particulars but will need to invest in a dolly (bracket on wheels) and also a cover. There will be some maintenance and upkeep each year but most felt the positives outweighed the negatives. The remodeling plan needs to consider this as a major component.

Hiring needs: Will need to consider someone for to fill in the gaps in service.

Annex Status: Zoom meeting to bring everyone up to speed. Nicole, Mary Kay, Kolleen and Chris will make a visit to tour different libraries. Will try to do this in September. This is to be reported by Chris.

Phased reopening: Recent changes to Covid: Lynn indicated she wouldn't like to see us reduce our hours at this time. Mark stated things will probably not be changing through the end of the year. There is encouragement to stay where we are, and we may need to be prepared to take a step back. Teri in Gilbert asked if this is going to impact how this is serving Gilbert. City Council in Gilbert has jurisdiction over Gilbert branch, and Story City Council has jurisdiction over the library in Story City. Kolleen asked if we need to rework the plan. If the schools start shutting down, we might be asked to step back to Curbside. There might still be storm issues, we may continue to have problems with Aureon, and their phone service and it suggested that we might need to open a ticket with them on the phones. Kolleen explained they had a few problems with the 8080 port. She and Matt will discuss and determine if anything else needs done.

Mark Jackson, city administrator spoke up at the end of the meeting, reiterating that mask wearing at the library or other face coverings should be worn in the building. He indicated we needed to have the city dispense the police if they are not willing to wear masks in the building.

The next meeting will be on September 24, at 6 p.m.

Matt moved the meeting be adjourned.

Kolleen Taylor, respectfully submitted

Acting secretary/Library Director

Bertha Bartlett Public Library Cash Flow
August 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	\$ 6,969.92	\$ 41,530.08	85.63%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 59,750.00	\$ 3,239.80	\$ 6,600.07	\$ 53,149.93	88.95%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 8,270.00	\$ 503.12	\$ 1,015.47	\$ 7,264.54	87.74%
001-4410-6130	IPERS	\$ 10,220.00	\$ 10,180.00	\$ 634.86	\$ 1,280.50	\$ 8,939.50	87.47%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 4,800.00	\$ 362.59	\$ 891.18	\$ 3,908.82	81.43%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 902.00	\$ 65.00	\$ 65.00	\$ 1,235.00	95.00%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 5,000.00	\$ -	\$ 60.00	\$ 8,990.00	99.34%
001-4410-6350	Equipment repair/Maint.	\$ -					
001-4410-6371	Utilities	\$ 1,900.00	\$ 1,900.00	\$ 89.78	\$ 180.12	\$ 1,719.88	90.52%
001-4410-6373	Telephone	\$ 4,800.00	\$ 4,800.00	\$ 397.69	\$ 799.86	\$ 4,000.14	83.34%
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	\$ 151.85	\$ 151.85	\$ 2,348.15	93.93%
001-4410-6501	Building Supplies	\$ 800.00	\$ 700.00	\$ 12.17	\$ 12.17	\$ 787.83	98.48%
001-4410-6502	Technology	\$ 3,000.00	\$ 1,500.00	\$ 85.17	\$ 178.17	\$ 2,821.83	94.06%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 16.95	\$ 1,483.05	98.87%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 1,000.00	\$ 136.38	\$ 301.07	\$ 2,198.93	87.96%
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	\$ -	\$ -	\$ 800.00	0.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,500.00	\$ 92.30	\$ 362.70	\$ 1,137.30	75.82%
001-4410-6771	Audio	\$ 1,000.00	\$ 1,000.00	\$ 13.50	\$ 13.50	\$ 986.50	98.65%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 8,500.00	\$ 1,231.64	\$ 1,910.85	\$ 10,089.15	84.08%
001-4410-6773	Video	\$ 1,000.00	\$ 1,000.00	\$ 9.21	\$ 158.23	\$ 841.77	84.18%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 1,300.00	\$ 958.79	\$ 958.79	\$ 41.21	4.12%
		\$ 180,500.00	\$ 168,500.00	\$ 11,468.81	\$ 21,926.40	\$ 158,573.61	87.85%
Deposits to: **							
001-4410-1-4580	General Fund	\$ 4,000.00		\$ 249.81	\$ 249.81	\$ (3,750.19)	93.70%
001-4410-1-4470	General Fund	\$ 23,000.00		\$ -	\$ -	\$ (23,000.00)	100.00%
031-4410-2-4705	Donations			\$ 275.00	\$ 275.00		
031-4410-4-4300	Interest on Deposits	\$ -		\$ 138.75	\$ 287.90		
	Total Deposits						
B. Trust Fund Deposits/Balance							
031-	Trust in General Fund	\$ 332,259.71		\$ (980.52)	\$ 331,279.19		
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 2,078.84		\$ 1.42	\$ 2,080.26		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00			\$ 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
September bills

Code	Written To	Date	Amount	Comments/Mileage @ .57/mile
001-4410-6150	Wellmark	09/02/20	\$381.54	Health Insurance - Kolleen
001-4410-6230	Maria Hartt	09/02/20	\$33.81	Extra travel for Library materials
001-4410-6320	Early Bird Window washin	09/04/20	\$60.00	Washing windows
001-4410-6371	Chitty Garbage Service	09/01/20	\$25.00	Trash
001-4410-6371	Black Hills Energy	09/22/20	\$66.69	Gas - heat
001-4410-6373	Aureon	09/01/20	\$395.68	Telephone
001-4410-6500	Maria Hartt	09/02/20	\$18.70	Supplies for programs
001-4410-6506	Access Systems	09/21/20	\$136.38	Copier Lease
001-4410-6506	Amazon Capital Services	09/05/20	\$39.70	Open signs from Amazon
001-4410-6772	Center Point Large Print	09/01/20	\$88.68	Books
001-4410-6772	Baker & Taylor	08/31/20	\$128.33	Books
001-4410-6772	Baker & Taylor	09/09/20	\$167.51	Books
001-4410-6772	Baker & Taylor	09/15/20	\$159.80	Books
001-4410-6772	Ingram	08/24/20	\$115.47	Books
001-4410-6772	Ingram	09/14/20	\$154.56	Books
001-4410-6772	Gale/Cengage	08/24/20	\$68.99	Books
001-4410-6772	Gale/Cengage	09/15/20	\$22.50	Books
001-4410-6772	Gale/Cengage	09/15/20	\$60.72	Books
001-4410-6772	Gale/Cengage	09/15/20	\$50.98	Large print books
001-4410-6772	Amazon Capital Services	09/10/20	\$19.71	Books through Amazon
001-4410-6773	Amazon Capital Services	09/05/20	\$27.67	DVD through Amazon
001-4410-6773	Amazon Capital Services	09/10/20	\$20.79	DVD through Amazon
001-4410-6773	Amazon Capital Services	09/12/20	\$34.98	DVD through Amazon
001-4410-6774	State Library of Iowa	08/27/20	\$115.43	State database package - Gale
	TOTAL - Story City		\$2,393.62	
	Gilbert Bills			
033-4410-6230	Maria Hartt	09/03/20	\$33.81	Extra travel for library materials
033-4410-6506	Amazon Capital Services	09/05/20	\$19.85	Open signs from Amazon
033-4410-6500	Maria Hartt	09/03/20	\$28.01	Programmings
033-4410-6772	Baker & Taylor	08/31/20	\$15.68	Books
033-4410-6772	Baker & Taylor	09/09/20	\$42.04	Books
033-4410-6772	Baker & Taylor	09/15/20	\$32.48	Books
033-4410-6772	Ingram	08/24/20	\$38.34	Books
033-4410-6772	Ingram	09/14/20	\$24.71	Books
033-4410-6774	State Library of Iowa	08/27/20	\$115.43	State Database package/Gale
	Total - Gilbert		\$350.35	

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	1585	2461		2528		2063	1886	2073	2003	2539	600	590	1574
County	641	383	419	301	412		515		486	332	413	391	380	74	180	221
Other	953	916	954	615	912		1008		880	1016	937	887	1003	240	372	688
Gilbert	388	289	343	195	270		331		229	165	219	226	250	74	134	257
Total	5011	3660	4316	2696	4055		4382		3658	3399	3642	3507	4172	988	1276	2740
Open Access	953	916	954	615	912		1008		880	1016	937	887	1003	74	372	688
Adult	1455	1254	1365	910	1188		1394		1208	1183	1391	1133	1460	391	469	998
Young Adult	335	381	291	231	183		221		141	178	150	214	240	71	123	226
Juvenile	2079	1565	1779	1149	1740		1833		1507	1233	1358	1411	1640	366	509	1137
Video	0	0	8	0	5		4		5	2	3	4	1	2	2	1
DVD	848	375	672	333	742		675		563	546	523	530	587	96	120	292
Audio	20	6	7	10	14		9		18	25	5	9	12	6	0	4
CD	39	3	17	3	12		7		24	38	8	17	8	1	1	0
CD book	138	56	96	45	85		115		125	126	118	114	132	35	26	48
Magazines	60	9	49	11	37		56		28	27	43	23	34	9	20	21
Puzzles	27	10	24	1	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	3	4		0		2	9	11	14	17			4
Total	5011	3660	4316	2696	4055		4382		3658	3399	3642	3507	4172	988	1276	2740
E-books	320	497	336	462	324		320		319	330	429	350	382	484	530	461
Downloaded Audio	372	390	343	348	327		337		319	307	398	347	376	387	368	391
Ref.? Asked	158	126	112	114	103		161		140	114	136	82	136	150	114	172
Ref.? Answered	158	126	112	114	103		161		140	114	136	82	136	150	114	172
Reference-Gilbert	58	83	59	40	32		39		25	20	25	36	39		36	55
<u>PATRONS</u>																
Programs - children	7	5	0	6	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	1	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	7	49	27		234	36	42	43	17	9	8	8
Total Programs	18	6	6	7	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	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	65	64	78		56.5	54.5	67.5	65	60	293	55.5	64
Total People	554	153	403	123	384	428		224	189	259	222	182	N/A	62	116
People/hour	7.6	2.3	5.52	1.9	6	5.5		4.9	3.5	3.9	3.4	3	52	1.1	1.8
Gilbert Site Circ.	626	619	581	383	507	559		350	336	434	399	418	293	274	477
Hours - Story City	221	161	228	149	220	247		224	222.5	235	227	213	147	147	154
Total People	3778	1219	3229	1215	3122	3636		3613	2355	2379	2631	2020	35	89	1031
People/Hour	17	7.6	14.2	8.15	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	3	22	5		10	9	6	11	9		1	20
Issued - Gilbert	4	2	0	0	3	1		1	0	2	1	1		1	1
Withdrawn	0	0	0	0	0	0		0	0	0	0	2		0	0
renewed - Story City	12	4	13	8	3	8		1	5	14	12	13		1	1
renewed - Gilbert	4	6	3	5	1	7		1	2	4	0	4		1	2
Meeting Room Library	12	0	2	1	10	14		16	10	14	11	4	0	0	0
Meeting Room Other	2	0	4	0	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	25	5	16		24	9	22	19	24	0	0	16

Interlibrary Loans Sent	33	27	25	16	29		31		4	31	34	23	20	0	2	20
Book Club Sets	0	1	2	1	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	0
Gilbert Computer use	37	17	26	12	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

0