

Bertha Bartlett Public Library

Board Meeting–

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Meeting ID: 836 6688 1293

Passcode: 552502

Thursday, January 28, 2021

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
- January bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- New Baker & Taylor book recycling program
- Novak Design Group

Old Business:

- Different automation systems and costs
 - Polaris - \$25,000 Annual Fee, annual fee shocked me, so didn't go further.
 - Insignia - \$2,000 Annual Fee, \$5,000 first year setup – all services & training incl.
 - Koha - \$2,640 Annual Fee, \$11,690 first year setup (open source)
 - Apollo - \$2,600* Annual Fee, \$4,550 first year setup –
 - *Additional fees for texting, color book jacket images and auto calling....up to \$930 more per year.

Adjournment

Next meeting: Thursday, February 25, 6 p.m.

Staff Report

January 2021

January has proved a bit better than December, with a wide range of needs coming to our attention. Denise has been training Shelly Gruwell how to weed and she has completed the Easy and Juvenile fiction, and now working in the non-fiction area. During this process she is also re-aligning books that appear in areas that are far removed from others of the same topic, a task we recognized long ago needed corrected, but just didn't have enough time. This is a task that can only occur while in the building, so this project is moving forward.

The City Manager, Mark Jackson sent our President Chris Feil and I an email telling us the city council had reinstated our book budget for this year. We are grateful for that, and next months I will adjust the financial report to show the original budget numbers and drop the adjusted figures we had computed. And even though the last board meeting it was suggested that I should create another phased in proposal for increasing services, the City Manager told me that he would still recommend we change nothing until the end of February. We are noticing nearly a boycott of the library at this time, and I'm afraid it's because people are frustrated with this entire process.

This is very timely while we are researching automation systems, as making any type of a switch will require converting all our files and to have them more accurate will help immensely. When we did the last conversion, we found it didn't do anything to help correct errors or changes in cataloging, so now is the best time to accomplish this, and not carry forward more errors. Our system now appears to be degrading and the existing company wants us to go to a cloud based system, greater expense, and limited services. I'm not comfortable putting patron information in the cloud....and too many libraries report problems on their web based systems. Cost is widely variable, and we are hoping for better reports, ones that export to Excel and an ability to integrate Overdrive into our catalog so people can download directly. I've put a query into other libraries around the state and into the State library to see if there is system I'm not exploring at this time. Due to the time needed to train and transition to a new system, we don't want to make a mistake! At this point Insignia sounds like the best product for the money and services provided....but I'm still researching.

The link in the Annex was repaired by caulking around the air conditioning unit on the roof. Mark Jackson sent the name of a roofing company, Joe Grell Roofing who specializes in flat roofs. We have scheduled a handful of meetings at the annex, small groups who really needed face to face discussions. One of the groups had Pete Tekippe in it, and he asked me what happened to the ceiling tiles, and I explained, then he told me he usually re-caulked that each year. We didn't know that.

Novak Design Group out of Cedar Rapids were the architects who designed our current building, so I decided to call them. I haven't heard much about them and wondered if they had stepped away from library work. I contacted them through the internet, and the individual who got back with me had worked on the original project, very new with the firm then. He offered to meet with me, walk through the annex and indicated he would be very interested in working with us on the expansion. From talking with him, I felt he was less likely to have us spend money to create a new "library look", and more interested in helping this addition contribute to the needs for the collection and the way we use the library space now. I was curious why they fell off our radar, and he told me they are a small firm and only have 8 people on staff, so they don't have a big team work on a project, one person follows the project from beginning to end. They will also work on a flat fee. I shared the space study, and he felt we could reach the square footage needs and make it work with the existing building and annex.

Bertha Bartlett Public Library

Board Minutes

12/22/20

Board meeting for the board called to order at 6:01 p.m.

Attending: Chris Feil-President, Lynn Cummings, Duane Fournier-Treasurer, Kolleen Taylor- Library Director

The minutes were approved with one change, Duane was not in attendance at the previous months meeting. Lynn motioned to approve the minutes, Duane seconded. All approved.

No citizens appearance.

Treasurers report:

Duane Fournier reported that we are 40% through budget year, 68% left in our budget. The book budget looks good so far and the board was ok understanding that we would spend more than the \$8500. The trust will be able to put money towards the book budget.

Gilbert: Budget shows we should be 40% through the budget year, we have 64.8% left. There was an error in the financial report (6,585.00%)we need to correct to 64.8%.

Bills: Black Hills and Ingram bills are still outstanding but we know they are coming yet this month. The magazine purchase is a large number due to the subscription service, we do two annual payments, and this is the larger of the two. Duane made a motion that the bills be approved, Lynn 2nded all agreed.

Budget for 2021-2022:

The figures for this coming year show large increases for medical insurance in addition to the building insurance. The Steinway piano and purchase of 509 Broad Street (annex) were likely the cause. Between the two the increase is about \$900.

Mary Kay joined at 6:15 p.m. There was a discussion about who pays for the insurance. The city pays for the insurance and charges it off to the library budget.

Kolleen had also increased the automation system budget, making a few assumptions she might be close. Still getting proposals, so this might not be correct.

Duane made a motion to approve the 2021-2022 budget, Lynn seconded budget. Passes

Gilbert budget was kept at \$48,000. We need to tell Teri we are going back to that number for last year.

Duane made a motion to approve the Gilbert budget, Lynn seconded, all approved.

Circulation report:

Covid continues to pay havoc with our statistics. The one nice area was in Young Adult reading. Downloadable e-books has gone up. Gilbert circulation has stayed up. Kolleen indicated their hours are near their normal.

Gilbert update: more usage due to proximity to Ames

New Business:

Closing on Saturday after Christmas and New Years: The discussion indicated no one had a problem closing these two days. Lynn moved to close after these two days, Duane seconded, all approved.

New Book budget: Will need to supplement with trust money, no one opposed to that and asked staff be reassured.

Discussion on reopening a few more hours after years' end: Mary Kay indicated that the city is probably going to want to hold the line until at least January 8. She suggested Kolleen come up with a short proposal to present to the council for a step back up. Mary Kay suggested having a small step up so we can make people comfortable. Kolleen will work on that proposal for January.

Old Business:

Different automation system to consider next month.

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

Meeting is adjourned with a motion by Duane, seconded by Lynn. Adjourned at 6:40 p.m.

Submitted by Kolleen Taylor,

Acting Secretary

**Bertha Bartlett Public Library Cash Flow
December 2020**

Acct #	Story City Expenses	2020-2021 Budget	Revised budget due to Covid	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 48,500.00	\$ 48,498.00	\$ 3,484.97	\$ 22,652.29	\$ 25,847.71	53.29%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 59,750.00	\$ 3,742.61	\$ 21,982.82	\$ 37,767.18	63.21%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 8,270.00	\$ 540.81	\$ 3,343.66	\$ 4,936.34	59.62%
001-4410-6130	IPERS	\$ 10,220.00	\$ 10,180.00	\$ 682.28	\$ 4,216.83	\$ 6,003.17	58.74%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 4,800.00	\$ 413.01	\$ 2,391.96	\$ 2,408.04	50.17%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 902.00	\$ -	\$ 255.91	\$ 1,044.09	80.31%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 5,000.00	\$ 595.29	\$ 1,199.17	\$ 7,850.83	86.75%
001-4410-6350	Equipment repair/Maint	\$ -					
001-4410-6371	Utilities	\$ 1,900.00	\$ 1,900.00	\$ 110.20	\$ 663.40	\$ 1,236.60	65.08%
001-4410-6373	Telephone	\$ 4,800.00	\$ 4,800.00	\$ 398.08	\$ 2,391.73	\$ 2,408.27	50.17%
001-4410-6408	Insurance-General	\$ 2,100.00	\$ 2,100.00	\$ -	\$ 165.00	\$ 1,935.00	92.14%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 1,800.00	\$ 1,012.50	\$ 1,035.00	\$ 965.00	48.25%
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 2,000.00	\$ 313.43	\$ 534.78	\$ 1,965.22	78.61%
001-4410-6501	Building Supplies	\$ 800.00	\$ 700.00	\$ -	\$ 196.65	\$ 603.35	75.42%
001-4410-6502	Technology	\$ 3,000.00	\$ 1,500.00	\$ -	\$ 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	\$ 136.38	\$ 942.66	\$ 1,557.34	62.29%
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	\$ 658.68	\$ 1,021.38	\$ 478.62	31.91%
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	\$ 641.75	\$ 5,525.77	\$ 6,474.23	53.95%
001-4410-6773	Video	\$ 1,000.00	\$ 1,000.00	\$ 61.03	\$ 442.43	\$ 557.57	55.76%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 1,300.00	\$ -	\$ 1,074.22	\$ (74.22)	-7.42%
		\$ 180,500.00	\$ 168,500.00	\$ 12,791.02	\$ 70,456.17	\$ 110,043.83	60.97%
Deposits to: **							
001-4410-1-4580	General Fund	\$ 4,000.00		\$ (253.65)	\$ (893.15)	\$ (3,106.85)	-77.67%
001-4410-1-4470	General Fund	\$ 23,000.00		\$ (4,333.36)	\$ (17,649.45)	\$ (5,350.55)	-23.26%
031-4410-2-4705	Donations	\$ -		\$ -	\$ (390.00)	\$ 390.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -		\$ (1,111.88)	\$ (2,418.00)	\$ 2,418.00	0.00%
	Total Deposits						
B. Trust Fund Deposits/Balance							
031-	Trust in General Fund	\$ 332,259.71	\$ 1,261.80	\$ 333,521.51			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 2,078.84	\$ 4.20	\$ 2,083.04			
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00			
031-4410-4-4799	Misc. Receipts	\$ -					
				\$ 545,604.55			
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
January 2021 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	01/02/21	\$381.54	Health Insurance - Kolleen
001-4410-6320	Quill	01/05/21	\$131.41	Cleaning supplies, hand sanitizer
001-4410-6371	Aspen Waste Management	01/01/21	\$30.00	Trash collection
001-4410-6371	Black Hills Energy	01/22/21	\$74.07	Gas - 509 Broad Street
001-4410-6373	Aureon	01/01/21	\$405.23	Internet & Phone
001-4410-6500	Creative Product Source	12/17/20	\$166.87	SRP - bags
001-4410-6500	Amazon Capital Services	01/09/21	\$8.48	craft sticks
001-4410-6501	Amazon Capital Services	01/06/21	\$11.90	Shark vaccuum filters
001-4410-6505	Demco	01/25/21	\$99.11	Cataloging materials
001-4410-6506	Access Systems	01/22/21	\$148.62	Copier
001-4410-6506	Amazon Capital Services	01/06/21	\$28.14	Barcode labels
001-4410-6772	Center Point Large Print	01/01/21	\$88.68	Books
001-4410-6772	Baker & Taylor	07/20/20	\$62.70	Books
001-4410-6772	Baker & Taylor	09/28/20	\$76.11	Books
001-4410-6772	Baker & Taylor	12/30/20	\$93.50	Books
001-4410-6772	Baker & Taylor	01/13/21	\$45.92	Books
001-4410-6772	Baker & Taylor	01/18/21	\$270.29	Books
001-4410-6772	Ingram	12/16/20	\$195.64	Books
001-4410-6772	Ingram	01/08/21	\$84.16	Books
001-4410-6772	Ingram	12/23/20	\$186.67	Books
001-4410-6772	Gale/Cengage	01/20/21	\$50.98	Books
001-4410-6772	Gale/Cengage	01/20/21	\$60.72	Books
001-4410-6772	Gale/Cengage	01/21/21	\$59.99	Books
001-4410-6772	Amazon Capital Services	01/09/21	\$106.17	Books
001-4410-6772	Amazon Capital Services	01/22/21	\$66.90	Books
001-4410-6773	Amazon Capital Services	01/06/21	\$17.96	DVDs
	TOTAL - Story City		\$2,951.76	
	Gilbert Bills			
033-4410-6500	Creative Product Source	12/17/21	\$55.62	SRP bags
033-4410-6500	Demco	01/25/21	\$99.11	Cataloging materials
033-4410-6772	Baker & Taylor	12/22/20	\$31.35	Books
033-4410-6772	Ingram	12/16/20	\$74.84	Books
033-4410-6772	Ingram	01/08/21	\$64.34	Books
	Total - Gilbert		\$325.26	

Approved on this day _____ by _____

	July 19	July 20	Aug. 19	Aug. 20	Sept. 19	Sept. 20	Oct. 19	Oct. 20	Nov. 19	Nov. 20	Dec. 19	Dec. 20	Mar. 20	Apr. 20	May 20	June 20
City	3029	2072	2600	1585	2461	1694	2528	1651	2063	1375	1886	1487	2539	600	590	1574
County	641	383	419	301	412	333	515	330	486	358	332	325	380	74	180	221
Other	953	916	954	615	912	791	1008	690	880	576	1016	726	1003	240	372	688
Gilbert	388	289	343	195	270	332	331	287	229	259	165	226	250	74	134	257
Total	5011	3660	4316	2696	4055	3150	4382	2958	3658	2568	3399	2764	4172	988	1276	2740
Open Access	953	916	954	615	912	791	1008	690	880	576	1016	726	1003	74	372	688
Adult	1455	1254	1365	910	1188	1051	1394	1135	1208	957	1183	1015	1460	391	469	998
Young Adult	335	381	291	231	183	226	221	190	141	158	178	209	240	71	123	226
Juvenile	2079	1565	1779	1149	1740	1439	1833	1132	1507	1106	1233	1137	1640	366	509	1137
Video	0	0	8	0	5	1	4	1	5	2	2	3	1	2	2	1
DVD	848	375	672	333	742	357	675	294	563	267	546	313	587	96	120	292
Audio	20	6	7	10	14	1	9	4	18	0	25	1	12	6	0	4
CD	39	3	17	3	12	2	7	4	24	3	38	14	8	1	1	0
CD book	138	56	96	45	85	38	115	53	125	22	126	48	132	35	26	48
Magazines	60	9	49	11	37	19	56	24	28	19	27	16	34	9	20	21
Puzzles	27	10	24	1	34	8	58	13	31	10	24	6	39	10	6	9
Puppets	9	0	7		11	0	10	0	6	0	8	0	2	1	0	0
Other	1	1	1	3	4	8	0	8	2	2	9	2	17			4
Total	5011	3660	4316	2696	4055	3150	4382	2858	3658	2546	3399	2764	4172	988	1276	2740
E-books	320	497	336	462	324	396	320	414	319	412	330	409	382	484	530	461
Downloaded Audio	372	390	343	348	327	315	337	310	319	303	307	321	376	387	368	391
Ref.? Asked	158	126	112	114	103	132	161	115	140	120	114	139	136	150	114	172
Ref.? Answered	158	126	112	114	103	132	161	115	140	120	114	139	136	150	114	172
Reference-Gilbert	58	83	59	40	32	86	39	58	25	45	20	42	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
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	58.3	60	293	55.5	64
Total People	554	153	403	123	384	147	428	147	224	110	189	93	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	1.6	3	52	1.1	1.8
Gilbert Site Circ.	626	619	581	383	507	613	559	520	350	474	336	419	418	293	274	477
Hours - Story City	221	161	228	149	220	157	247	164	224	164	222.5	171.5	213	147	147	154
Total People	3778	1219	3229	1215	3122	1515	3636	1821	3613	1077	2355	1097	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	6.4	10.1	N/A	0.6	6.7
CARDS																
Issued - Story City	12	4	4	3	22	7	5	10	10	6	9	1	9		1	20
Issued - Gilbert	4	2	0	0	3	5	1	1	1	0	0	0	1		1	1
Withdrawn	0	0	0	0	0	0	0		0	0	0	3	2		0	0

renewed - Story City	12	4	13	8	3	6	8	7	1	4	5	7	13		1	1
renewed - Gilbert	4	6	3	5	1	1	7		1	0	2	2	4		1	2
Meeting Room Library	12	0	2	1	10		14		16	1	10	0	4	0	0	0
Meeting Room Other	2	0	4	0	9		8		8		9	1	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	0
Interlibrary Loans Requested	15	10	12	25	5	9	16	14	24	10	9	13	24	0	0	16
Interlibrary Loans Sent	33	27	25	16	29	20	31	24	4	32	31	15	20	0	2	20
Book Club Sets	0	1	2	1	4	3	3		3	1	2	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	23		29	18	25	23	7	0	0	7
In House Use - Gilbert	58		64		30	89	58		37		22	48	33	0	0	49

In House Use - Story City

Monthly Program Statistics: July 1, 2020 thru June 30, 2021

Date	Program title	Type of Program	Target audience			endees (Live-virtual or In person)			If recorded, # of views by end of month	If outreach, # of patrons reached	BBPL, G or both?	Presenter / coordinator	Notes
			Adult	Teen	Children	Adult	Teen	Children					
7/2/2020	Storytime Express: Kimberley Chelsvig	Outreach			x				5	BBPL	Maria		
7/3/2020	Storytime	Live-virtual			x			0		both	Maria		
7/10/2020	Storytime	Live-virtual			x			0		both	Maria		
7/17/2020	Storytime	Live-virtual			x			0		both	Maria		
7/17/2020	Storytime: Trees	Recorded - Facebook			x			?		both	Maria		
7/24/2020	Storytime	Live-virtual			x			0		both	Maria		
7/24/2020	Gilbert Days SRP promotion	In person	x	x	x	15	6	21		G	Maria		
7/31/2020	Storytime	Live-virtual			x			0		both	Maria		
8/4/2020	Storytime Express: Kimberley Chelsvig	Outreach			x				5	BBPL	Maria		
8/7/2020	Storytime	Live-virtual			x			0		both	Maria		
8/14/2020	Storytime	Live-virtual			x			0		both	Maria		
8/21/2020	Storytime	Live-virtual			x			0		both	Maria		
8/28/2020	Storytime	Live-virtual			x			0		both	Maria		
8/28/2020	Storytime: Bubbles	Recorded - Facebook			x			?		both	Maria		
9/2/2020	Storytime Express: Kimberley Chelsvig	Outreach			x				5	BBPL	Maria		
9/17/2020	STEM program:pH	Live-virtual			x	3		3		both	Maria		
9/21/2020	Storytime: Princesses	Recorded - Facebook			x			?		both	Maria		
9/24/2020	STEM program:Surface tension of water	Live-virtual			x	3		1		both	Maria		
10/1/2020	STEM program:pH	Live-virtual			x	3		0		both	Maria		
10/7/2020	Storytime Express: Kimberley Chelsvig	Outreach			x				5	BBPL	Maria		
10/8/2020	STEM program	Live-virtual			x	2		1		both	Maria		
10/14/2020	STEM program: Fall harvest	Live-virtual			x	3		0		both	Maria		
10/16/2020	Storytime: Pumpkins	Recorded - Facebook			x			?		both	Maria		
10/20/2020	Book Review (YouTube)	Recorded	x	x	x			4			Caitlin		
10/21/2020	STEM program: Sugar	Live-virtual			x	3		1		both	Maria		
10/28/2020	STEM program: Pollination	Live-virtual			x	3		1		both	Maria		
10/30/2020	Storytime: Halloween	Recorded - Facebook			x			?		both	Maria		
11/4/2020	STEM program: Seed dissection	Live-virtual			x	3		1		both	Maria		
11/6/2020	Storytime Express: Kimberley Chelsvig	Outreach			x				5	BBPL	Maria		
11/11/2020	STEM program: Magnets	Live-virtual			x	3		4		both	Maria		
11/13/2020	Storytime: Fall	Recorded - Facebook			x			?		both	Maria		
11/13/2020	Homeschool Writing Workshop	In Person		x	x	2	2	4	3 families	Both	Caitlin	Caitlin, this session wasn't on the sheet so I added it but aren't sure of the numbers.	
11/18/2020	STEM program: Static electricity	Live-virtual			x	3		1		both	Maria		
11/20/2020	Grab & Go Craft Kit: Turkey	Outreach			x				18	BBPL	Maria		
11/21/2020	Grab & Go Craft Kit: Turkey	Outreach			x				11	G	Maria		
11/25/2020	Storytime: Firefighter's Thanksgiving	Recorded - Facebook			x			?		both	Maria		
11/25/2020	Storytime: Bear Says Thanks	Recorded - Facebook			x			?		both	Maria		
11/25/2020	STEM program: Catapult	Live-virtual			x	3		3		both	Maria		
12/4/2020	Storytime Express: Kimberley Chelsvig	Outreach			x				5	BBPL	Maria		
12/9/2020	Grab & Go Kits: Gingerbread House	Outreach		x	x				5 families	G	Maria		
12/9/2020	Grab & Go Kits: Gingerbread House	Outreach		x	x				20 families	BBPL	Maria		

