

# Bertha Bartlett Public Library

## Board Meeting

Monday, January 27, 2025 6:30 p.m.

**Opening of Meeting:** Chris Feil, Board President

**Approval of Agenda**

**Approval of Minutes**

**Citizens' Appearance**

**Foundation update** – Shelley Hart

**Treasurer's Report:** Duane Fournier

- Review City reports
- January bills

**Circulation Report:** Tara Turner

**Correspondence/Communications**

**Gilbert Update:** Tera Sitzman

**Board Training Opportunity:**

**Building Project Update:**

Change Orders –

HVAC - ordered

Park Avenue Entrance – sidewalk – will be securing drawings from DOT engineer

DDM electric – need to order materials by end of April

Office space changes – millwork, Director's and Circulation offices

Current bills

Other items

Book drop – awaiting numbers hoping to present to City Council in February

**Old Business:**

- Chapters and Cocktails – reimbursements

**Policy updates:** none at this time

**Grants/Funding**

- **Story County Library Grant** – 5 hotspots, 3 tablets, 2 programs

**New Business:**

- Survey result correction
- Library Purchases – security cameras, vacuum, blinds
- Scandinavian Days
- Summer Reading

**Adjournment:**

Next monthly Board Meeting: Monday, February 24, 6:30 pm

## **Upcoming Library Events:**

### **BBPL:**

Regular Fall Programs:

Story Times

Wednesday 9:00 (for larger groups) and 10:30

Music and Movement

Friday 10:30

Kool Kids: Wednesdays 2:15 – 3:15

Tween/Teen: Wednesdays 2:30 – 3:30

Teen Book Club: Wednesdays 4:00

**Adult programs Monday evenings at 6 (unless otherwise noted)**

**Tech Help – Mondays 11-12**

**Staying Fit – Thursdays 3-4 pm**

### **Gilbert Library**

Book Club Sunday, February 2

Story Time Tuesdays 9:00

Little Tiger Story Time Thursdays 9, 10, 10:30

## **Director's Report January 2025**

We survived! Over 40,000 books have been moved along with an excessive amount of office supplies. We have tackled a plethora of IT problems, had an Open House and are working through punch list items. The Library has amazingly stayed opened despite the challenges and the staff have worked hard to make this all seem easy.

**Gilbert:** Gilbert approved the annual budget for the next two years. Our previous contract was \$62,000 and has increased to \$88,500 – a 42% increase. We plan to offer after-school programming, increase open hours and increase book budget (from \$3500 - \$6000 (71% increase)) with added funds

**Construction** – Demo has begun and we are able to envision our new space. Kingland and sub-contractors have been easy to work with and have worked with up to make it possible for us to carry on

**Foundation:** The support of the Foundation has been critical in allowing us to meet our goals of programming. Without this funding, our programs would not be possible. Thank you!! We will be working closely with the Foundation to furnish our library – bookcases, chairs, tables/chairs for meeting room, etc.

**Staffing** – We continue to rely heavily on volunteers to keep the Library running smoothly. Summer is fast approaching and we will be placing ads to look for summer interns/part-time help. We would love any energetic college or senior high school age applicants who love to work with kids and can handle a lively environment.

Bertha Bartlett Public Library  
Board of Trustees  
Minutes  
December 30, 2024

Chris Feil, board President, opened the meeting at 6:30p.m. Attending were Trustees Chris Feil, Grant Reimers, Laura Donaldson, Ashlee Mullenbach, Duane Fournier, and Theresa Sens; Tara Turner, library director; Mark Jackson; Tera Sitzmann.

The agenda was reviewed. A motion was made by Theresa, second by Laura to approve the agenda with one addition to new business. All approved.

Minutes were reviewed from the November meeting. A motion to approve the minutes as written was made by Grant, second by Laura. All approved.

Citizens Appearance – None today.

Foundation Report - Tara gave the report to the board. The Foundation Board will next meet in January.

Treasurer's Report - Financial and Budget reports were reviewed by Duane.

The board reviewed the December 2024 bills. A motion to approve the bills for December 2024 was made by Duane, second by Grant. All approved.

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update.

Correspondence – None this month.

Board Training - None tonight.

Gilbert Update - Tara gave the Gilbert update. Tara will request an increase in library funding in January to the city of Gilbert, and will also discuss with them the library's expanding to use the entire building.

Building Project Updates

- A building project meeting was held last Monday. In the new addition, carpet is in and paint is nearly finished. Anticipated date for turnover has been pushed to January 9<sup>th</sup>. A donation has been received to make front entry edging tile instead of previously planned vinyl. A small roof leak is being monitored.
- Change Orders.
  - HVAC. Tara will be meeting with Jim O'Connor of the Story City city council who will give advice on the HVAC bids we have received. A decision is needed asap, but the work will be done toward the end of the project.
    - **Motion by Grant to approve Converse Air's proposal for HVAC replacement, conditional on Jim O'Connor's recommendation. Second by Laura. All approved.**

- Park Ave Entrance
  - Reviewed revised bid from Arturo Concrete. Discussed this and architect options. Tabled tonight; Tara will provide images for future discussions.
- Alternate 3/Lighting bids
  - Reviewed DDM bid proposals and weighed options for lighting.
  - Board Agreed to pursue working with DDM and not accept Alternate 3 with Kingland.
- Current Bills.

#### Old Business:

- Staff pay increase
  - Board discussed Tara's proposed pay rate increases, examining the budget and a desire to increase staff pay. **Grant made a motion to provide all staff with 2.5% wage increase effective immediately. Second by Duane. All approved.** The board discussed reexamining the budget in July for a possible further pay raise, which will also put pay raises back on schedule with the fiscal year.
- Chapters and Cocktails
  - Discussion on how to move forward with this event without serving alcohol. The event will now be free admission for the community with freewill donations accepted. Board assistance for setup and during the event are needed.

#### Policy Updates

- None at this time

#### Grant Update:

- Story County Library Grant – 5 hotspots, 3 tablets, 2 programs

#### New Business

- Survey Results
  - Tara gave an overview of survey results and feedback received. She will look up and provide the board data on library patronage on specific days and times, for future analysis of hours of operation.
- Book Drop. A contractor is needed to install the drive-up book drop.
- Holiday Closures
- Library Closure- Wednesday January 8-January 14. Volunteers are needed to assist staff in moving entire collection to the new addition during this time.

Our next meeting will **January 27, 2025 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 8:14pm. Laura second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

# Bertha Bartlett Public Library

## January 2025 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
<b>Story City Bills</b>				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 126.57	
001-4410-6320	Aspen	auto	\$ 37.16	Trash removal (automatic monthly)
001-4410-6320	Sabrina Gogerty	Dec	\$ 262.50	Cleaning December
001-4410-6320	Story City Space Center	Dec	\$ 70.00	Rent for January
001-4410-6373	Aureon	Dec	\$ 64.48	Telephone service December
001-4410-6490	Adam's Moving	Dec	\$ 80.00	Piano prep
001-4410-6505	Vernon	Jan	\$ 139.84	Cataloging supplies
001-4410-6506	Amazon Business	Dec	\$ 159.98	paper organizer
001-4410-6772	Center Point Large Print	Dec	\$ 190.00	Large Print Books
001-4410-6772	Baker and Taylor	Dec	\$ 830.02	Books
<b>GNB Visa</b>				
001-4410-6772	GNB Visa - Amazon #0183460	Jan	\$ 13.47	Books
001-4410-6772	GNB Visa Amazon #5965041	Jan	\$ 13.02	Books
001-4410-6772	GNB Visa - Abe Books	Jan	\$ 9.92	Books
001-4410-6772	GNB Visa - Amazon #6893860	Jan	\$ 78.32	Books

		<b>Total</b>	\$ 2,628.28	
<b>Gilbert Bills</b>				
033-4410-6150	Wellmark	auto		Health Insurance, TT (split with Gilbert)
001-4410-6505	Vernon	Jan	\$ 139.84	Cataloging supplies
033-4410-6772	Baker and Taylor	Jan	\$ 491.28	Books
033-4410-6772	GNB Visa - Amazon #4260231	Jan	\$ 9.87	Books - Gilbert
		<b>Total</b>	\$ 640.99	

Submitted

12/20/2024

Approved on this day \_\_\_\_\_ by \_\_\_\_\_

**Bertha Bartlett Public Library**  
**January 2025 Bills**

Approved on this day \_\_\_\_\_ by \_\_\_\_\_

Page 1 of 1

Submitted 12/20

11

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## Gilbert - Expenses submitted January 24 - goal 41.6% remaining

Acct #	Gilbert Expenses	2024-2025	December	% Remaining	January	Goal 41.6%	Budget
		Budget	Ending Balance	Goal 50%	Submitted	Remaining	Remaining
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 8,413.40	33%	\$ 1,201.92	23.1%	\$ 2,884.68
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 16,350.28	45%	\$ 2,178.63	38.2%	\$ 11,471.09
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 1,870.57	42%	\$ 253.54	34.7%	\$ 1,126.89
033-4410-6130	IPERS	\$ 4,012.00	\$ 2,327.85	42%	\$ 139.85	38.5%	\$ 1,544.30
033-4410-6150	Insurance,	\$ 1,200.00	\$ 708.85	41%	\$ 175.00	26.3%	\$ 316.15
033-4410-6230	Travel & Training	\$ 250.00	\$ 43.79	82%	\$ -	82.5%	\$ 206.21
033-4410-6490	Professional Services	\$ 500.00	\$ 36.00	93%	\$ -	92.8%	\$ 464.00
033-4410-6500	Programming	\$ 500.00	\$ 21.30	96%	\$ -	95.7%	\$ 478.70
033-4410-6502	Technology	\$ -					\$ -
033-4410-6504	Minor Equipment	\$ -					\$ -
033-4410-6505	Cataloging Supplies	\$ 1,250.00	\$ 94.46	92%	\$ 139.84	81.3%	\$ 1,015.70
033-4410-6506	Office Supplies	\$ 500.00	\$ 35.58	93%	\$ -	92.9%	\$ 464.42
033-4410-6507	Misc. Operating Suppl	\$ -	\$ 26.49		\$ -		\$ (26.49)
033-4410-6770	Magazines	\$ -	\$ -				\$ -
033-4410-6772	Books (have Foundatio	\$ 3,287.00	\$ 2,509.81	24%	\$ 431.94	10.5%	\$ 345.25
033-4410-6773	Video	\$ 250.00		100%		100.0%	\$ 250.00
033-4410-6774	Online Licensing/Data	\$ 1,500.00		100%		100.0%	\$ 1,500.00
033-4410-6910	Transfer	\$ 3,000.00		100%		100.0%	\$ 3,000.00
	<b>Total Gilbert Exp.</b>	<b>\$ 62,000.00</b>	<b>\$ 32,438.38</b>	<b>48%</b>	<b>\$ 4,520.72</b>	<b>40.4%</b>	<b>\$ 25,040.90</b>

areas of concern  
estimates

We will be billing several months through Foundation for Gilbert books

## BBPL - Expenses submitted Janaury 24 - Goal remaining 41.6%

Acct #	Story City Expenses	2024-2025 Budget	December ending balance	% Remaining - Goal 50%	Submitted December	Goal 41.6% Remaining	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 25,240.46	50%	\$ 3,605.78	42.31%	\$ 21,153.76
001-4410-6020	Salaries: Part-time	\$ 91,500.00	44,754.14	51%	6400	44.09%	\$ 40,345.86
001-4410-6110	FICA/Medicare (7.65%)	\$ 10,825.00	5283.45	51%	760.44	44.17%	\$ 4,781.11
001-4410-6130	IPERS (5.75%)	\$ 13,358.00	6447.41	52%	575.33	47.43%	\$ 6,335.26
001-4410-6150	Insurance - Group He	\$ 6,250.00	2334.51	63%	553	53.80%	\$ 3,362.49
001-4410-6230	Travel/Training	\$ 750.00	246.79	67%	\$ -	67.09%	\$ 503.21
001-4410-6320	Building/Grounds	\$ 8,800.00	4660.59	47%	\$ 369.66	42.84%	\$ 3,769.75
001-4410-6371	Utilities	\$ 4,500.00	386.24	91%	\$ 126.57	88.60%	\$ 3,987.19
001-4410-6373	Telephone	\$ 1,000.00	332.64	67%	\$ 64.48	60.29%	\$ 602.88
001-4410-6408	Insurance-General	\$ 8,200.00	0	100%	\$ -	100.00%	\$ 8,200.00
001-4410-6490	Professional Services	\$ 1,500.00	365	76%	\$ 80.00	70.33%	\$ 1,055.00
001-4410-6499	Miscellaneous	\$ 200.00	261.38	-31%		-30.69%	\$ (61.38)
001-4410-6500	Programming	\$ 1,000.00	556.13	44%	\$ -	44.39%	\$ 443.87
001-4410-6501	Building Supplies		0		\$ -		\$ -
001-4410-6502	Technology	\$ 1,000.00	28.85	97%	\$ -	97.12%	\$ 971.15
001-4410-6505	Cataloging Supplies	\$ 1,500.00	415.29	72%	\$ 139.84	62.99%	\$ 944.87
001-4410-6506	Office Supplies	\$ 2,300.00	1047.49	54%	\$ 159.98	47.50%	\$ 1,092.53
001-4410-6507	Misc. Operating supp	\$ 250.00	1300	-420%	.		\$ 250.00
001-4410-6727	Capital Equipment	\$ -	0		\$ -		\$ -
001-4410-6508	Petty Cash/Postage	\$ 250.00	100	60%	\$ -	60.00%	\$ 150.00
001-4410-6770	Magazines	\$ 1,000.00	1005.58	-1%	\$ -	-0.56%	\$ (5.58)
001-4410-6771	Audio	\$ 250.00	0	100%	\$ -	100.00%	\$ 250.00
001-4410-6772	Books	\$ 13,067.00	5435.76	58%	\$ 735.80	52.77%	\$ 6,895.44
001-4410-6773	Video	\$ 1,000.00	147.36	85%	\$ -	85.26%	\$ 852.64
001-4410-6774	Online Databases	\$ 1,500.00	451.5	70%	\$ -	69.90%	\$ 1,048.50
		<b>\$ 220,000.00</b>	<b>\$ 100,800.57</b>	54%	<b>\$13,570.88</b>	48.01%	<b>\$ 105,628.55</b>

estimates

areas of concern

2229.33



# MONTHLY SNAPSHOT

## December 2024

### Story City



Books added.....104	Meeting Room Use.....23 uses	New Patrons .....7
Books Withdrawn.....1,013	Library Sponsored.....21	Reference Questions:.....26
Books Repaired.....20	Patron Sponsored.....2 uses	Technical Assistance.....14
Interlibrary Loans.....47	Kinne Wing.....10	Number of volunteers .....32
Internet Usage:..... 699	Booked ahead study room..10	Volunteer hours.....96
Unique Users:.....217	Number of Programs.....31	Staff hours.....326.25
Computer Users.....87	Program Attendance.....347	Hours Open.....156
Website : visits .....1272	Story Time.....183	Staff hours/hours open .....2
Menu Clicks : .....81	After-School Program.....87	Average staff wage.....\$16.2
	Tweens and Teens.....40	Staff cost/hour open....\$32.4
	Book Club.....5	
	Passive/Patron led.....32	

\*Average staff pay, Staffing cost per hour did not include director cost, FICA, IPERS.

Library Usage	This month	Last Month	Increase or Decrease	December 2023	\$ spent
Physical items checked out	2086	2089	↓ 0.14%	2068	
(Both Libraries) Bridges Materials Unique users	869	841	↑ 3.3%	733	\$100
	179	159	↑ 11.8%	132	
Hoopla Books Unique users	292	247	↑ 16.7%	80	\$638.09
	98	92	↑ 6.3%	27	
Total Items checked out	3247	3177	↑ 2.2%	2881	↑ 11.9%
Website Visits	1272	1469	↓ 14%	unknown	
wifi	699	656	↑ 6.3%	783	
Library Visits	2559	2936	↓ 13%	2268	↑ 12%



# MONTHLY SNAPSHOT

## December 2024

### Gilbert

Items added.....42	Programs.....14	Reference Questions.....30
Items Withdrawn...12	Story Time.....220	Number of volunteers....0
WiFi usage:.....250	Bingo.....19	Staff hours.....136.5
Unique users.....105	Book Club.....8	Hours Open..... ..105
AWE.....0	Passive Programming...170	Staff Hours/Hours Open....1.3
PC.....18		Average staff pay.....\$14.54
New Cards.....3		Staffing per hour cost.....\$18.9

Library Usage	This month	Last Month	Increase or Decrease	December 2023	Increase or Decrease
Physical items checked out	518	577	↓ 11.6%	305	↑ 51%
WiFi unique visitors	105	49	↑ 72.7%	57	↑ 59.3%
sessions	250	189	↑ 27.8%	104	↑ 82.5%
Library Visits	438	360	↑ 19.6%	195	↑ 76.8%