

Bertha Bartlett Public Library

Board Meeting–

Join Zoom Meeting

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Meeting ID: 836 6688 1293

Passcode: 552502

Tuesday, December 22, 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
- December bills
- Budget for 2021-2022

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Consider closing on Saturday for Christmas weekend, New Years' weekend in Story City?
Already closed in Gilbert those days
- New books...budget
- Shift back to more in building in January?

Old Business:

- Different automation systems and costs

Adjournment

Next meeting: Thursday, January 28, 6 p.m.

Staff Report

December 2020

It's been so very quiet at the library this winter, most are using the lobby pickup systems, but we do have some families who are bringing the kids in to browse. Our tell-tale sign of slow days is most evident in the circulation statistics, as the library has stayed consistent with those using the computers, copier and fax services. We have continued to have many thank us for being open, allowing them to complete their business needs without having to travel far.

That leads to the items on the agenda asking if it is possible for us to stay closed for the entire weekend after Christmas and New Year's day. It would provide a nice long stretch for all the staff, and with the minimal interaction, it seems reasonable to close this year. It would not be a habit, just a one time thing.

With the quiet days, we've decorated the library and the windows for the holidays. With the GCC theme "I'll be Gnome for the Holidays", we were able to contact the author of "A Gnome Story", Michelle Schlicher, and get permission to copy the pages of the book and use the windows for a "Story Walk". Michelle's mother also grew up in Story City, and her grandmother, Terry Gustason still lives here. Local connections, a book and the theme made this a "Must do this" this holiday season!

The book tree is also up, with lights this time, since the book tree is in the corner of the children's library with two sets of windows to show off the work provided by the two elders who are again volunteering for us. They have also constructed a tree in the annex window front, which we hope will add to the holiday cheer!

We've also been deep cleaning again, dusting and cleaning, and getting things moved around. The amount of work I do stays the same, but the rest of the staff has had time to do things to enhance the library. Caitlin has been working the evening shifts on Tuesdays and Denise on Thursdays, We had hoped to have both Stephen and Sam helping to fill in, but this has not worked out yet.

Denise has gotten caught up on her backlog of cataloging, and is worried about the book budget in February, wanting me to mention that based on current trends, we'll be out of money by then in our revised budget. She has asked me to convey this concern, and to be prepared when she goes over budget....knowing the trust will cover some book expenses when needed. We also should have other budget areas which will not be spent, such as postage and programming, and that will account for some of the needs.

The Christmas program, Building a Gingerbread House and using our kit and all their families was a great hit with 25 participants, 5 from Gilbert, and 20 from Story City. Photos of the projects are being posted on Facebook and inside the library.

Bertha Bartlett Public Library

Board Meeting

Thursday, November 24th, 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: Vice President Emerson calls the meeting to order at 6:04p

Changes to and approval of the Agenda:

Piano Update under "Old Business". Motion to approve the amended agenda by Cummings, seconded by Hensch. Approved unanimously.

Approval of Minutes:

Motion to approve the October 2020 minutes by Emerson, seconded by Cummings, approved unanimously.

Motion to approve the November Emergency Meeting minutes by Cummings, seconded by Emerson, approved unanimously.

Citizen's Appearance:

None

Board Training: Tabled until December Meeting

Treasurer's Report

P and L:

Story City: Not much is being spent due to not many patrons being in the building, due to COVID. Professional Services – tends to be for computer or technical work. Often run out of budget for that line item. Doesn't seem to be anything outstanding regarding the budget at this time.

Gilbert

Budget might get tight by the end of the year due to staffing. Story City staff will help cover Gilbert areas.

September Bills:

Taylor reports that it is difficult to obtain some items due to COVID. Lysol, Clorox wipes, etc. Because of this, Taylor reports she is reimbursing staff for items they find while on personal shopping trips. Motion to approve the bills by Emerson, seconded by Hensch. Approved unanimously.

Circulation:

Down due to patrons not being widely accepted in to the library. Gilbert is doing better than it was. Hours are almost back to the hours they were before. Ames is closed, which will likely increase the amount for Gilbert/Story City.

Downloadable e-books aren't being utilized as much as before.

Correspondence/Communications:

None

Gilbert Update –

- Hours are closer to normal.
- Feil asks if Teri has anything to report about the Gilbert City Council having any discussion about the library. Taylor reports that any report is positive.
- There was a homeschool writing workshop in a large room, spaced apart and masked. It went really well and there were great comments from the participants. Allowed in Gilbert since there is such a large gathering space there.

New Business

Update on Steering Committee for the Annex

- Had a meeting via Zoom.
- **Wants versus Needs List:** No huge things that were discussed in the meeting. A list will be put together and Feil reports he will get working on that.
- **Consultant to Discuss Fundraising:** Will be discussed at the next meeting
- **Consultant to talk about the HVAC system (Tim Wray, P.E. Baker Group):** Will be discussed at next meeting.

Update on Changes in Library Due to COVID:

- City Council approved the updated guidelines.
- Sometimes patrons are walking in not realizing there are additional rules. Not too many.
- Feil offers to update Mark Jackson with good things happening with altered rules.
- Taylor reports that the Annex was utilized for one special reason of someone needing an extended period of time on a computer for testing.
- Would a "by appointment" sign be helpful for some patrons? The OPEN sign might confuse some people.

Magazines for 2021? Purchase order ready for subscription service

Taylor included the purchase order in the board packet. Using this company allows for discounts. The problem is there aren't many people utilizing the magazines at this time due to being there by appointment only. Business Week and the Atlantic went up over \$150 for subscriptions and there aren't enough people that read them to pay that amount.

Feil suggests sending out some pics of magazines for people to remember to use that part of the library.

Old Business

Library Automation System

Taylor reports the automation system going to the cloud makes her uncomfortable as well as costs more. At some point in the next 12 months, there will be a new company doing it. Benefit of changing over during COVID so the staff have a chance to learn the new system.

Will be a large investment when the time for this change comes along. Some systems have cloud and server system. So you host locally but then upload to the cloud.

Piano Update

Has arrived and has been tuned. The foundation will pay the bills for that. It is a beautiful piece for the library that needs a bit of TLC. The soundboard was cracked and it was repaired. The piano is still a very good, very well cared for, piano. Storage on side caused the hammers to move a bit. Will need to be readjusted. A humidifier will need to be purchased for the room for the computer.

There have been patrons coming in to play. Other patrons have been calling to ask to play. Taylor played to see what issues the instrument might have. Many positive comments from the public.

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

Next Meeting: Tuesday, December 22nd at 6pm

Jessica Hensch
Board Secretary

**Bertha Bartlett Public Library Cash Flow
November 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	\$ 3,484.98	\$ 19,167.32	\$ 29,332.68	60.48%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 59,750.00	\$ 3,471.59	\$ 18,240.21	\$ 41,509.79	69.47%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 8,270.00	\$ 520.90	\$ 2,802.85	\$ 5,477.15	66.15%
001-4410-6130	IPERS	\$ 10,220.00	\$ 10,180.00	\$ 656.72	\$ 3,534.55	\$ 6,685.45	65.42%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 4,800.00	\$ 362.59	\$ 1,978.95	\$ 2,821.05	58.77%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 902.00	\$ 21.74	\$ 255.91	\$ 1,044.09	80.31%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 5,000.00	\$ 171.44	\$ 603.88	\$ 8,446.12	93.33%
001-4410-6350	Equipment repair/Maint	\$ -					
001-4410-6371	Utilities	\$ 1,900.00	\$ 1,900.00	\$ 206.10	\$ 553.20	\$ 1,346.80	70.88%
001-4410-6373	Telephone	\$ 4,800.00	\$ 4,800.00	\$ 398.34	\$ 1,993.65	\$ 2,806.35	58.47%
001-4410-6408	Insurance-General	\$ 2,100.00	\$ 2,100.00	\$ 165.00	\$ 165.00	\$ 1,935.00	92.14%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 1,800.00	\$ 22.50	\$ 22.50	\$ 1,977.50	98.88%
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 2,000.00	\$ 50.80	\$ 221.35	\$ 2,278.65	91.15%
001-4410-6501	Building Supplies	\$ 800.00	\$ 700.00	\$ 49.48	\$ 196.65	\$ 603.35	75.42%
001-4410-6502	Technology	\$ 3,000.00	\$ 1,500.00	\$ 115.00	\$ 390.06	\$ 2,609.94	87.00%
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	\$ 232.47	\$ 806.28	\$ 1,693.72	67.75%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment	\$ -					
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	\$ 982.37	\$ 4,884.02	\$ 7,115.98	59.30%
001-4410-6773	Video	\$ 1,000.00	\$ 1,000.00	\$ 42.97	\$ 381.40	\$ 618.60	61.86%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 1,300.00	\$ -	\$ 1,074.22	\$ (74.22)	-7.42%
		\$ 180,500.00	\$ 168,500.00	\$ 10,954.99	\$ 57,665.15	\$ 122,834.85	68.05%
Deposits to: **							
001-4410-1-4580	General Fund	\$ 4,000.00		\$ 108.84	\$ 639.50	\$ 3,360.50	84.01%
001-4410-1-4470	General Fund	\$ 23,000.00		\$ 10,316.09	\$ 13,316.09	\$ 9,683.91	42.10%
031-4410-2-4705	Donations	\$ -		\$ -	\$ 390.00	\$ 390.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -		\$ 143.45	\$ 1,306.12	\$ 1,306.12	0.00%
	Total Deposits						
B. Trust Fund Deposits/Balance							
031-	Trust in General Fund	\$ 332,259.71	\$ 150.63	\$ 332,410.34			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 2,078.84	\$ 0.71	\$ 2,082.33			
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00			
031-4410-4-4799	Misc. Receipts	\$ -					
				\$ 544,492.67			
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

December bills

Code	Written To	Date	Amount	Comments/Mileage @ .575/mile
001-4410-6150	Wellmark	12/02/20	\$381.54	Health Insurance - Kolleen
001-4410-6320	Quill	12/16/20	\$9.56	Disinfectant cleaning supplies
001-4410-6320	Visa	12/09/20	\$34.18	Building supplies
001-4410-6371	Aspen Waste Management	12/01/20	\$30.00	Trash collection
001-4410-6371	Black Hills Energy			Gas
001-4410-6373	Aureon	12/01/20	\$398.08	Internet & Phone
001-4410-6490	Computer Resource Specialists	11/28/20	\$877.50	Corrected Internet, ran cable, new antivirus
001-4410-6490	Iowa Library Association	12/16/20	\$135.00	Dues for Kolleen & Denise
001-4410-6500	Visa	12/09/20	\$189.94	Summer Reading-2021 & Gingerbread Houses
001-4410-6500	Amazon Capital Services	12/05/20	\$21.99	Hot glue sticks
001-4410-6500	Creative Product Source	12/10/20	\$101.50	SRP bookmarks
001-4410-6506	Access Systems	12/22/20	\$136.38	Copier
001-4410-6770	Magazine Subscription Service Agen	11/27/20	\$658.68	Magazines
001-4410-6772	Center Point Large Print	12/01/20	\$88.68	Books
001-4410-6772	Baker & Taylor	11/20/20	\$99.99	Books
001-4410-6772	Baker & Taylor	12/03/20	\$25.30	Books
001-4410-6772	Baker & Taylor	12/07/20	\$30.79	Books
001-4410-6772	Ingram	12/16/20	\$133.13	Books
001-4410-6772	Ingram			Books
001-4410-6772	Gale/Cengage	11/23/20	\$23.25	Books
001-4410-6772	Gale/Cengage	12/08/20	\$47.25	Books
001-4410-6772	Gale/Cengage	12/15/20	\$50.99	Books
001-4410-6772	Gale/Cengage	12/15/02	\$60.72	Books
001-4410-6772	Amazon Capital Services	12/05/20	\$25.00	Books
001-4410-6772	Amazon Capital Services	12/08/20	\$17.56	Books
001-4410-6772	Amazon Capital Services	12/19/20	\$39.09	Books
001-4410-6773	Amazon Capital Services	12/05/20	\$29.24	DVDs
001-4410-6773	Amazon Capital Services	12/07/20	\$6.81	DVDs
001-4410-6773	Amazon Capital Services	12/08/20	\$6.99	DVDs
001-4410-6773	Amazon Capital Services	12/19/20	\$17.99	DVDs
	TOTAL - Story City		\$3,659.14	
	Gilbert Bills			
033-4410-6500	Creative Product Source	12/10/20	\$43.50	SRP bookmarks
033-4410-6500	Visa	12/09/20	\$63.30	Summer Reading 2021 & Gingerbread Houses
033-4410-6770	Magazine Subscription Service Agen	11/27/20	\$45.45	Magazines
033-4410-6772	Baker & Taylor	11/20/20	\$25.20	Books
033-4410-6772	Baker & Taylor	12/16/20	\$25.64	Books
033-4410-6772	Ingram			Books
	Total - Gilbert			

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	Nov. 20	Dec. 19	Mar. 20	Apr. 20	May 20	June 20
City	3029	2072	2600	1585	2461	1694	2528	1651	2063	1375	1886	2539	600	590	1574
County	641	383	419	301	412	333	515	330	486	358	332	380	74	180	221
Other	953	916	954	615	912	791	1008	690	880	576	1016	1003	240	372	688
Gilbert	388	289	343	195	270	332	331	287	229	259	165	250	74	134	257
Total	5011	3660	4316	2696	4055	3150	4382	2958	3658	2568	3399	4172	988	1276	2740
Open Access	953	916	954	615	912	791	1008	690	880	576	1016	1003	74	372	688
Adult	1455	1254	1365	910	1188	1051	1394	1135	1208	957	1183	1460	391	469	998
Young Adult	335	381	291	231	183	226	221	190	141	158	178	240	71	123	226
Juvenile	2079	1565	1779	1149	1740	1439	1833	1132	1507	1106	1233	1640	366	509	1137
Video	0	0	8	0	5	1	4	1	5	2	2	1	2	2	1
DVD	848	375	672	333	742	357	675	294	563	267	546	587	96	120	292
Audio	20	6	7	10	14	1	9	4	18	0	25	12	6	0	4
CD	39	3	17	3	12	2	7	4	24	3	38	8	1	1	0
CD book	138	56	96	45	85	38	115	53	125	22	126	132	35	26	48
Magazines	60	9	49	11	37	19	56	24	28	19	27	34	9	20	21
Puzzles	27	10	24	1	34	8	58	13	31	10	24	39	10	6	9
Puppets	9	0	7		11	0	10	0	6	0	8	2	1	0	0
Other	1	1	1	3	4	8	0	8	2	2	9	17			4
Total	5011	3660	4316	2696	4055	3150	4382	2858	3658	2546	3399	4172	988	1276	2740
E-books	320	497	336	462	324	396	320	414	319	412	330	382	484	530	461
Downloaded Audio	372	390	343	348	327	315	337	310	319	303	307	376	387	368	391
Ref.? Asked	158	126	112	114	103	132	161	115	140	120	114	136	150	114	172
Ref.? Answered	158	126	112	114	103	132	161	115	140	120	114	136	150	114	172
Reference-Gilbert	58	83	59	40	32	86	39	58	25	45	20	39		36	55
<u>PATRONS</u>															
Programs - children	7	5	0	6	13	3	11		13		8	4	0	4	1
Attendance - children	131	105	0		132	77	129		155		91	36	0	8	2

Circulation Statistics 2020-2021

Attendance - adults	53	??	0		47		40		61		46	12	0	7	2
Programs - StoryX	0	0	0		5		3		3		0	1	0	0	0
Attendance - children	0	0	0		45		27		24		0	4	0	0	0
Attendance - adults	0	0	0		8		8		9		0	2	0	0	0
Programs - Teen/Tweens	6	0	0		2		2		1		1	0	0	0	0
Attendance - teens	51	0	0		14		24		8		23	0	0	0	0
Attendance - adults	9	0	0		2		4		2		2	0	0	0	0
Programs - Adult	5	1	6	1	7	1	5		13		5	3	1	1	1
Attendance - children	0	0	2		0		0				0	0	0	0	0
Attendance - adults	32	7	39	7	49	4	27		234		36	17	9	8	8
Total Programs	18	6	6	7	22		21		27		14	8	0	5	2
Total Attendance	277	112	41		241		259		498		198	70	0	23	14
Gilbert Programs	7		2	5	5		7		5		4	4		4	1
Attendance	210		32		62		71		57		48	46	0	8	2
Attendance - Adults	61		9		28		24/2T		23		11	14	0	7	2
Hours - Gilbert	72.5	65.75	73	65	64	63	78	66	56.5	54	54.5	60	293	55.5	64
Total People	554	153	403	123	384	147	428	147	224	110	189	182	N/A	62	116
People/hour	7.6	2.3	5.52	1.9	6	2.3	5.5	2.2	4.9	2	3.5	3	52	1.1	1.8
Gilbert Site Circ.	626	619	581	383	507	613	559	520	350	474	336	418	293	274	477
Hours - Story City	221	161	228	149	220	157	247	164	224	164	222.5	213	147	147	154
Total People	3778	1219	3229	1215	3122	1515	3636	1821	3613	1077	2355	2020	35	89	1031
People/Hour	17	7.6	14.2	8.15	14.2	9.6	14.7	11.1	16.2	6.6	10.6	10.1	N/A	0.6	6.7
<u>CARDS</u>															
Issued - Story City	12	4	4	3	22	7	5	10	10	6	9	9		1	20
Issued - Gilbert	4	2	0	0	3	5	1	1	1	0	0	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	6	8	7	1	4	5	13		1	1
renewed - Gilbert	4	6	3	5	1	1	7		1	0	2	4		1	2

Circulation Statistics 2020-2021

Meeting Room Library	12	0	2	1	10		14		16	1	10	4	0	0	0
Meeting Room Other	2	0	4	0	9		8		8		9	4	0	0	0
Computer Use	681	211	461	106	402	108	430		481		547	279	0	0	62
Test Proctoring	2	0	4						0		0	0	0	0	0
Interlibrary Loans Requested	15	10	12	25	5	9	16	14	24	10	9	24	0	0	16
Interlibrary Loans Sent	33	27	25	16	29	20	31	24	4	32	31	20	0	2	20
Book Club Sets	0	1	2	1	4	3	3		3	1	2	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	12	28	23	23		29	18	25	7	0	0	7
In House Use - Gilbert	58		64		30	89	58		37		22	33	0	0	49

In House Use - Story City

Bertha Bartlett Public Library

PROPOSED Budget for 2021-2022

Bertha Bartlett Public Library - Story City Budget

Story City		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Salaries, Full		\$ 41,134.00	\$ 42,495.00	\$ 47,086.00	\$ 48,498.00	\$ 49,953.00
Salaries, Part		\$ 51,500.00	\$ 57,000.00	\$ 54,000.00	\$ 59,750.00	\$ 61,543.00
FICA		\$ 7,087.00	\$ 7,615.00	\$ 7,750.00	\$ 8,281.32	\$ 8,530.00
IPERS		\$ 8,272.00	\$ 8,765.00	\$ 9,564.00	\$ 10,218.61	\$ 10,525.00
Insurance, Health		\$ 5,400.00	\$ 4,425.00	\$ 4,600.00	\$ 4,800.00	\$ 5,737.00
Travel/Training		\$ 1,300.00	\$ 1,500.00	\$ 1,300.00	\$ 1,300.00	\$ 1,000.00
Building/Grounds		\$ 8,000.00	\$ 6,000.00	\$ 10,000.00	\$ 9,052.07	\$ 7,312.00
Equipment Repair/Main't		\$ 250.00	\$ 250.00			
Utilities		\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,900.00	\$ 2,200.00
Telephone		\$ 4,187.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
Insurance, General		\$ 2,830.00	\$ 2,500.00	\$ 2,300.00	\$ 2,100.00	\$ 2,900.00
Professional Services		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Miscellaneous		\$ 100.00	\$ 100.00	\$ 100.00		
Programming		\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Building Supplies		\$ 600.00	\$ 750.00	\$ 750.00	\$ 800.00	\$ 1,000.00
Technology		\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00
Cataloging Supplies		\$ 1,700.00	\$ 1,700.00	\$ 1,800.00	\$ 1,500.00	\$ 1,500.00
Office Supplies		\$ 2,700.00	\$ 2,700.00	\$ 3,050.00	\$ 2,500.00	\$ 2,200.00
Miscellaneous Oper. Supplies					\$ 200.00	\$ 200.00
Postage/Petty Cash		\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 800.00	\$ 500.00
Capital Equipment						
Magazines		\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,500.00	\$ 1,000.00
Audio		\$ 1,000.00	\$ 1,000.00	\$ 1,300.00	\$ 1,000.00	\$ 800.00
Books		\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Video		\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,000.00	\$ 800.00
Online Licensing/Databases		\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00
Capital Projects						
TOTAL		\$ 162,360.00	\$ 168,000.00	\$ 175,000.00	\$ 180,500.00	\$ 186,000.00

2021-2022 Proposed Gilbert Library Budget

A Branch of the Bertha Bartlett Public Library

			Budget	Budget	Budget	Proposed	
			FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Revenues							
Interest							
Local Reimbursement			\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$48,000.00	\$ 48,000.00
Donation							
Misc. Receipts							
TOTAL			\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$48,000	\$ 48,000.00
			Year 1	Year 2	Year 3 (Contract)		
Expenditures							
Salaries, Full			\$ 13,712.00	\$ 14,165.00	\$ 15,437.00	\$ 15,900.00	\$ 16,377.00
Salaries, Part			\$ 13,390.00	\$ 14,000.00	\$ 14,490.00	\$ 14,925.00	\$ 15,373.00
FICA			\$ 2,073.00	\$ 2,230.00	\$ 2,289.00	\$ 2,358.21	\$ 2,489.00
IPERS			\$ 2,421.00	\$ 2,515.00	\$ 2,825.00	\$ 2,909.88	\$ 2,997.00
Insurance, Health			\$ 1,800.00	\$ 1,475.00	\$ 1,480.00	\$ 1,600.00	\$ 1,913.00
Travel & Training			\$ 1,200.00	\$ 1,000.00	\$ 700.00	\$ 700.00	\$ 500.00
Insurance, General						\$ 500.00	\$ 500.00
Professional Services			\$ 250.00	\$ 250.00	\$ -	\$ 200.00	\$ -
Programming			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Technology			\$ 500.00	\$ 500.00	\$ 393.00	\$ 500.00	\$ 500.00
Minor Equipment			\$ 100.00	\$ 100.00			
Cataloging Supplies			\$ 700.00	\$ 750.00	\$ 250.00	\$ 400.00	\$ 400.00
Office Supplies			\$ 500.00	\$ 500.00	\$ 150.00	\$ 200.00	\$ 100.00
Misc. Operating Supplies			\$ 50.00	\$ 50.00	\$ 36.00	\$ 50.91	\$ -
Capital Equipment			\$ -		\$ -		
Magazines			\$ 100.00	\$ 25.00		\$ 100.00	\$ 100.00
Books			\$ 2,404.00	\$ 2,140.00	\$ 1,800.00	\$ 3,356.00	\$ 1,551.00
Video			\$ 900.00	\$ 400.00	\$ 250.00	\$ 400.00	\$ 200.00
Online Licensing/Databases			\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 2,000.00
Transfer Out: General Fund			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
TOTAL			\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 48,000.00	\$ 48,000.00

E. Balance