

Bertha Bartlett Public Library

Board Meeting–
Thursday, June 24, 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
- June bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- July 4 holiday – closed on July 5?
- Wages for 2021-2022 fiscal year/Matrix
- Architect contract
- Request from Lions
- Accreditation – Library policies and survey

Old Business:

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

Adjournment

Next meeting: Thursday, July 22, 6 p.m.

Staff Report

Kolleen Taylor

June 2021

We have been busy, and challenged both by summer reading and the staffing situation. We have hired another person to help with our evenings and weekends, as Gloria Sampson has interviewed and been hired. Gloria has started training, but even as she has retired from the school system as a teacher, then as a trainer, she also has library experience. She has been a member of our book club for at least 10 years, part of the Knit-pickers group that has met at the library and an avid reader. She is comfortable with the technology, and is willing to work the evenings and weekends in addition to filling in when needed.

De Fiihr has been helping us a lot with filling in on odd jobs we need done here at the library. I had suggested she should apply, but she is not comfortable with the computer and has indicated she would prefer to just volunteer. But she has filled a big void and helping a lot!

We have been working hard to get the automation system completely switched over, and most of the steps have been completed. We have moved to our own secure website for our catalog, so we now own the domain of scbbpl.com

We have nearly 150 children signed up for the summer reading program at this point, and over 50 teens and tweens. We have been extremely blessed by the support of our businesses to provide the gift bags. McDonalds, Dairy Queen, Perfect Games, and Chick-Fil-et all provided free food passes that were distributed to ALL the young people as they signed up. Because we had planned to give all the incentives at the beginning of the summer, we have gone through twice as many as usual. We also have had to purchase more of the other incentives, pencils, pens, erasers and have nearly gone through our stockpile of books to give to the various age groups.

Programming has been held in both Gilbert and Story City for ages from Preschool Storytime to Teens. And our book checkouts have increased over last year, and we are hopeful that we will continue to increase.

The Check presentation from Fran Kinne's estate proved to be a bit challenging with the check of over 1.4 million dollars now in the hands of the Foundation treasurer, Dave Morris. The foundation was named in Fran's will for everything, and they will work in concert with the Trustees of the library to do our library projects. It is anticipated that this money will help immensely with the building project and allow us the ability to provide a match for the grants who expect that.

A memorial service will be held on August 21 for Fran in Story City, and it has been requested that we have some type of recital/musical event that afternoon here at the library. This will be a Saturday, and we will discuss this also with the Foundation board, which will meet on July 12. Our best thoughts would be to contact our local piano teachers and music directors to see who will be around at this time of year. Most of our high school connections are off to college by then.

We have also had a request from a representative of the Lions Club to meet here at the library each month. Right now they meet one Thursday a month. We are so busy, I can't think why they could not meet here, but I'm not sure if they would have to pay a fee. This needs to be discussed so I have this clearly in my head.

Duane and Lynn's board terms expire on June 30. I've contacted both of them to see what their wishes are. This is a six year appointment by the city council.

I'm hoping by the time we meet on Thursday evening, I'll have a good guess on where we will end on the budget this year. The contract from the Architect is here, but it is long and cumbersome. I had hoped we could get this handled this meeting, and also if we have some money left in our budget that we could get them started. I'm thinking they have a survey which needs done which could help in our accreditation process, and save us some repetitive work.

Bertha Bartlett Public Library Board of Directors

May 27, 2021
Minutes

The meeting was opened at 6:15 p.m. by President Chris Feil. Attending were Library Director Kolleen Taylor, Lynn Cummings and Matt Emerson. Jessica Hensch joined via phone for discussion and vote. Duane Fournier was absent due to a death in the family.

The agenda was approved with the following additions to new business: Fine forgiveness and ARPS Grant.

After the minutes were reviewed a motion was made by Matt Emerson to approve the minutes, seconded by Lynn Cummings. All approved.

Treasurer's Report:

Kolleen presented the financial statements. Even with overruns in a few categories, we are essentially below the spending plan, primarily in staffing dollars and building improvements. This is due to being two people short on staff, and impacts from the pandemic that altered the need for additional staffing.

Bills were reviewed and Kolleen pointed out that the Black Hills Energy bill now has two locations, so this one bill is combining 503 Broad and 509 Broad. We are being notified by email of the total amount. We also had to have wasp nests removed and the city contracted this with a pest control company who billed the city, and that bill was also presented even though it had already been paid by the city and charged to the library.

The treasurer's report was approved with a motion by Lynn and seconded by Matt.

Circulation Report: Our numbers seem to be returning to normal, but we started a switch to Insignia Library Systems from Alexandria in mid-April, and the new system isn't recording information in a way we can separate out patron data and circulation data that meets our requirements. We are working on getting that fixed and hope that next month's reports are correct. It appears our total circulation has increased to near normal, but we are not certain yet of that.

Correspondence and communications: Kolleen noted that we had been contacted by Eric Nelson about check presentations and photos from the Frances Kinne estate, and that a meeting was requested after the photos. Chris also attended the ceremony in Jacksonville Florida last weekend to honor Fran on what would have been her 104th birthday. He indicated that both he and Kate learned a lot and gained some insights that are important to share. He mentioned some of Fran's philosophies should be incorporated into our space planning, and talked about her wishes for the cultivation of unique talents that can be found in all our DNA.

Gilbert Update: Kolleen noted that Gilbert seems to be maintaining good circulation, we know that Maria has been training Abra, and she seems to be learning quickly. They are maintaining their masks due to the small space and health issues in Maria's family.

New Business:

Architect for Annex: Jessica Hensch was called for this discussion. The steering committee had met with both architects, Novak and Martin-Gardner, and were given an opportunity to do additional research, then they voted their preference. The final recommendation was to hire Novak. The Steering Committee voted 7 for Novak, 1 for Martin-Gardner and two were not present for the meeting.

Chris asked the board if there were any questions. Lynn said that the first consideration had to be the preliminary costs. Chris commented that this was discussed and Novak had indicated the first phase would evaluate the condition of the annex and create enough information and design steps that would allow us to begin to write grants and begin fundraising. This amount was estimated to be around \$9,000. Jessica commented that she felt comfortable with the discussions and Chris didn't feel either company would be a bad choice. Matt said he thought Novak seemed practical. Matt made a motion to approve the Steering Committees recommendation to hire Novak Architecture. Lynn seconded, and all approved. It was noted that Duane had cast a vote as a steering committee member for Novak by email. That makes a unanimous decision from the board.

Indoor Programming: Kolleen explained that the Summer Reading program had already been planned to hold most special programs off-site, and group programming inside had been designed to be either small groups or come and go events. Lifting the mask mandate does not change the issue that most of our young people who will be attending have no opportunity for vaccination.

Wages for 2021-2022: Kolleen presented the existing matrix and asked for some guidance. She indicated that with the wages in the community rising so rapidly, she needed some help trying to hire staff and not insult existing staff, who average over 10 years in experience. Chris noted that just in the past month the inflation rate hit 4%, and it was agreed this was an appropriate concern. He thought that the base needed to increase more to fix the matrix, but this was tabled to allow Chris time to talk with City Manager and for Duane to look at the numbers.

Check Presentation from Kinne Estate to Foundation: Friday, June 4, the final estate distribution will be made from Dr. Frances Bartlett Kinne. Checks will be presented to the City, Bertha Bartlett Public Library Foundation and Story City Historical Society. A meeting with the estate executor will be held after the presentation. Dave Morris, Treasurer for the Foundation will be present from the Foundation in addition to Kolleen. Chris, Lynn and Matt all indicated they can be present for the photo and discussion following.

Library Community meetings: Kolleen asked if we could resume scheduling programming for adults and other ages within the building and begin scheduling meeting room use. It was agreed that these events are included in the change when the city lifted their pandemic restrictions.

Fine Forgiveness: Kolleen explained that the library had received a donation earlier to cover fines for the public, and it was set to run out on June 1. With the automation system changeover, she said it would be great if we could continue this longer. Matt made a motion to forgive fines until September 1, Lynn seconded. All approved.

Grant: The American Recovery Plan Grant has \$5,000 grants available to libraries. Kolleen suggested we might be able to acquire some of the items we had attempted to purchase for a Tween/Teen area as part of the Story City Endowment grant. All concurred we should apply.

Old Business:

Library Hours: Kolleen explained that the decision to compromise on the library hours didn't sit well with the staff as it added another night to cover, and we are already having trouble with finding people to work the evenings. With that concern, the board reconsidered the need to keep staff, and approved closing the library at 7 p.m. on Mondays, Tuesdays and Thursdays, with it to be reviewed again in September. They also asked us to not kick out a family who might show up at 6:50, and allow them time when that happens.

Language change in financial approvals: Kolleen had shared the document that was impacted by the procedural change in utilities and other bills paid by the city before approval by the board. This was tabled until next board meeting to allow Duane input on this.

The next meeting should be held on Thursday, June 24 at 6 p.m., Kolleen might have a conflict, but will try to work around it. At worst we might be able to meeting on the 28th or 29th. This will be the last meeting of the fiscal year.

Meeting adjourned at 7:15 p.m.

Kolleen Taylor, ex-officio Secretary

Bertha Bartlett Public Library

June 2021 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	06/03/21	\$ 381.54	Health Insurance - Kolleen
001-4410-6230	Kolleen Taylor	06/26/21	\$ 69.16	Mileage split with Gilbert - programming, etc.
001-4410-6230	Maria Hartt	06/18/21	\$ 56.45	Mileage split with Gilbert - programming, etc.
001-4410-6320	Early Bird Window Washing	06/22/21	\$ 60.00	Windows - exterior
001-4410-6320	Jennifer Hill	06/29/21	\$ 200.00	Library cleaning, 1/week
001-4410-6320	Quill	06/15/21	\$ 66.57	Service agreement - twice a year contract
001-4410-6371	Black Hills Energy	06/23/21	\$ 87.23	503 & 509 Broad Street
001-4410-6373	Aureon	06/01/21	\$ 406.49	Telephone & internet
001-4410-6490	Computer Resource Spec.	05/29/21	\$ 652.50	Consulting on ILS & upgrades to Server
001-4410-6500	Caitlin Hodnefield	06/22/21	\$ 39.40	Books for tween incentives - srp
001-4410-6500	Maria Hartt	06/18/21	\$ 30.83	Programming
001-4410-6500	Visa	06/01/21	\$ 97.99	Programming, Tweens, Preschool
001-4410-6500	Amazon Capital Services	06/12/21	\$ 1.55	Programming
001-4410-6500	Amazon Capital Services	06/11/21	\$ 31.85	Programming
001-4410-6500	Amazon Capital Services	06/15/21	\$ 61.72	Programming
001-4410-6500	Amazon Capital Services	06/15/21	\$ 31.85	SRP supplies
001-4410-6500	Amazon Capital Services	06/14/21	\$ 128.35	SRP incentives
001-4410-6500	Jason Kollum	09/10/20	\$ 325.00	SRP Performance - summer 2021
001-4410-6500	Kolleen Taylor	06/23/21	\$ 49.87	Programming
001-4410-6500	Kolleen Taylor	06/23/21	\$ 12.78	Alkaline batteries
001-4410-6502	Visa	06/25/21	\$ 149.90	Zoom subscription renewal
001-4410-6502	Visa	06/01/21	\$ 81.00	Tech Soup - Sql for Server
001-4410-6502	Computer Resource Spec.	06/27/21	\$ 2,309.10	Set up scbbpl.com, domain & hours to convert
001-4410-6502	Awe Learning	06/25/21	\$ 3,228.00	Children's computer - AWE - replacement parts
001-4410-6506	Kolleen Taylor	06/23/21	\$ 7.06	Pencils
001-4410-6506	Quill	06/15/21	\$ 136.17	Copy paper and colored paper
001-4410-6506	Access Systems	09/21/21	\$ 136.38	Copier
001-4410-6772	Amazon Capital Services	06/11/21	\$ 17.85	Books
001-4410-6772	Amazon Capital Services	06/11/21	\$ 25.50	Books
001-4410-6772	Amazon Capital Services	06/15/21	\$ 21.68	Books
001-4410-6772	Amazon Capital Services	06/14/21	\$ 38.81	Books
001-4410-6772	Amazon Capital Services	6/12/2021	\$ 23.99	Books
001-4410-6772	Baker & Taylor	06/01/21	\$ 192.35	Books
001-4410-6772	Baker & Taylor	6/4/2021	\$ 158.99	Books
001-4410-6772	Baker & Taylor	6/21/2021	\$ 171.12	Books
001-4410-6772	Ingram	5/20/2021	\$ 241.75	Books
001-4410-6772	Ingram	6/2/2021	\$ 509.73	Books
001-4410-6772	Ingram	6/8/2021	\$ 88.24	Books
001-4410-6772	Ingram	6/10/2021	\$ 27.27	Books
001-4410-6772	Ingram	06/15/21	\$ 254.90	Books
001-4410-6772	Ingram	06/16/21	\$ 256.50	Books
001-4410-6772	Gale/Cengage	6/3/2021	\$ 23.25	Books
001-4410-6772	Gale/Cengage	06/22/21	\$ 48.75	Books
001-4410-6772	Gale/Cengage	06/23/21	\$ 50.98	Books
001-4410-6772	Gale/Cengage	06/23/21	\$ 60.72	Books
001-4410-6772	Centerpoint Large print	06/01/21	\$ 135.42	Books

Bertha Bartlett Public Library

June 2021 bills

001-4410-6773	Amazon Capital Services	06/15/21	\$ 22.99	DVD
001-4410-6773	Amazon Capital Services	06/15/21	\$ 4.99	DVD
001-4410-6773	Amazon Capital Services	06/15/21	\$ 64.69	DVD
	TOTAL - Story City		\$ 11,279.21	
	Gilbert Bills			
033-4410-6230	Maria Hartt	06/18/21	\$ 56.45	Mileage split with S.C.
033-4410-6230	Kolleen Taylor	06/26/21	\$ 69.16	Mileage split with Gilbert - programming, etc.
033-4410-6500	Maria Hartt	06/18/21	\$ 36.16	Programs split with S.C. plus one just Gilbert
033-4410-6500	Visa	06/01/21	\$ 13.50	Programming-Preschool/Tweens
033-4410-6500	Amazon Capital Services	06/14/21	\$ 128.35	SRP incentives
033-4410-6500	Amazon Capital Services	06/15/21	\$ 5.99	Programming - erasers
033-4410-6506	Amazon Capital Services	06/11/21	\$ 26.51	Copier toner
033-4410-6500	Amazon Capital Services	06/12/21	\$ 9.46	SRP incentives
033-4410-6500	Jason Kollum	09/10/20	\$ 325.00	SRP Performer - 2021
033-4410-6772	Baker & Taylor	06/01/21	\$ 16.80	Books
033-4410-6772	Ingram	05/20/21	\$ 76.42	Books
033-4410-6772	Ingram	6/2/2021	\$ 146.74	Books
033-4410-6772	Ingram	6/8/2021	\$ 7.47	Books
033-4410-6772	Ingram	06/15/21	\$ 23.54	Books
033-4410-6772	Ingram	06/16/21	\$ 7.79	Books
	Total - Gilbert		\$949.34	

Approved on this day _____ by _____

Bertha Bartlett Public Library Cash Flow
May 2021

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2020-2021 Budget</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	\$ 3,484.98	\$ 41,819.60	\$ 6,680.40	13.77%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 4,046.21	\$ 43,048.36	\$ 16,701.64	27.95%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 564.05	\$ 6,358.75	\$ 1,921.25	23.20%
001-4410-6130	IPERS	\$ 10,220.00	\$ 710.95	\$ 8,014.86	\$ 2,205.14	21.58%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 413.01	\$ 4,467.01	\$ 332.99	6.94%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 255.91	\$ 1,044.09	80.31%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 889.60	\$ 5,359.74	\$ 3,690.26	40.78%
001-4410-6350	Equipment repair/Maint.	\$ -				
001-4410-6371	Utilities	\$ 1,900.00	\$ 265.26	\$ 2,167.39	\$ (267.39)	-14.07%
001-4410-6373	Telephone	\$ 4,800.00	\$ 410.47	\$ 4,431.12	\$ 368.88	7.69%
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	4.28	1049.83	1450.17	58.01%
001-4410-6501	Building Supplies	\$ 800.00	\$ -	\$ 445.12	\$ 354.88	44.36%
001-4410-6502	Technology	\$ 3,000.00	\$ 334.76	\$ 724.82	\$ 2,275.18	75.84%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ -	\$ 116.06	\$ 1,383.94	92.26%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 213.32	\$ 1,606.82	\$ 893.18	35.73%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment	\$ -				
001-4410-6508	Petty Cash/Postage	\$ 800.00	\$ -	\$ 75.00	\$ 725.00	90.63%
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	\$ 1,546.14	\$ 11,651.08	\$ 348.92	\$ 2.91
001-4410-6773	Video	\$ 1,000.00	\$ -	\$ 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	\$ 12,883.03	\$ 141,210.59	\$ 39,289.41	\$ 21.77
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ (145.85)	\$ (1,784.99)	\$ (2,215.01)	\$ (55.38)
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ 28,474.86	\$ 5,474.86	23.80%
031-4410-2-4705	Donations	\$ -	\$ -	\$ (680.00)	\$ 680.00	\$ -
031-4410-4-4300	Interest on Deposits	\$ -	\$ (146.37)	\$ (3,720.26)	\$ 3,720.26	\$ -
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 332,259.71	\$ 2,805.81	\$ 335,065.52		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,078.84	\$ 105,052.45	\$ 107,131.29		
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	\$ -		\$ 547,196.81		
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
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	21-May	June 20
City	3029	2072	2600	1585	2461	1694	2528	1651	2063	1375	1886	1487	1334	2003	1375	2539	2018	600	2475	590	1742	1574	
County	641	383	419	301	412	333	515	330	486	358	332	325	258	391	261	380	277	74	375	180	291	221	
Other	953	916	954	615	912	791	1008	690	880	576	1016	726	581	887	666	1003	630	74	1160	372	592	688	
Gilbert	388	289	343	195	270	332	331	287	229	259	165	226	249	226	249	250	297	74	338	134	326	257	
Total	5011	3660	4316	2696	4055	3150	4382	2958	3658	2568	3399	2764	2422	3507	2551	4172	3222	988	4348	1276	2951	2740	
Open Access	953	916	954	615	912	791	1008	690	880	576	1016	726	581	887	666	1003	630	74	1160	372	592	688	
Adult	1455	1254	1365	910	1188	1051	1394	1135	1208	957	1183	1015	953	1133	948	1460	1249	391	1005	469		998	
Young Adult	335	381	291	231	183	226	221	190	141	158	178	209	161	214	166	240	210	71	176	123		226	
Juvenile	2079	1565	1779	1149	1740	1439	1833	1132	1507	1106	1233	1137	943	1411	1021	1640	1270	366	1286	509		1137	
Video	0	0	8	0	5	1	4	1	5	2	2	3	3	4	3	1	0	2	0	2		1	
DVD	848	375	672	333	742	357	675	294	563	267	546	313	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	2422	3507	2551	4172	3222	988	4220	1276	2951	2740	
E-books	320	497	336	462	324	396	320	414	319	412	330	409	429	374	350	418	382	439	484	314	530	302	461
Downloaded Audio	372	390	343	348	327	315	337	310	319	303	307	321	398	267	347	292	376	337	387	304	368	316	391
Ref.? Asked	158	126	112	114	103	132	161	115	140	120	114	139	103	103	82	81	136	159	150	139	114	121	172
Ref.? Answered	158	126	112	114	103	132	161	115	140	120	114	139	103	103	82	81	136	159	150	139	114	121	172
Reference-Gilbert	58	83	59	40	32	86	39	58	25	45	20	42	25	72	36	27	39	37	35	35	36	35	55
PATRONS																							
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	0	8	2
Attendance -	53	??	0	47	40	40	61	46	22	18	12	0	0	7	2
Programs - StoryX	0	0	0	5	3	3	3	0	0	0	1	0	0	0	0
Attendance -	0	0	0	45	27	27	24	0	0	0	4	0	0	0	0
Attendance -	0	0	0	8	8	8	9	0	0	0	2	0	0	0	0
Programs -	6	0	0	2	2	2	1	1	2	2	0	0	0	0	0
Attendance -	51	0	0	14	24	24	8	23	20	11	0	0	0	0	0
Attendance -	9	0	0	2	4	4	2	2	4	2	0	0	0	0	0
Programs - Adult	5	1	6	7	1	5	13	5	6	1	3	1	1	1	1
Attendance -	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Attendance -	32	7	39	7	49	4	234	36	42	4	17	9	9	8	8
Total Programs	18	6	6	7	22	21	27	14	19	18	8	0	0	5	2
Total Attendance	277	112	41	241	259	259	498	198	193	148	70	0	0	23	14
Gilbert Programs	7	2	5	5	7	7	5	4	6	4	4	0	0	4	1
Attendance	210	32	32	62	71	71	57	48	69	53	46	0	0	8	2
Attendance -	61	9	9	28	24/2T	24/2T	23	11	19	16	14	0	0	7	2
Hours - Gilbert	72.5	65.75	73	65	63	78	66	54.5	67.5	60.0	60	69.0	293	62	55.5
Total People	554	153	403	384	147	428	147	189	259	118	182	142	N/A	126	62
People/hour	7.6	2.3	5.52	1.9	2.3	5.5	2.2	3.5	3.9	2.0	3	2.1	52	2	1.1
Gilbert Site Circ.	626	619	581	507	613	559	350	336	419	404	418	472	293	460	274
Hours - Story City	221	161	228	149	157	247	164	222.5	171.5	168.0	213	202	147	208	147
Total People	3778	1219	3229	3122	1515	3636	3613	2355	1097	757	2020	3736	35	2639	89
People/Hour	17	7.6	14.2	8.15	9.6	14.7	11.1	10.6	6.4	4.5	10.1	18.4	N/A	12.7	0.6
CARDS															
Issued - Story City	12	4	4	3	22	7	10	9	1	6	4	9	7	5	1
Issued - Gilbert	4	2	0	0	3	5	1	0	0	2	1	1	0	0	1
Withdrawn	0	0	0	0	0	0	0	0	3	0	2	2	0	0	0

Bertha Bartlett Public Library

2020-2021 Statistics Report

	12	4	13	8	3	6	8	7	1	4	5	7	14	15	12	21	13	19	2	1	15	1
renewed - Story	12	4	13	8	3	6	8	7	1	4	5	7	14	15	12	21	13	19	2	1	15	1
renewed - Gilbert	4	6	3	5	1	1	7		1	0	2	2	4	2	0	1	4	3	0	1	6	2
Meeting Room	12	0	2	1	10		14		16	1	10	0	14		11	0	4		0	2		0
Meeting Room	2	0	4	0	9		8		8		9	1	4		11	0	4	3	0	3		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
Interlibrary Loans Requested	15	10	12	25	5	9	16	14	24	10	9	13	22	15	19	15	24	12	0	35	0	16
Interlibrary Loans Sent	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 Live-virtual, In person, Recorded or Outreach	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							
6/1/2021	Timberland Book Club	Outreach	X										BBPL	Angie	The High Tide Club (6)
6/1/2021	Grab & Go Craft Kits: Jellyfish	Outreach			X						20		BBPL	Maria	
6/1/2021	Grab & Go Craft Kits: Jellyfish	Outreach			X						16		G	Maria	
6/3/2021	Preschool storytime	In Person			X		3	1	12				G	Maria	Reading Colors Your World
6/4/2021	Preschool storytime	In Person			X		11	1	14				BBPL	Maria	Local superhero; Dentist - Kyla
6/8/2021	Tween Summer Reading	In Person		X				8					BBPL	Caitlin	
6/9/2021	Teen Summer Reading	In Person		X				4					BBPL	Caitlin	
6/9/2021	Dinosaur Club	In Person			X		14		30				G	Maria	
6/9/2021	Tween Harry Potter Book Club	In Person	X				1	2	1				G	Maria	
6/10/2021	Preschool storytime	In Person			X		7	2	14				G	Maria	Mrs. Beecher - Local Superhero; Teacher
6/10/2021	KOOL program	In Person			X		10	1	30				BBPL	Maria	Story County Conservation
6/10/2021	KOOL program	In Person			X		14	1	74				G	Maria	Story County Conservation
6/11/2021	Preschool storytime	In Person			X		9	1	15				BBPL	Maria	Reading Colors Your World
6/15/2021	Tween Summer Reading	In Person		X				1					BBPL	Caitlin	
6/16/2021	Teen Summer Reading	In Person		X				2					BBPL	Caitlin	
6/16/2021	Grab & Go Craft Kits: Snake	Outreach			X						23		BBPL	Maria	
6/16/2021	Grab & Go Craft Kits: Snake	Outreach			X						17		G	Maria	
6/16/2021	Tween Harry Potter Book Club	In Person	X				2	1					G	Bayley/Maria	
6/17/2021	Preschool storytime	In Person			X		6	2	17				G	Maria	Mrs. Haselhoff - Colors of the World
6/17/2021	KOOL program	In Person			X		6	1	17				BBPL	Maria	Bubble Fun - ISU E&O
6/17/2021	KOOL program	In Person			X		11	1	29				G	Maria	Bubble Fun - ISU E&O
6/18/2021	Preschool storytime	In Person			X		9	1	12				BBPL	Maria	Mayor & Mrs. Jensen - Creature Colors
6/22/2021	Bartlett Book Club	In Person	X				7						BBPL	Kolleen	
6/23/2021	Dinosaur Club	In Person			X		7	1	12				G	Maria	
6/23/2021	Tween Harry Potter Book Club	In Person	X				1	2	1				G	Bayley/Maria	
6/24/2021	Preschool storytime	In Person			X								G	Maria	Mrs. Reid - Chameleon's Colors
6/24/2021	KOOL program	In Person			X								BBPL	Maria	Brent Allen
6/24/2021	KOOL program	In Person			X								G	Maria	Brent Allen
6/25/2021	Preschool storytime	In Person			X								BBPL	Maria	Time - Primary Colors
6/23/2021	Teen/Tween Summer Reading Program	In Person	X					14					BBPL	Caitlin	



2021 American Rescue Plan Act (ARPA) Grant Application

Library Name Bertha Bartlett Public Library

Grant Project Manager Name Kolleen Taylor

Grant Project Manager Title Library Director

Phone number 515-733-2685

Email address kolleen@storycity.lib.ia.us

Library Director Kolleen Taylor

Library Director Email address kolleen@storycity.lib.ia.us

Title of Grant Project Zoom Room

Description of the Grant Project

We need to set up a room for conferencing that can be used for online meetings, online interviews, and mixed meetings using Zoom and other conferencing technologies. We have two small rooms we have used for computers and small meetings, and our larger meeting room also was used, but we found the sound quality was terrible for adequate functions. We have a building where we can use this and schedule these activities for both teachers, students and the general public.

Project Evaluation Plan

As we schedule this use, we will be monitoring the amount of use each month, and give each user an evaluation to complete at the end of their session, to determine if sound and visual quality and functionality met their requirements. As we used Zoom this past year for meetings, we found out afterwards that many could not hear or see the presenters and we have been in dire need to upgrade the equipment we were using.



Estimated Budget

Round all amounts to the nearest dollar
List or describe items in each category

X

Items	Itemized Cost	Total
Equipment and Hardware		
Meeting Owl - camera and conference microphone	999.00	
Samsung Smart TV	598.00	
TeamWorktable	1560.00	4,406.00
Dell Inspiron Laptop	1249.00	
Library Materials and Supplies		0.00
Contracted Services		0.00
Subscriptions and Software		
Zoom - Pro subscription - 1 year	150.00	150.00
Other		0.00
		Budget Total 4,556.00

X

ARPA Funds Requested	Local Cash [not required]	Total Amount
4556.00		4,556.00



Meeting owl



Meeting Owl Pro - 360-Degree, 1080p HD Smart Video Conference Camera, Microphone, and Speaker (Automatic Speaker Focus & Smart Zooming and Noise Equalizing)

Visit the Owl Labs Store
 ★★★★★ - 357 ratings | 67 answered questions
 Amazon's Choice for "meeting owl"

Price: **\$999.00** vprime & FREE Returns

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$849.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Brand: Owl Labs
 Video Capture Resolution: 1080p
 Video Capture Format: Owl Intelligence System™ with autofocus and Smart Zooming functionality
 Connectivity Technology: Wi-Fi
 Item Weight: 1.2 Kilograms

About this item

- BETTER COLLABORATION. The Meeting Owl Pro captures 360° video on 4K UHD HDR and 4K UHD audio on 16 channels.

\$999.00
 vprime & FREE Returns
 FREE delivery: **Thursday, June 17**
 Order within 11 hrs and 43 mins
 Details

Deliver to Kollern - Webster City 50595

In Stock.

Qty: 1 ▼

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 Amazon's Choice for "traditional laptop computers"

Price: **\$1,249.00** vprime

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Capacity: **32GB RAM | 1TB PCIe SSD**

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16GB RAM 512GB PCIe SSD \$1,149.00 -prime	32GB RAM 1TB PCIe SSD \$1,249.00 -prime
32GB RAM 2TB PCIe SSD \$1,379.00 -prime	64GB RAM 1TB PCIe SSD \$1,419.00 -prime
64GB RAM 2TB PCIe SSD	

\$1,249.00
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- 2-Year Protection for **\$120.99**

Add an Accessory:

- Microsoft 365 Family

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<p>BASIC Personal Meeting Free</p> <p>Sign Up, It's Free</p> <ul style="list-style-type: none"> Host up to 100 participants Group meetings for up to 40 minutes Unlimited one-on-one Meetings <p>*Free, forever. No credit cards required.</p>	<p>PRO \$40 SAVINGS Great for Small Teams \$149.90 /year/license</p> <p>Buy Now</p> <ul style="list-style-type: none"> Host up to 100 participants Increase participants up to 1,000 with Large Meetings add-on Group meetings for up to 30 hours Social Media Streaming 1 GB Cloud Recording (per license) <p>*Purchase up to 9 licenses per account</p>	<p>BUSINESS \$400 SAVINGS Small & Med Businesses \$199.90 /year/license</p> <p>Buy Now</p> <ul style="list-style-type: none"> Host up to 300 participants Increase participants up to 1,000 with Large Meetings add-on Single Sign-On Recording Transcripts Managed Domains Company Branding All features included in Pro and more <p>*Starting at 10 licenses for \$1,999/year</p>	<p>ENTERPRISE Large Enterprise-Ready \$240 /year/license</p> <p>Contact Sales</p> <ul style="list-style-type: none"> Host up to 500 Participants Unlimited Cloud Storage Recording Transcripts All features included in Business and more <p>*Starting at 50 licenses for \$12,000/year</p>
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EXPLORE ADD-ONS

If you need help with pricing, let me know!


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Office Products Office Furniture & Lighting Tables Conference Room Tables



TeamWORKTables 2906 Compact Space Maximum Collaboration Meeting Seminar Conference Tables, Assembled, Easy-to-Setup-and-Use, Natural Beech, 3 Piece Combo (Chairs Not Included)
Brand: Team*WORK*Tables

Price: **\$1,559.82**

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$1,409.82 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Item Dimensions LxWxH	90 x 60 x 30 inches
Shape	Rectangle
Base Type	Legs, Folding
Item Weight	231 Pounds
Brand	Team*WORK*Tables

About this item

- Packaged price for a simple, affordable, convenient way to instantly furnish your conference meeting
- Tables arrive assembled, ready-to-use, just unfold, set in place and start your meeting
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- Complete group is safely shipped on one sturdy pallet ensuring your meeting furniture arrives intact

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amazon prime Deliver to Kollleen Webster City 50595 Electronics smart tv 50 inch



SAMSUNG 55-inch Class Curved UHD TU-8300 Series - 4K UHD HDR Smart TV with Alexa Built-in (UN55TU8300FXZA, 2020 Model)

Resolution 4K

Support: Free Amazon

12:24 PM 6/15/2021