

Bertha Bartlett Public Library

Board Meeting–

Join Zoom Meeting

<https://us02web.zoom.us/j/83666881293?pwd=aitPN3INdzlSeUxOL3dmR1YrdUhRUT09>

Meeting ID: 836 6688 1293

Passcode: 552502

Tuesday, November 24, 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
- November bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Update on meeting with Steering Committee for Annex
 - Wants versus needs list
 - Consultant to discuss fundraising
 - Consultant to talk about the HVAC system (Tim Wray, P.E. Baker Group)
- Update on changes in library due to Covid
- Magazines for 2021? Purchase order ready for subscription service.

Old Business:

- Library Automation system

Adjournment

Next meeting: Tuesday, December 22??? Other suggestions?? 6 p.m.

Staff Report

November 2020

The piano arrived on Wednesday November 4, and the movers did a great job installing the dolly which will allow us to move it easily. We did have the piano tuner lined up, Thomas Russell and he came on Wednesday, November 18, and tuned the piano for us. He did say the move caused some shifting of the hammers and he recommends we fix that as they are not hitting the strings correctly and the soft pedal isn't working. The "heater" that Fran used in Florida, isn't going to work for the dry conditions, so the humidifier needs to be installed for another \$800, in addition to correcting the hammers. That is going to take a few hundred dollars and a few hours to complete. The Foundation is getting the bills for all this.

We received several large boxes of materials from Fran's estate. I know the intentions are to "recreate" Fran's music room somewhere in the library. I haven't unpacked these yet, but expect there to be candlesticks, framed artwork, lamp and metronome, in addition to a good number of photographs. I'm reluctant to do much with them at this time as we don't really have the space for anything extra. They may be sent to the Annex until we have time to assess things better.

We are enjoying having the piano. It is a good stress reliever, and people have been very excited to see and hear it. I've used it as a periodic break during the day, and also played it a bit to identify problems before the tuner came. Jarod Hartt has already volunteered to play on Wednesdays after school is out for early dismissals, and we are thrilled to hear him. He does a very nice job. Myself and other staff members who have had some piano training have played it, and made notes for the tuner when he arrived. We will have some informal concerts throughout the week.

The city approved the modified plan to keep the library open for single family units and one computer user at a time. I'm going to work on the Annex computer, as long tests need to be able to use something without limits. I don't think we have all the software on it we need at this time, so that is something I'll do yet this week. We were having trouble with our library automation software with the new antivirus, and we found during this process that our software is too obsolete at this point, and it doesn't work with other programs well. Who knew! I have been reluctant to put our entire cataloging system on the cloud, which is what

We are starting to look at other companies who provide Library Automation Software, so this is going to speed up that process. We've been getting quotes and looking at some demonstrations, but haven't moved very fast on this. Most everyone is more expensive and anyone we choose will have a higher initial first year for the costs of switching over, plus we have a learning curve which will be challenging. At this point it appears first year could be \$3,000-\$5,000, and most companies charge at least \$1,000 to \$3,000 each year after the setup.

Work is beginning on the budget for 2021-2022, and the Annex discussions are starting again, but will probably slow down until after the holidays. I have discussed the piano and the Annex with Tim Wray, of the Baker Group out of Davenport, and he is offering some suggestions on how to handle the HVAC and the piano together.

Bertha Bartlett Public Library
Board Meeting

Thursday, October 22nd, 2020

6:00pm

Meeting held via Zoom and in person

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

Called to Order: 6:03pm

Changes to and approval of the Agenda:

State Library Survey should be under Board training, not “new business”.
Add “Hours/Services Discussion for Library” under “new business”

Approval of Minutes:

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

Citizen’s Appearance:

None

Board Training: 6:05p – 6:14

State Library Survey, Summary and Board President Must Sign Off

- Done each year – asks about salaries, hours open, collections, money spent, where money comes from, etc. Numbers were VERY different this year due to COVID.
- Asked specifically about COVID issues – pages 16 – 18 of the materials distributed
 - How many days were we closed?
 - How many weeks were we at reduced hours?
 - Also asked about programming – not only talking about in-person programming, but also live streamed programs and recorded programs.
 - Live virtual events have been poorly attended.
 - Recorded virtual events have been attended, specifically the YA group.
- These questions come down from the federal level and gives a clear snapshot of how things have changed due to COVID as well as what is and isn’t working.

Treasurer's Report

P and L:

- 25% through the budget year. Story City has 80% remaining, slightly underspent so far.
- All categories seem to be utilized as normal.
- One spot in Gilbert overspent – Online Databases – but it is a one-time expense.
 - Bill was increased by 50% without warning. Taylor reports that she called to ask for it to be reduced and got it down a bit. Taylor reports she will be looking for another provider because of this.

September Bills:

- Some bills are missing due to the meeting being held earlier – copier one hasn't come yet, the large print book bills, as well as a package delivered today with a bill.
- Taylor reports that she will send out the missing bills to the trustees via email.
- Fournier moves to approve September 2020 bills and approve the others as they are sent. Hensch seconds. Approved unanimously.

Circulation:

- September numbers were up from August, but down from September last year, about 800 items. This isn't terrible considering the reduction in hours.
- Reduced Juvenile numbers, likely due to kids not being able to come in without their parents.
- E-books/Audiobooks didn't increase much. Maybe because people aren't commuting as much and aren't using as many audiobooks?

Correspondence/Communications:

Taylor checked on the piano. Still waiting for it to arrive.

Gilbert Update –

- Doing well! Circ numbers appear to have increased from this time last year.
- Unable to do in-person programs for home school families in Story City as a group due to lack of meeting space, and number limitations. May be doing them in Gilbert, seated by family group?

New Business

Contract with performer Jason Kollum for 2021 Summer Reading Program

- Hensch motions to sign the agreement. Cummings seconds. Approved unanimously.

Discussion of Library Services/Hours

- Community members that work during the day aren't being served at all with the current hours since they are all during the day.
- Representative Solberg reports that as long as the measures being taken to prevent spread of COVID continue as instructed, a minimal increase in hours should be okay.
- Hensch motions to minimally increase service hours one evening a week (Tuesdays until 7p) and Saturdays 10a – 2p, Cummings seconds. Approved unanimously.

Old Business

Tax Explanation

- When closing on the building, there was an adjustment made on pro-rated taxes. Paperwork has now been received. Sale price of property was reduced so we'd pay the sales tax. Same price, just done differently.

2020-2021 Budget

- Leave it the same and let them know increases would be cost of living and/or salaries.
- Taylor reports that when this budget is due is about the same time that many of her other reports are due.
- A presentation needs to be given to the City for any big-ticket items.

Adjournment: Motion to adjourn Hensch, second Emerson. Approved unanimously at 6:41pm.

Jessica Hensch, Secretary

Next Meeting: Tuesday, November 24th at 6pm.

Bertha Bartlett Public Library Cash Flow
October 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	\$ 3,484.97	\$ 15,682.34	\$ 32,817.66	67.67%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 59,750.00	\$ 3,555.32	\$ 14,768.62	\$ 44,981.38	75.28%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 8,270.00	\$ 527.28	\$ 2,281.95	\$ 5,998.05	72.44%
001-4410-6130	IPERS	\$ 10,220.00	\$ 10,180.00	\$ 664.62	\$ 2,877.83	\$ 7,342.17	71.84%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 4,800.00	\$ 362.59	\$ 1,616.36	\$ 3,183.64	66.33%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 902.00	\$ 135.36	\$ 234.17	\$ 1,065.83	81.99%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 5,000.00	\$ 312.44	\$ 432.44	\$ 8,617.56	95.22%
001-4410-6350	Equipment repair/Maint	\$ -					
001-4410-6371	Utilities	\$ 1,900.00	\$ 1,900.00	\$ 70.29	\$ 347.10	\$ 1,552.90	81.73%
001-4410-6373	Telephone	\$ 4,800.00	\$ 4,800.00	\$ 399.77	\$ 1,595.31	\$ 3,204.69	66.76%
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	\$ -	\$ 170.55	\$ 2,329.45	93.18%
001-4410-6501	Building Supplies	\$ 800.00	\$ 700.00	\$ 135.00	\$ 147.17	\$ 652.83	81.60%
001-4410-6502	Technology	\$ 3,000.00	\$ 1,500.00	\$ 96.89	\$ 275.06	\$ 2,724.94	90.83%
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	\$ 96.66	\$ 573.81	\$ 1,926.19	77.05%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment	\$ -		\$ -	\$ -	\$ -	100.00%
001-4410-6508	Petty Cash/Postage	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ 800.00	100.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 362.70	\$ 1,137.30	75.82%
001-4410-6771	Audio	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 13.50	\$ 986.50	98.65%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 8,500.00	\$ 892.83	\$ 3,901.65	\$ 8,098.35	67.49%
001-4410-6773	Video	\$ 1,000.00	\$ 1,000.00	\$ 96.76	3.38.43	\$ 661.57	66.16%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 1,300.00	\$ -	\$ 1,074.22	\$ (74.22)	-7.42%
		\$ 180,500.00	\$ 168,500.00	\$ 10,830.78	\$ 46,371.73	\$ 133,789.84	97.12%
Deposits to: **							
001-4410-1-4580	General Fund	\$ 4,000.00		\$ 139.55	\$ 530.66	\$ (3,469.34)	86.73%
001-4410-1-4470	General Fund	\$ 23,000.00		\$ -	\$ 2,490.68	\$ (20,509.32)	-89.17%
031-4410-2-4705	Donations	\$ -		\$ -	\$ 390.00	\$ 390.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -		\$ 733.61	\$ 1,162.67	\$ 1,162.67	0.00%
	Total Deposits						
B. Trust Fund Deposits/Balance							
031-	Trust in General Fund	\$ 332,259.71	\$ 7.89	\$ 332,267.60			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 2,078.84	\$ 2.78	\$ 2,081.62			
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00			
031-4410-4-4799	Misc. Receipts	\$ -					
				\$ 544,349.22			
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

November bills

Code	Written To	Date	Amount	Comments/Mileage @ .575/mile
001-4410-6150	Wellmark	10/02/20	\$381.54	Health Insurance - Kolleen
001-4410-6230	Kolleen Taylor	11/23/20	\$21.74	Travel to Nevada-Supervisors meeting
001-4410-6320	Kolleen Taylor	11/23/20	\$39.53	Disinfectant cleaning supplies
001-4410-6320	Quill	11/12/20	\$131.91	Building supplies
001-4410-6371	Aspen Waste Management	11/01/20	\$30.00	Trash collection
001-4410-6371	Black Hills Energy	11/20/20	\$62.90	Gas
001-4410-6373	Aureon	11/01/20	\$398.34	Internet & Phone
001-4410-6490	Computer Resource Specialis	11/01/20	\$22.50	fixed Annex connection, remote access
001-4410-6500	Quill	11/12/20	\$50.80	Program supplies
001-4410-6501	Amazon Capital Services	10/24/20	\$38.98	Cough drops
001-4410-6501	Amazon Capital Services	10/25/20	\$10.50	Ext cord for Annex
001-4410-6502	Visa	11/08/20	\$115.00	Antivirus software - Bitdefender
001-4410-6506	Quill	11/11/20	\$38.48	Office supplies
001-4410-6506	Access Systems	11/24/20	\$136.38	Copier
001-4410-6506	Amazon Capital Services	11/12/20	\$57.61	Pens
001-4410-6772	Center Point Large Print	11/01/20	\$88.68	Books
001-4410-6772	Baker & Taylor	10/28/20	\$72.26	Books
001-4410-6772	Baker & Taylor	11/04/20	\$82.26	Books
001-4410-6772	Baker & Taylor	11/11/20	\$48.70	Books
001-4410-6772	Ingram	10/20/20	\$233.70	Books
001-4410-6772	Ingram	11/06/20	\$159.43	Books
001-4410-6772	Gale/Cengage	10/26/20	\$39.00	Books
001-4410-6772	Gale/Cengage	11/17/20	\$60.72	Books
001-4410-6772	Gale/Cengage	11/17/20	\$50.98	Books
001-4410-6772	Gale/Cengage	11/17/20	\$46.50	Books
001-4410-6772	Amazon Capital Services	11/07/20	\$65.68	Books
001-4410-6772	Amazon Capital Services	11/18/20	\$34.46	Books
001-4410-6773	Amazon Capital Services	11/07/20	\$4.99	DVDs
001-4410-6773	Amazon Capital Services	11/11/20	\$17.99	DVDs
001-4410-6773	Amazon Capital Services	11/18/20	\$19.99	DVDs
	TOTAL - Story City		\$2,561.55	
	Gilbert Bills			
033-4410-6230	Kolleen Taylor	11/23/20	\$52.90	Additional Trips to cover Gilbert (Sept-Nov).
033-4410-6506	Quill	11/12/20	\$13.47	Office supplies
033-4410-6772	Ingram	10/20/20	\$101.58	Books
033-4410-6772	Ingram	11/06/20	\$88.48	Books
033-4410-6772	Amazon Capital Services	11/07/20	\$13.59	Books
033-4410-6772	Amazon Capital Services	11/11/20	\$10.89	Books
033-4410-6772	Amazon Capital Services	11/18/20	\$5.33	Books
	Total - Gilbert		\$280.91	

Approved on this day _____ by _____

Circulation Statistics 2020-2021

	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	1694	2528	1651	2063	1886	2073	2003	2539	600	590	1574
County	641	383	419	301	412	333	515	330	486	332	413	391	380	74	180	221
Other	953	916	954	615	912	791	1008	690	880	1016	937	887	1003	240	372	688
Gilbert	388	289	343	195	270	332	331	287	229	165	219	226	250	74	134	257
Total	5011	3660	4316	2696	4055	3150	4382	2958	3658	3399	3642	3507	4172	988	1276	2740
Open Access	953	916	954	615	912	791	1008	690	880	1016	937	887	1003	74	372	688
Adult	1455	1254	1365	910	1188	1051	1394	1135	1208	1183	1391	1133	1460	391	469	998
Young Adult	335	381	291	231	183	226	221	190	141	178	150	214	240	71	123	226
Juvenile	2079	1565	1779	1149	1740	1439	1833	1132	1507	1233	1358	1411	1640	366	509	1137
Video	0	0	8	0	5	1	4	1	5	2	3	4	1	2	2	1
DVD	848	375	672	333	742	357	675	294	563	546	523	530	587	96	120	292
Audio	20	6	7	10	14	1	9	4	18	25	5	9	12	6	0	4
CD	39	3	17	3	12	2	7	4	24	38	8	17	8	1	1	0
CD book	138	56	96	45	85	38	115	53	125	126	118	114	132	35	26	48
Magazines	60	9	49	11	37	19	56	24	28	27	43	23	34	9	20	21
Puzzles	27	10	24	1	34	8	58	13	31	24	25	35	39	10	6	9
Puppets	9	0	7		11	0	10	0	6	8	7	3	2	1	0	0
Other	1	1	1	3	4	8	0	8	2	9	11	14	17			4
Total	5011	3660	4316	2696	4055	3150	4382	2858	3658	3399	3642	3507	4172	988	1276	2740
E-books	320	497	336	462	324	396	320	414	319	330	429	350	382	484	530	461
Downloaded Audio	372	390	343	348	327	315	337	310	319	307	398	347	376	387	368	391
Ref.? Asked	158	126	112	114	103	132	161	115	140	114	136	82	136	150	114	172
Ref.? Answered	158	126	112	114	103	132	161	115	140	114	136	82	136	150	114	172
Reference-Gilbert	58	83	59	40	32	86	39	58	25	20	25	36	39		36	55
<u>PATRONS</u>																
Programs - children	7	5	0	6	13	3	11		13	8	11	10	4	0	4	1
Attendance - children	131	105	0		132	77	129		155	91	105	78	36	0	8	2

Circulation Statistics 2020-2021

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	1	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	4	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	63	78	66	56.5	54.5	67.5	65	60	293	55.5	64
Total People	554	153	403	123	384	147	428	147	224	189	259	222	182	N/A	62	116
People/hour	7.6	2.3	5.52	1.9	6	2.3	5.5	2.2	4.9	3.5	3.9	3.4	3	52	1.1	1.8
Gilbert Site Circ.	626	619	581	383	507	613	559	520	350	336	434	399	418	293	274	477
Hours - Story City	221	161	228	149	220	157	247	164	224	222.5	235	227	213	147	147	154
Total People	3778	1219	3229	1215	3122	1515	3636	1821	3613	2355	2379	2631	2020	35	89	1031
People/Hour	17	7.6	14.2	8.15	14.2	9.6	14.7	11.1	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	7	5	10	10	9	6	11	9		1	20
Issued - Gilbert	4	2	0	0	3	5	1	1	1	0	2	1	1		1	1
Withdrawn	0	0	0	0	0	0	0		0	0	0	0	2		0	0
renewed - Story City	12	4	13	8	3	6	8	7	1	5	14	12	13		1	1
renewed - Gilbert	4	6	3	5	1	1	7		1	2	4	0	4		1	2

Circulation Statistics 2020-2021

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	106	402	108	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	9	16	14	24	9	22	19	24	0	0	16
Interlibrary Loans Sent	33	27	25	16	29	20	31	24	4	31	34	23	20	0	2	20
Book Club Sets	0	1	2	1	4	3	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	0
Gilbert Computer use	37	17	26	12	28	23	23		29	25	25	8	7	0	0	7
In House Use - Gilbert	58		64		30	89	58		37	22		25	33	0	0	49

In House Use - Story City

Bertha Bartlett Public Library

503 Broad St.
 Story City, IA 50248
 Phone: (515) 733-2685
 Fax: (515) 733-2848
 Website: storycity.lib.ia.us

PURCHASE ORDER

DATE	11/19/2020
PO #	111920

VENDOR	SHIP TO
Magazine Subscription Service Agency Attn: Joseph 5248 State Road 54 New Port Richey, FL 34652 Phone: (800) 368-7922 Fax: (800) 8892004	Kolleen Taylor Bertha Bartlett Public Library 503 Broad St. Story City, IA 50248 (515) 733-2685

REQUISITIONER	SHIP VIA	SHIPPING TERMS
Shelly Gruwell		

ITEM #	QTY	DESCRIPTION	Terms	UNIT PRICE	TOTAL
1	1	Annals of Iowa	1Yr.	\$27.95	\$27.95
3	1	Better homes & Gardens	1Yr.	\$12.00	\$12.00
5	1	Boys' Life	1Yr.	\$11.95	\$11.95
6	1	Consumer Reports	1Yr.	\$22.00	\$22.00
7	1	Family Handyman	1Yr.	\$14.95	\$14.95
8	1	Food & Wine	1Yr.	\$19.95	\$19.95
9	1	Food Network Magazine	1Yr.	\$14.95	\$14.95
10	1	Fortune # 3431260375	1Yr.	\$20.00	\$20.00
11	1	Girls' Life	1Yr.	\$11.95	\$11.95
12	1	Girls' World	1Yr.	\$17.95	\$17.95
13	1	Good Housekeeping	1Yr.	\$12.00	\$12.00
14	1	House Beautiful	1Yr.	\$12.00	\$12.00
15	1	Iowa History Journal	1Yr.	\$19.95	\$19.95
16	1	Iowa Outdoors	1Yr.	\$15.00	\$15.00
17	1	Iowa Sportsman	1Yr.	\$19.50	\$19.50
18	1	Iowan	1Yr.	\$26.50	\$26.50
19	1	Midwest Living	1Yr.	\$9.95	\$9.95
20	1	Mother Earth News	1Yr.	\$17.95	\$17.95
21	1	Motor Trend	1Yr.	\$15.00	\$15.00
22	1	National Geographic	1Yr.	\$24.97	\$24.97
23	1	National Geographic for Kids	1Yr.	\$17.95	\$17.95
24	1	National Geographic History	1Yr.	\$24.00	\$24.00
25	1	Our Iowa	1Yr.	\$22.98	\$22.98
27	1	Parents	1Yr.	\$9.97	\$9.97
28	1	People # 2535287938	1Yr.	\$99.95	\$99.95
29	1	Practical Homeschooling	1Yr.	\$29.95	\$29.95
30	1	Prevention	1Yr.	\$25.00	\$25.00
31	1	Reader's Digest - Large Print	1Yr.	\$17.95	\$17.95
33	1	Real Simple	1Yr.	\$17.95	\$17.95
35	1	Sports Illustrated for Kids	1Yr.	\$27.50	\$27.50
36	1	Time # 4090369838	1Yr.	\$30.00	\$30.00
TOTAL					\$1001.67

Comments or Special Instructions
 We will send a check for this order.

If you have any questions about this purchase order, please contact Shelly Gruwell at shelly@storycity.lib.ia.us

Bertha Bartlett Public Library

PURCHASE ORDER

Gilbert Branch
 503 Broad St.
 Story City, IA 50248
 Phone: (515) 733-2685
 Fax: (515) 733-2848
 Website: storycity.lib.ia.us

DATE	11/19/2020
PO #	111920

VENDOR	SHIP TO
Magazine Subscription Service Agency Attn: Joseph 5248 State Road 54 New Port Richey, FL 34652 Phone: (800) 368-7922 Fax: (800) 8892004	Kolleen Taylor Bertha Bartlett Public Library 503 Broad St. Story City, IA 50248 (515) 733-2685

REQUISITIONER	SHIP VIA	SHIPPING TERMS
Shelly Gruwell		

ITEM #	DESCRIPTION	Terms	QTY	UNIT PRICE	TOTAL
1	Sports Illustrated for Kids	1 Yr.	1	\$27.50	\$27.50
2	Girls' World	1 Yr.	1	\$17.95	\$17.95
TOTAL					\$45.45

Comments or Special Instructions
We will send a check for this order.

If you have any questions about this purchase order, please contact
 Shelly Gruwell at shelly@storycity.lib.ia.us



The Tale of Two Libraries

The summer reading program in 2019 “A Universe of Stories” saw good attendance at both the Story City and Gilbert locations of the Bertha Bartlett Public Library. Moon Rocks and presentations about the planets made the program seem “Out of this



World”. More than 400 children, teens, adults participated in some element of the summer program which concluded when school started in August.

Our friend, Dr. Frances Bartlett Kinne, visited us in July and she was delighted to see our programs in action. This turned out to be her last trip to Story City, and her support to our library continued until her death in May. The gift of her beloved piano will be arriving this fall to fulfill one of her wishes. She



was an icon as long as the library has existed, continuing her mother, Bertha Bartlett’s legacy. We can’t do a report without honoring her for all she has done for the library

and this community.

During the school year, our programs continue to offer exciting opportunities for our youth! From Lego Club to STEM programs on early dismissal days, collaborations with ISU Extension and support from area businesses, we were able to provide free interactive experiences most of our youth enjoy.



Our holiday event with Santa enticed the largest crowd in many years, with



dozens of families and scores of children working on crafts, singing Christmas carols and listening to Santa read to them.

Staff changes saw Maria Hartt take over as Youth Services Coordinator in addition to being responsible for the Gilbert Library and Ema Dubois left to help with her family business. Laura Donaldson also left with new schooling challenges and Patricia Sawyer retired with over 13 years providing elderly outreach at Bethany Life.

IN THE YEAR AHEAD?

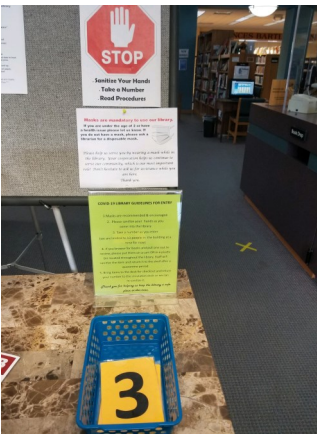
The biggest issue ahead for us is the expansion project into the library annex. The Annex Steering Committee is meeting to explore ideas, assess the needs and talk through the financing needed to upgrade the former Tekippe building. We hope the purchase will allow us to do the following:

- 1) Increase space for children’s department
- 2) Create more private areas and sound-proofing for patrons needing quiet space.
- 3) Increase shelving for Teen and Large Print areas and other high use collections.
- 4) Create a space for the tweens to call their own, a place between children and teens.
- 5) Create an additional area for programming that occurs simultaneously on days like early dismissals or during summer reading programs.
- 6) Create a performance/activity area which encompasses the piano and will allow for a monthly concert series.
- 7) Eliminate hazards of winter ice and snow for our patrons.

Bertha Bartlett Public Library serving Story City amid the Pandemic!

A Topsy Turvey Year - 2020

We never thought we would see a year like this one, and never dreamed of the impact it would make on our library services. But after a great start to the fiscal year in July of 2019, we were in the process of finalizing our 2020 summer reading program plans, when Covid-19 hit us all. My report refers to the name "The Tale of Two Libraries", as what we did in the beginning is totally different from the end of the year.



From locking our doors to our beloved patrons, and creating a re-opening plan that impacted nearly every procedure we had in the library, the last 4 months seemed stressful as many of us were working from home or working solo. Those early days, the fear of spreading an illness

which has taken over the country worried us all, and every precaution was considered before we allowed our patrons back into the building just a few weeks before the fiscal year ended on July 1.

Our re-opening plan, created in the first weeks of our closure, was touted both statewide and nationwide as a good blueprint other libraries could use to help them plan for the eventual reopening



of libraries across the country, as the Public Library Association began polling libraries about how they were handling the pandemic in their areas. Library Director Kolleen Taylor was invited to be a co-presenter and over 1500 librarians from around the world tuned into a Zoom presentation in early April.



During our closure, all soft materials were removed from public areas, any items which encouraged people to linger were removed, from magazines and newspapers to children's puppets and puzzles. All our DVD's, sleeves and cases were sanitized and cleaned. Carpets were professionally cleaned and sanitized, and staff rearranged and cleaned every corner of the building thoroughly.

Changing from a fun, friendly and homey space to a sterile environment, required many changes, and then re-training our staff to provide a Covid-safe environment

Our regular procedure was to sanitize all books and DVD's when returned to the library, but we added a quarantine period to every item. Every in-person library program was cancelled, but after a month, the learning curve on Zoom had allowed Book Club and Board meetings to resume.

The Library was closed to the public for 11 weeks, from March 16 to June 8. We reopened with reduced hours, from 10 a.m. to 5 p.m. Monday through Friday. Less than 10 people are allowed in the building at a time and they must wear masks. The Annex was used for unemployment applications via the computer and has served as a place to move the many items which needed a new home during this pandemic.

