

Bertha Bartlett Public Library

Board Meeting–
Thursday, May 27, 2021
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- May bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Architect for Annex – recommendation from Steering Committee
- Indoor programming
- Wages for 2021-2022 fiscal year/Matrix
- Check presentation from Kinne estate to Foundation
- Programming in library/community meetings, Knit Pickers, etc., music programs

Old Business:

- Library Hours – policy change
- Language change in financial approvals

Adjournment

Next meeting: Thursday, June 24 6 p.m.

Staff Report

Kolleen Taylor

May 2021

The change to the city policy on masking has immediately shown a change in library attendance. Groups are asking to use the library again, and we are hoping this means we can offer programs within the building again. The large events for the Summer like the K-4 were already set to be offsite at the Story City Recreation Center and the city park, and in Gilbert at the Community Center. The Summer Reading program is set to kick off on June 8, with the reading logs available next week, June 1. I know I've had several parents comment that they are relieved to have some options for their children for the coming summer.

But it does allow us a chance to take room reservations, schedule a few adult programs, etc. I was contacted by the ISU Extension Service about offering a program on how to preserve fresh vegetables, garden products, by canning, freezing, etc. It feels like this would be good timing as there seems to be an increase in gardening in our communities. It will be a 2 hour program June 29, starting at 6 p.m.

Our change to Insignia has had a few glitches we are still working through. We did upgrade the memory in the server, and have had to bring Craig McClanahan in to handle this. In general, it's a slow learning curve, we are just hoping in the long run everyone will enjoy the new system. There are already significant improvements in some of the reporting features, however, my reports that I give to you still have some problems we hope to have smoothed out by next meeting/year end reports!!!

Staffing is going to continue to be an issue, and it's hard to hire when our starting salary is very low, skill is high and hours are less than great (evenings and weekends). I'm not real comfortable hiring a high school student to work alone in the evenings, although I know they would fit the bill. I'd like us to look at the wage matrix and see if we can adjust the part-time wages to accommodate both existing staff, and offer a bit more to new staff, hoping we can consider more than a 3% raise, but increase our long-time staff \$1 or \$2/hour. I hired in Abra at a training wage, with an increase at the end of the training period. She is doing a great job in Gilbert, and I wish I could bring her here more.

The Fran Kinne estate will be presenting a check to the Foundation next Friday, and the executor of the estate is wanting to meet to share ideas. I'm not sure what this will amount to, but it might involve some long-term recognition, discussion of a Fran Kinne "room" (and how we are utilizing the donated items). We will know more after next week.

We began cataloging music that we have available in our filing cabinets, and already received a great response from some of our piano players and musicians. I've been trying to find a better way to store this so that it is easy to locate. Some of this music belonged to Carl Hermanson, some were other donations, and I'm planning to donate more, especially some of the method books to fill out a series of books we have already. The cost of music today is much higher than I realized and this seems to fit with the library now that we have Fran's piano. My plan is to start trying to schedule one night a month as a music series using local musicians and perhaps some guest musicians.

We haven't had time to do inventory of our cataloging materials and other supplies, and we are discussing whether we need to put back some of our public computers. We don't know how usage will have changed with the pandemic, and we might be good just having the laptops available for the future.

Bertha Bartlett Public Library

Board Meeting

Thursday, April 22nd, 2021

6:00pm

Meeting held via Zoom and at Library

Present: Lynn Cummings, Matt Emerson, Duane Fournier and Kolleen Taylor (Director), Mark Jackson in place of Mary Kay Solberg.

Called to Order: 6:01p

Changes to and approval of the Agenda:

Taylor asks to add "Foundation Report" under "New Business".

Add "Charter Change" to "New Business".

Approval of Minutes:

Motion to approve the March 2021 minutes by Hensch, seconded by Cummings, approved unanimously.

Citizen's Appearance:

None

Board Training: None

Treasurer's Report

P and L:

Story City: 25% remaining of the budget year and 35% of budget funds. Insurance went up substantially due to the additional building and the piano.

Behind in programming, that that is the norm due to summer reading not started yet.

There is discussion regarding upgrading the server RAM.

There is approximately \$1400 left in the cataloguing category.

Gilbert: Slightly behind in spending. Overspent on health insurance. There is \$1200 left. There is a \$2000 transfer at the end.

April Bills:

Furnace failure? - Called Converse Conditioned Air due to smelling gas in the building. Found a furnace quit working. The charge in the bills is for the service call.

Internet will be switched from Aureon in June. Bill goes up a bit each month because each call is a long-distance call due to patrons having cell phones instead of land lines.

Fournier reports the ACT insurance charge is on the March P&L, but it is an April bill. Taylor reports that is due to the fact that the city received the bill in March but this board had not yet seen it.

503 Broad Street bill for Black Hills energy should be around \$150. City hasn't yet received it. Comes at the end of the month.

The total for Gilbert is not correct. Taylor will correct the amount and send it out.

Fournier motions to approve April bills with Taylor sending the amount for Black Hills when it is received. Hensch seconds. Approved unanimously.

Circulation:

Circ continues to remain lower this year at Story City. Gilbert is doing well.

Taylor reports that patronage is picking up this month with young families coming back. There aren't a lot of items out to play with, but families seem to be feeling more comfortable again.

Correspondence/Communications:

Taylor reports there is an estate from Marvin Frette that is donating funds to the library.

There is another donation from a citizen for \$100 and chocolates.

Gilbert Update –

Maria is working to manage items for the SRP. Coordinating with Kids Club out of Gilbert for summer reading. YSS will bring around 47 kids. Possibly will do it at the City conference area, but that is 2 miles from the library. Checking to see if the groups can be split up.

Staying very busy. Numbers have stayed strong due to the Ames library being closed. Likely has a higher percentage due to the fact that patrons are coming to pick up items from her.

New Business

Increasing RAM in server – Would likely cost a couple hundred dollars. Emerson suggests moving on this purchase sooner than later due to a shortage of computer components. Emerson recommends the cataloguing and library systems should be separated so they can run if the internet things fail. Emerson reports having the databases on this system will help it run better, overall. Taylor will check and see what works best for the library.

Grants for Building Project – Taylor requests the opportunity to see what is required for the grants for the addition. She reports that she's done a lot of the information gathering in the past, and it might make sense for her to do the writing of the actual grant. Most of the process is online and seems easier than previous grants she's written.

Adding 2 Staff for Gilbert and Story City – There are staff with some health issues, requiring the need for additional staff.

Hours at Library – Adjust to permanent hours – Getting more difficult to hire for Saturday afternoons. Staff suggests closing at 7pm Monday – Thursday, 5pm on Fridays and 3pm on Saturdays. Could give notice the 1st of May. Close at 7:30pm Mondays – Thursdays. Motion to change closing time Mondays – Thursdays to 7:30p and 3pm on Saturdays from May 1 to Labor Day by Hensch, second by Fournier. Approved unanimously.

Future of Zoom Meetings?

Taylor asks whether Zoom should be continued since we are now able to meet in person. Fournier asks that we get a better microphone so those viewing from Zoom can hear those in the meeting room well. Other meetings, besides the board meeting, are held for the library via Zoom. The subscription will continue.

Foundation Update

Taylor requests that another member of the trustees attend the Foundation meeting with her. The foundation committee went through many of the items from Fran's estate. Foundation suggests having a day to celebrate Fran and a silent auction for some of the items. There are 4 new members. Rod Bohner joined last year, and now we have added Alaina Christian, Dean Vande Griend, and Ashlee Mullenbach with Clark Grinde filling an unexpired term.

Auto Approval of Utility Bills

Easier for the city to have them together. Fournier suggests it makes sense for us to change bylaws. Fournier suggests adding verbiage saying there should be an automatic approval of consolidated utility bills as long as the board receives an electronic copy.

Fournier motions to add verbiage above. Feil seconds. Approved unanimously.

Old Business

US Cellular Offer About HotSpots – the devices were a penny a piece, but they charge \$39/month for the data. Taylor reports she will email the information to the trustees.

Architects Meeting with Steering Committee – There was a meeting between the steering committee and the architects. There were 5 questions presented, some financial and some general questions. Hoping to have a suggestion/recommendation by May 1st. Fournier suggests asking about previous projects – what was the estimated cost, the construction cost and the fees?

Update on Programming and SRP – Denise has been coordinating with Maria and Caitlin regarding programming. Will be starting off with a bag of items for the program. Will do reading logs, incentives and tracking. The special programs will be here, outside, parks or city facilities. Bags will be assembled in the annex. 300 – 400 bags will be made.

Adjournment: Motion to adjourn Hensch, second Feil. Approved unanimously at 7:33p.

Next Meeting: Thursday, May 27th at 6pm.

Jessica Hensch
Secretary
Board of Trustees

Bertha Bartlett Public Library Cash Flow

April 2021

Acct #	Story City Expenses	<u>2020-2021</u> Budget	Month to date	Year to date	<u>Budget</u> remaining	<u>% of funds</u> Remaining
001-4410-6010	Salaries: Full Time	\$ 48,500.00	\$ 3,484.97	\$ 38,334.62	\$ 10,165.38	20.96%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 4,017.57	\$ 39,002.15	\$ 20,747.85	34.72%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 561.86	\$ 5,794.70	\$ 2,485.30	30.02%
001-4410-6130	IPERS	\$ 10,220.00	\$ 708.23	\$ 7,303.91	\$ 2,916.09	28.53%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 413.01	\$ 4,054.00	\$ 746.00	15.54%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 255.91	\$ 1,044.09	80.31%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 231.62	\$ 4,470.14	\$ 4,579.86	50.61%
001-4410-6350	Equipment repair/Maint.	\$ -				
001-4410-6371	Utilities	\$ 1,900.00	\$ 85.64	\$ 1,902.13	\$ (2.13)	-0.11%
001-4410-6373	Telephone	\$ 4,800.00	\$ 409.08	\$ 4,020.65	\$ 779.35	16.24%
001-4410-6408	Insurance-General	\$ 2,100.00	\$ -	\$ 3,576.00	\$ (1,476.00)	-70.29%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 1,170.00	\$ 830.00	41.50%
001-4410-6499	Miscellaneous					
001-4410-6500	Programming	\$ 2,500.00	\$ 149.72	\$ 1,045.55	\$ 1,454.45	58.18%
001-4410-6501	Building Supplies	\$ 800.00	\$ -	\$ 445.12	\$ 354.88	44.36%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ 390.06	\$ 2,609.94	87.00%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ -	\$ 116.06	\$ 1,383.94	92.26%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 146.65	\$ 1,393.50	\$ 1,106.50	44.26%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment	\$ -	0			
001-4410-6508	Petty Cash/Postage	\$ 800.00	\$ -	\$ -	\$ 800.00	100.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ -	\$ 1,120.18	\$ 379.82	25.32%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 13.50	\$ 986.50	98.65%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 788.29	\$ 10,104.94	\$ 1,895.06	15.79%
001-4410-6773	Video	\$ 1,000.00	\$ 83.16	\$ 665.22	\$ 334.78	33.48%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 3,074.22	\$ (2,074.22)	-207.42%
		\$ 180,500.00	\$ 11,079.80	\$ 128,252.56	\$ 52,247.44	28.95%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ (152.70)	\$ (1,639.14)	\$ (2,360.86)	-59.02%
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ 28,474.86	\$ 5,474.86	23.80%
031-4410-2-4705	Donations	\$ -	\$ (125.00)	\$ (680.00)	\$ 680.00	0.00%
031-4410-4-4300	Interest on Deposits	\$ -	\$ (741.77)	\$ (3,573.89)	\$ 3,573.89	0.00%
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 332,259.71	\$ 2,692.30	\$ 334,952.01		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,078.84	\$ 105,019.59	\$ 107,098.43		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 105,000.00	*cashed in cd, moved to savings	
031-4410-4-4799	Misc. Receipts	\$ -				
				\$ 547,050.44		
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 Cash Flow

April 2021

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>Budget</u>	<u>Revised budget due to Covid</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget remaining</u>
033-4410-6010	Salaries, Full-time	\$ 15,900.00	\$ 15,900.00	1161.63	12777.98	3122.02
033-4410-6020	Salaries, Part-time	\$ 14,925.00	\$ 14,925.00	957.05	10341.92	4583.08
033-4410-6110	FICA & Medicare	\$ 2,360.00	\$ 2,350.00	158.03	1727.92	632.08
033-4410-6130	IPERS	\$ 2,910.00	\$ 2,800.00	199.99	2182.32	727.68
033-4410-6150	Insurance,	\$ 1,600.00	\$ 1,480.00	211.62	1980.5	-380.5
033-4410-6230	Travel & Training	\$ 700.00	\$ 500.00	0	117.76	582.24
033-4410-6408	Insurance, General	\$ 500.00		\$ -	\$ -	\$ 500.00
033-4410-6490	Professional Services	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
033-4410-6500	Programming	\$ 1,000.00	\$ 350.00	\$ 149.71	\$ 566.80	\$ 433.20
033-4410-6502	Technology	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
033-4410-6504	Minor Equipment	\$ -				
033-4410-6505	Cataloging Supplies	\$ 400.00	\$ 100.00	\$ -	\$ 99.11	\$ 300.89
033-4410-6506	Office Supplies	\$ 200.00	\$ 150.00	\$ 3.09	\$ 36.41	\$ 163.59
033-4410-6507	Misc. Operating Supplies	\$ 50.00		\$ -	\$ -	\$ 50.00
033-4410-6727	Capital Equipment					
033-4410-6770	Magazines	\$ 100.00	\$ 100.00	\$ -	\$ 45.45	54.55
033-4410-6772	Books	\$ 3,355.00	\$ 2,045.00	\$ 67.92	\$ 1,688.97	\$ 1,666.03
033-4410-6773	Video	\$ 400.00	\$ 400.00	\$ 34.21	\$ 85.88	\$ 314.12
033-4410-6774	Online Licensing/Databases	\$ 900.00	\$ 900.00	\$ -	\$ 3,074.22	\$ (2,174.22)
033-4410-6910	Transfer	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	Total Gilbert Exp.	\$ 48,000.00	\$ 44,000.00	\$ 2,943.25	\$ 34,725.24	\$ 13,274.76

*Note: Gilbert's original budget was \$48,000. When Pandemic hit, the board voted to roll back Gilbert as well as Story City. Story City Council gave us back our budget, Gilbert could not. Our total budget is closer, at \$44,000.

Bertha Bartlett Public Library

April 2021 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	05/03/21	\$381.54	Health Insurance - Kolleen
001-4410-6320	Early Bird Window Washing	05/11/21	\$60.00	Windows - exterior
001-4410-6320	Jennifer Hill	05/25/21	\$125.00	Library cleaning, 1/week
001-4410-6320	Converse Conditioned Air	05/19/21	\$704.60	Service agreement - twice a year contract
001-4410-6320	Preferred Pest Management	04/08/21	\$95.00	Wasp nest removal (already paid by city)
001-4410-6371	Black Hills Energy	05/21/21	\$132.18	503 & 509 Broad Street
001-4410-6373	Aureon	05/01/21	\$410.47	Telephone & internet
001-4410-6501	Amazon Capital Services	05/19/21	\$11.94	Cleaning supplies
001-4410-6502	Amazon Capital Services	05/17/21	\$15.80	WiFi adapter
001-4410-6502	Amazon Capital Services	05/18/21	\$269.97	RAM for server
001-4410-6502	Amazon Capital Services	05/19/21	\$48.99	Flash drive
001-4410-6500	Visa	05/09/21	\$4.28	Home School program
001-4410-6506	Visa	05/09/21	\$40.00	Labels - office supplies
001-4410-6506	Access Systems	05/24/21	\$136.38	Copier
001-4410-6772	Amazon Capital Services	05/17/21	\$9.99	Books
001-4410-6772	Amazon Capital Services	05/18/21	\$16.50	Books
001-4410-6772	Amazon Capital Services	05/21/21	\$16.78	Books
001-4410-6772	Baker & Taylor	04/27/21	-\$251.87	Sustainable Shelves Credit
001-4410-6772	Baker & Taylor	4/19/2021	\$ 61.03	Books
001-4410-6772	Baker & Taylor	4/26/2021	\$ 212.76	Books
001-4410-6772	Baker & Taylor	5/3/2021	\$ 104.61	Books
001-4410-6772	Baker & Taylor	5/17/2021	\$ 90.96	Books
001-4410-6772	Baker & Taylor	5/24/2021	\$ 128.75	Books
001-4410-6772	Ingram	4/21/2021	\$ 350.30	Books
001-4410-6772	Ingram	5/3/2021	\$ 120.23	Books
001-4410-6772	Ingram	5/20/2021	\$ 217.43	Books
001-4410-6772	Gale/Cengage	3/16/2021	\$ 51.32	Books
001-4410-6772	Gale/Cengage	04/20/21	\$52.48	Books
001-4410-6772	Gale/Cengage	04/26/21	\$59.24	Books
001-4410-6772	Gale/Cengage	04/27/21	\$17.25	Books
001-4410-6772	Gale/Cengage	05/18/21	\$24.74	Books
001-4410-6772	Gale/Cengage	05/18/21	\$60.72	Books
001-4410-6772	Gale/Cengage	05/20/21	\$67.50	Books
001-4410-6772	Centerpoint Large print	05/01/21	\$135.42	Books
	TOTAL - Story City		\$3,982.29	
	Gilbert Bills			
033-4410-6506	Visa	05/09/21	\$25.00	Labels - office supplies
033-4410-6506	Amazon Capital Services	05/17/21	\$36.86	Copier toner
033-4410-6772	Baker & Taylor	04/26/21	\$27.01	Books
033-4410-6772	Ingram	04/21/21	\$83.62	Books
033-4410-6772	Ingram	05/03/21	\$15.51	Books
033-4410-6772	Ingram	05/20/21	\$100.74	Books
	Total - Gilbert		\$288.74	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2020-2021 Statistics Report

	July 19	July 20	Aug. 19	Aug. 20	Sept. 19	Sept. 20	Oct. 19	Oct. 20	Nov. 19	Nov. 20	Dec. 19	Dec. 20	Jan. 20	Jan. 21	Feb. 20	Feb. 21	Mar. 20	Mar. 21	Apr. 20	Apr. 21	May 20	June 20
City	3029	2072	2600	1585	2461	1694	2528	1651	2063	1375	1886	1487	2073	1334	2003	1375	2539	2018	600		590	1574
County	641	383	419	301	412	333	515	330	486	358	332	325	413	258	391	261	380	277	74		180	221
Other	953	916	954	615	912	791	1008	690	880	576	1016	726	937	581	887	666	1003	630	240		372	688
Gilbert	388	289	343	195	270	332	331	287	229	259	165	226	219	249	226	249	250	297	74		134	257
Total	5011	3660	4316	2696	4055	3150	4382	2958	3658	2568	3399	2764	3642	2422	3507	2551	4172	3222	988	2845	1276	2740
																				1375		
Open Access	953	916	954	615	912	791	1008	690	880	576	1016	726	937	581	887	666	1003	630	74		372	688
Adult	1455	1254	1365	910	1188	1051	1394	1135	1208	957	1183	1015	1391	953	1133	948	1460	1249	391	1005	469	998
Young Adult	335	381	291	231	183	226	221	190	141	158	178	209	150	161	214	166	240	210	71	176	123	226
Juvenile	2079	1565	1779	1149	1740	1439	1833	1132	1507	1106	1233	1137	1358	943	1411	1021	1640	1270	366	1286	509	1137
Video	0	0	8	0	5	1	4	1	5	2	2	3	3	1	4	3	1	0	2	0	2	1
DVD	848	375	672	333	742	357	675	294	563	267	546	313	523	247	530	271	587	363	96	233	120	292
Audio	20	6	7	10	14	1	9	4	18	0	25	1	5	6	9	8	12	4	6	4	0	4
CD	39	3	17	3	12	2	7	4	24	3	38	14	8	16	17	14	8	11	1	2	1	0
CD book	138	56	96	45	85	38	115	53	125	22	126	48	118	41	114	50	132	42	35	65	26	48
Magazines	60	9	49	11	37	19	56	24	28	19	27	16	43	36	23	41	34	20	9	39	20	21
Puzzles	27	10	24	1	34	8	58	13	31	10	24	6	25	16	35	25	39	43	10	14	6	9
Puppets	9	0	7		11	0	10	0	6	0	8	0	7	0	3	0	2	0	1	2	0	0
Other	1	1	1	3	4	8	0	8	2	2	9	2	11	2	14	4	17	10		0		4
Total	5011	3660	4316	2696	4055	3150	4382	2858	3658	2546	3399	2764	3642	2422	3507	2551	4172	3222	988	4220	1276	2740
E-books	320	497	336	462	324	396	320	414	319	412	330	409	429	374	350	418	382	439	484	314	530	461
Downloaded Audio	372	390	343	348	327	315	337	310	319	303	307	321	398	267	347	292	376	337	387	304	368	391
Ref.? Asked	158	126	112	114	103	132	161	115	140	120	114	139	136	103	82	81	136	159	150	139	114	172
Ref.? Answered	158	126	112	114	103	132	161	115	140	120	114	139	136	103	82	81	136	159	150	139	114	172
Reference-Gilbert	58	83	59	40	32	86	39	58	25	45	20	42	25	72	36	27	39	37	35	35	36	55
<u>PATRONS</u>																						
Programs -	7	5	0	6	13	3	11		13		8		11	4	10		4		0		4	1

Bertha Bartlett Public Library
2020-2021 Statistics Report

Attendance -	131	105	0		132	77	129		155		91		105		78		36		0		8	2
Attendance -	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 -	0	0	0		45		27		24		0		0		0		4		0		0	0
Attendance -	0	0	0		8		8		9		0		0		0		2		0		0	0
Programs -	6	0	0		2		2		1		1		2		2		0		0		0	0
Attendance -	51	0	0		14		24		8		23		20		11		0		0		0	0
Attendance -	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	1	6		3		1		1	1
Attendance -	0	0	2		0		0				0		0		0		0		0		0	0
Attendance -	32	7	39	7	49	4	27		234		36		42	4	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 -	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	54.5	58.3	67.5	60.0	65	56	60	69.0	293	62	55.5	64
Total People	554	153	403	123	384	147	428	147	224	110	189	93	259	118	222	163	182	142	N/A	126	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	3.9	2.0	3.4	3.6	3	2.1	52	2	1.1	1.8
Gilbert Site Circ.	626	619	581	383	507	613	559	520	350	474	336	419	434	404	399	430	418	472	293	460	274	477
Hours - Story City	221	161	228	149	220	157	247	164	224	164	222.5	171.5	235.0	168.0	227	163.0	213	202	147	208	147	154
Total People	3778	1219	3229	1215	3122	1515	3636	1821	3613	1077	2355	1097	2379	757	2631	1156	2020	3736	35	2639	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	9.8	4.5	11.6	7.1	10.1	18.4	N/A	25	0.6	6.7
CARDS																						
Issued - Story City	12	4	4	3	22	7	5	10	10	6	9	1	6	10	11	4	9	7		5	1	20
Issued - Gilbert	4	2	0	0	3	5	1	1	1	0	0	0	2	0	1	1	1	0		0	1	1
Withdrawn	0	0	0	0	0	0	0		0	0	0	3	0	0	0	9	2	2		0	0	0

Bertha Bartlett Public Library
2020-2021 Statistics Report

renewed - Story	12	4	13	8	3	6	8	7	1	4	5	7	14	15	12	21	13	19	2	1	1	
renewed - Gilbert	4	6	3	5	1	1	7		1	0	2	2	4	2	0	1	4	3	0	1	2	
Meeting Room	12	0	2	1	10		14		16	1	10	0	14		11	0	4		0	2	0	0
Meeting Room	2	0	4	0	9		8		8		9	1	4		11	0	4	3	0	3	0	0
Computer Use	681	211	461	106	402	108	430		481		547		472		521	99	279		0	92	0	62
Test Proctoring	2	0	4						0		0	0	0		0	0	0		0	0	0	0
Interlibrary Loans	15	10	12	25	5	9	16	14	24	10	9	13	22	15	19	15	24	12	0	35	0	16
Interlibrary Loans	33	27	25	16	29	20	31	24	4	32	31	15	34	22	23	29	20	27	0	18	2	20
Book Club Sets	0	1	2	1	4	3	3		3	1	2	1	3	2	1	3	3		0	2	0	1
Microfilm Use	0	0	0	0	0	0	0		0		0	0	0		0	0	0	0	0	0	0	0
Gilbert Computer	37	17	26	12	28	23	23		29	18	25	23	25	13	8	23	7	17	0	92	0	7
In House Use -	58		64		30	89	58		37		22	48			25	73	33	33	0	71	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			Attendees (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
			Live-virtual, In person, Recorded or Outreach	Adult	Teen	Children	Adult	Teen					
7/2/2020	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	The Care and Management of Lies (8)
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	
7/28/2020	Bartlett Book Club - Talking to Strangers	Zoom	x			6					BBPL	Kolleen	
7/31/2020	Storytime	Live-virtual			x			0			both	Maria	
8/4/2020	Storytime Express: Kimberley Chelsvig	Outreach			x					5	BBPL	Maria	
8/6/2020	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	Half-Broke Horses (8)
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	
8/27/2020	Bartlett Book Club - Ordinary Grace	Zoom & in person-Annex	X			7					BBPL	Kolleen	
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	
9/3/2020	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	The Couple Next Door (8)
9/17/2020	STEM program:pH	Live-virtual			x	3		3			both	Maria	
9/21/2020	Storytime: Princesses	Recorded - Facebook			x			?			both	Maria	
9/22/2020	Bartlett Book Club-I'll Be Gone in the Dark	Zoom & in person-Annex	X			4					BBPL	Kolleen	
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	
10/1/2020	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	Saving CeCe Honeycutt (8)
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	
10/22/2020	Bartlett Book Club-When Breath Becomes Air	Zoom & in person-Annex	x			5					BBPL	Kolleen	
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	
11/5/2020	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	The Rise of the Rocket Girls (6)
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	

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

Date	Program title	Type of Program	Target audience			Attendees (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
			Live-virtual, In person, Recorded or Outreach	Adult	Teen	Children	Adult	Teen					
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	
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	
11/24/2020	Bartlett Book Club - Sold on a Monday	Zoom	X			6					BBPL	Kolleen	
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	
12/3/2020	Timberland Book Club	Outreach	X			5				6	BBPL	Angie Stover	Red Tails in Love (6)
12/4/2020	Storytime Express: Kimberley Chelsvig	Outreach			x					5	BBPL	Maria	book rotation
12/9/2020	Grab & Go Kits: Gingerbread House	Outreach		x	x					5 families	G	Shelly/Maria	
12/9/2020	Grab & Go Kits: Gingerbread House	Outreach		x	x					20 families	BBPL	Shelly	
12/9/2020	STEM program: Gravity & friction	Live-virtual			x	2		3			both	Maria	
12/11/2020	Homeschool Writing Workshop	In Person		x	x	2	2	4		3 families	Both	Caitlin	
12/16/2020	STEM program: Straw rockets	Live-virtual			x	3		3			both	Maria	
12/18/2020	Book Review (Instagram)	Recorded	x	x					57			Caitlin	
12/18/2020	Book Review (YouTube)	Recorded	x	x	x				11			Caitlin	
12/22/2020	Bartlett Book Club-Book Woman of Troublesome	Zoom	X			4							
12/23/2020	STEM program: Parachutes	Live-virtual			x	2		3			both	Maria	
1/2/2021	Grab & Go Craft Kits: Snowman	Outreach			x					10	BBPL	Maria	
1/4/2021	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	BBPL Christmas books (6)
1/5/2021	Grab & Go Craft Kits: Snowman	Outreach			x					10	G	Maria	
1/8/2021	Storytime Express: Kimberley Chelsvig	Outreach			x					5	BBPL	Maria	book rotation plus craft kits
1/8/2021	Homeschool Writing Workshop	In Person		x	x	2	2	3			Both	Caitlin	
1/8/2021	Grab & Go Craft Kits: Snowman (2nd batch)	Outreach			x					16	BBPL	Maria	
1/9/2021	Grab & Go Craft Kits: Snowman (2nd batch)	Outreach			x					6	G	Maria	
1/13/2021	STEM program: Origami	Live-virtual			x	4		2			both	Maria	
1/13/2021	Storytime: First Day of Winter	Recorded - YouTube			x				?		both	Maria	
1/20/2021	STEM program: Chromatography	Live-virtual			x	4		2			both	Maria	
1/26/2021	Bartlett Book Club-The 7-1/2 deaths of Evelyn	Zoom	X			6					both	Kolleen	
1/27/2021	STEM program: Tangrams	Live-virtual			x	4		4			both	Maria	
2/3/2021	STEM program: Mistake to Masterpiece	Live-virtual			x	3		1			both	Maria	
2/3/2021	Books to Ruth Shickell	Outreach								1	G	Maria	
2/4/2021	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	The Turn of the Key (6)
2/5/2021	Storytime Express: Kimberley Chelsvig	Outreach			x					6	BBPL	Maria	book rotation plus craft kits
2/5/2021	Grab & Go Craft Kits: Puzzle piece snowflake	Outreach			x					26	BBPL	Maria	
2/6/2021	Grab & Go Craft Kits: Puzzle piece snowflake	Outreach			x					12	G	Maria	
2/10/2021	Books to Mary Lou Mumm	Outreach								1	G	Maria	

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

Date	Program title	Type of Program	Target audience			Attendees (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
			Live-virtual, In person, Recorded or Outreach	Adult	Teen	Children	Adult	Teen					
2/10/2021	STEM program: Paper spinners	Live-virtual			x	4		2			both	Maria	
2/12/2021	Storytime: A Gnome Story	Recorded - Facebook			x				?		both	Maria	
2/12/2021	Grab & Go Craft Kits: Valentine gnome	Outreach			x					10	BBPL	Maria	
2/12/2021	Storytime Express: Kimberley Chelsvig	Outreach			x					6	BBPL	Maria	Grab & Go Craft Kits: Valentine gnome
2/13/2021	Grab & Go Craft Kits: Valentine gnome	Outreach			x					7	G	Maria	
2/17/2021	STEM program: Hoop gliders	Live-virtual			x	4		2			both	Maria	
2/23/2021	Grab & Go Craft Kits: Elephant & Piggie puppets	Outreach			x					14	G	Maria	
2/23/2021	Bartlett Book Club: Finding Dorothy	Zoom	X			6					BBPL	Kolleen	
2/24/2021	STEM program: Tech contraptions	Live-virtual			x	2		1			both	Maria	
2/26/2021	Grab & Go Craft Kits: Elephant & Piggie puppets	Outreach			x					25	BBPL	Maria	
2/26/2021	Storytime Express: Robin Hlnk	Outreach			x						BBPL	Maria	book rotation
2/26/2021	Homeschool Critique Group	In Person		x	x	2	2	3		7	Both	Caitlin	
3/3/2021	STEM program: Simple machines	Live-virtual			x	2		1			both	Maria	
3/4/2021	Timberland Book Club	Outreach	X			5				5	BBPL	Angie Stover	His Excellency, George Washington (6)
3/5/2021	Storytime Express: Kimberley Chelsvig	Outreach			x					6	BBPL	Maria	book rotation + Grab & Go Craft Kits: Elephant & Piggie puppets
3/12/2021	Storytime: Bark, George	Recorded - YouTube			x				?		both	Maria	
3/10/2021	STEM program: Coding	Live-virtual			x	3		1			both	Maria	
3/19/2021	Homeschool Critique Group	In Person		x	x	2	2	3			Both	Caitlin	
3/23/2021	Bartlett Book Club-The Five Wishes of Mr."	Live-virtual	x			7					BBPL	Kolleen	Five Wishes of Mr. Murray McBride
3/24/2021	STEM program: Foil boats	Live-virtual			x	3		4			both	Maria	
3/25/2021	Grab & Go Craft Kits: Bunny cups	Outreach			x					13	G	Maria	
3/26/2021	Grab & Go Craft Kits: Bunny cups	Outreach			x					24	BBPL	Maria	
3/26/2021	Storytime Express: Robin Hink	Outreach			x						BBPL	Maria	Book rotation
3/31/2021	STEM program: My Plate, My Nutrition	Live-virtual			x	3		1			both	Maria	
4/1/2021	Timberland Book Club	Outreach	X								BBPL	Angie Stover	The Boston Girl (6)
4/2/2021	Storytime Express: Kimberley Chelsvig	Outreach			x					6	BBPL	Maria	Book rotation & Grab & Go Craft Kits: Bunny cups
4/9/2021	Homeschool Crew: STEM Olympics	In Person		x	x						both	Caitlin/Maria	
4/16/2021	Storytime	In Person			x	6		11			BBPL	Denise	
4/20/2021	LEGO Club	In Person			x			6			BBPL	Caitlin	
4/21/2021	STEM program: Traveling Seeds	Live-virtual			x	4		1			both	Maria	
4/23/2021	Storytime	In Person			x	4		5			BBPL	Denise	
4/23/2021	Homeschool Critique Group	In Person		x	x	1	1	4			Both	Caitlin	
4/27/2021	LEGO Club	In Person			x			7			BBPL	Caitlin	
4/27/2021	Bartlett Book Club	In person	x			6					BBPL	Kolleen	
4/30/2021	Storytime Express: Robin Hink	Outreach			x						BBPL	Maria	Book rotation
4/30/2021	Storytime	In Person			x	3		5			BBPL	Denise	
5/1/2021	Timberland Book Club	Outreach	X								BBPL	Angie Stover	Following Atticus (7)
5/4/2021	LEGO Club	In Person			x			7			BBPL	Caitlin	
5/4/2021	Grab & Go Craft Kits: Popsicle Pop Up Plates	Outreach			x					10	G	Maria	

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

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			Live-virtual, In person, Recorded or Outreach	Adult	Teen	Children	Adult	Teen					
5/5/2021	Grab & Go Craft Kits: Popsicle Pop Up Plates	Outreach			x					10	BBPL	Maria	
5/7/2021	Storytime	In Person			x	3	1	3			BBPL	Denise	
5/14/2021	Storytime Express: Kimberley Chelsvig	Outreach			x					6	BBPL	Maria	Book rotation & Grab & Go Craft Kits: Popsicle Pop Up Plates
5/14/2021	Storytime	In Person			x	4	1	9			BBPL	Denise	
5/25/2021	Bartlett Book Club	In Person	x								BBPL	Kolleen	
6/1/2021	Timberland Book Club	Outreach	X								BBPL		The High Tide Club (6)

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

HOURS AND SERVICES POLICY:

Story City

The Bertha Bartlett Public Library in Story City is open 7 days a week after Labor Day until the weekend before Memorial Day each year. During the summer (Memorial Day weekend through Labor Day), the library is not open on Sunday afternoons.

Monday: 10 am to 8 pm
Tuesday: 10 am to 8 pm
Wednesday: 10 am to 5 pm
Thursday: 10 am to 8 pm
Friday: 10 am to 5 pm
Saturday: 10 am to 3 pm
Sunday: 1 pm to 5 pm (Closed in Summer)

Children's programs, (which includes tweens and young adults) are offered during the school year, and a Summer Reading program is offered each summer for children and Young Adults. Story hour for Preschool children and an afternoon program is offered for school age children weekly as scheduled.

Adult programs are offered as scheduled throughout the year and are promoted through the library and local media.

Gilbert

Monday: Closed
Tuesday: 1 pm to 6:00 pm
Wednesday: 10 am to 2 pm
Thursday: 1 pm to 6:00 pm
Friday: Closed
Saturday: 10 am to Noon (1 p.m. in Summer)
Sunday: Closed

Approved 1/08
Updated 10/11
Updated 12/14
Updated 12/17

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

FINANCE PROCEDURES AND POLICIES

Fines, Faxes, Copies: At the end of the month, or at any point during the month the cash in the drawer exceeds \$200, cash is counted and recorded on a Cash Receipts report, then taken to a bank for verification, with coinage and bills reduced to a minimum number of currency. All money and report is then given to the city clerk.

Petty Cash: When petty cash is depleted turn in all receipts for petty cash to the city clerk and request a warrant be issued in the amount of \$75.00. All receipts should be attached to a summary of expenses and identified as to what was purchased and the reason for purchase.

Line Budget: The Library Director will review and create a list all invoices/bills to be paid, using city assigned account numbers. Copies of that list are to be distributed to each board member. Copies of all bills to be paid are made and brought to board meetings for discussion. Original bills are processed by the librarian and given to the city clerks office to review and cut checks. After the board approves the bills, the list of approved bills are signed off by an officer of the board. The librarian is to deliver an approved copy of the list of bills to the clerks office.

Postage: The library may charge the interlibrary loan user up to \$1.00 per item to offset postage and handling.

Gifts: All checks and contributions written to the Bertha Bartlett Public Library must be turned over to the city clerk for the general fund or the Library Trust and Agency fund. Expenditures of these monies are to be made according to the resolution passed in October 1984, allowing gifts and donations to be spent without reducing the city support of the budget. Checks and contributions written to the Bertha Bartlett Public Library Foundation should be recorded and turned over to the Treasurer of the Foundation.

Charges: Money received due to charges for lost books is to be maintained by the library to replace books.

Lost books: If a lost book has been paid for and then is returned, the patron's money is refunded out of the lost materials fund, if replacement copy has not been purchased.

Adopted 8/1988

Revised 11/01, 6/04, 1/08

Updated 12/11, 12/14

Revised 11/18