

Bertha Bartlett Public Library

Board Meeting

Tuesday, May 28, 2024 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of Minutes

Citizens' Appearance

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier

- P& L Expenses
- May bills

Circulation Report: Tara Turner

Correspondence/Communications

- Library Board training – Chris Feil

Gilbert Update: Tera Sitzman

- Gilbert Days **August 17** – Library will set up a booth/celebrate end of summer reading
- Spin Art table
- Disruptive patron policy
- PTO/Library rearrange

Building Project Update:

Footings are in

Met some soil issues - change orders will be attached

Change Orders

Current bills

Project Goals:

- We are here to serve the community
- Be a good neighbor
- Honor donors
- Safety of staff and work crew

Grant Update:

Pending Grant Applications:

UP Railroad

Grants Received/Denied:

ALA Grant(\$10,000) – held 2nd community conversation patrons have asked for a drive up book drop, more senior programming including a weekly tech class

AARP grant – denied

Story City Friends Grant - denied

Old Business:

- **Scandi Days:** We need help passing out freeze pops, construction hats and stickers
- Microfilm – Advantage Archives
- Sunday Hours
- Eagle Project – Trace’s project to build a minimum of 25 bookcarts has been approved. He is currently working on securing a location for the build, donations for wheels and plywood. So far materials for 20 carts have been secured. He is hoping to raise \$1800 to cover the cost of wheels. We will ultimately need 100 carts to move the library if the bookcases all stay in the library.

Policy updates: none

New Business:

- *Purchase of built in bookcase - \$3500*
- *Purchase of 4 chairs for tweens - \$300*
- Gilbert furniture needs – one 9’ long 36 “ tall bookcase, book bins, 1 9’x84” tall bookcase to hold YA materials, chair for adult area. Propose we use funds in Gilbert account to purchase needed furniture
- Drive up Book Drop – Kiwanis

Will Board meeting be Tuesdays for June, July and August?

Adjournment: Monthly board meeting: Tuesday, June 25, 6:30 pm 2024.

Saturday June 8 – SRP Kick-Off The library will turn into a mini-golf course as young patrons travel around the library golfing and sign up for summer reading. Patrons of all ages will have programs suited just for them

Upcoming Library Events:

Story City:

Parade – we still need help passing our popsicles) Saturday June 1

Summer Reading Program Kick off – Saturday, June 8

The library will turn into a mini-golf course as young patrons travel around the library golfing and sign up for summer reading. Patrons of all ages will have programs suited just for them

Summer Reading Program Schedule is filling up:

June 8 – August 3

Tuesdays 2-3 pm Tween and Teen Activities

Wednesdays 10:30 Story Time (0-K)

4:00 Teen Book Club

Thursdays 10:30 KOOL Kids (k-5) at the community center

Fridays 10:30 Music and Movement (PK)

Saturdays Tween/Teen Adventures in the Community – a different family field trip peach week!

Adult programs:

June 3 Medicare seminar

June 6 Adult Yoga

June 21 Heart Health 10 – 2

June 27 Paint your own pottery

July 8 Blood Drive

July 15 Adult Yoga

July 22 Pottery with Nathan

August 8 Paint your own pottery

August 19 Adult Yoga

Gilbert Library

Story Time Tuesdays 10:00

KOOL Kids Thursdays at 1:00

SRP Kick off Thursday June 6

Director's Report May 2024

Well things are ramping up!! We have rearranged the Kinne to accommodate Tweens/ Teen programming. We have done an initial weeding of the non-fiction section, withdrawn materials and hauled them to various service organizations for resale. We have also installed our book bins in the children's area and by time we have our meeting Gilbert library will have been completely rearranged to accommodate an expanded children's program.

Summer Reading: Planning is nearly complete!! Activities for the summer include a preschool story time Wednesdays at 10:30, Movement and Music Fridays at 10:30 , KOOL Kids Thursdays at 10:30, Teens and tweens Thursdays at The library has been buzzing with plans, phone calls, donors calls, and field trip planning! Nicole received City Council approval to use North Park as the site for end of summer reading celebration. We will be renting a bounce house, having squirt guns, and working with the carousel to offer rides to participants who completed the summer challenge. Aubrey is working with many local business to present to the teens and tweens and in addition to her weekly program will be offering a weekly family field trip to places of interest

New Staff: Mikayla Carpenter (local high school student/former volunteer), Carley Breem (College intern/volunteer), Mallory (college intern) have started working and getting to know the library and patrons

Training: Nicole and Aubrey attended the Iowa Library Youth Services Training and came back full of great ideas for weekly and summer programming!! While training is not cheap , it is a vital part of keeping our library flourishing!

Foundation: The support of the Foundation has been critical in allowing us to meet our goals of programming. Without this funding SRP and regular funding would not be possible. Thank you!!

Bertha Bartlett Public Library
Board of Trustees
Minutes
April 22, 2024

Chris Feil, board President, opened the meeting at 6:33 p.m. Attending were Trustees Chris Feil, Laura Donaldson, Lynn Cummings, and Theresa Sens; Tara Turner, library director; Shelley Hart, of the Library Foundation; Mark Jackson, and Mary Kay Solberg.

The agenda was reviewed. A motion was made by Theresa, second by Laura to approve the agenda as written. All approved.

Minutes were reviewed from the March meeting. A motion to approve the minutes with the **correction of one clerical error** was made by Laura, second by Lynn. All approved.

Citizens Appearance – None today.

Foundation Report - Shelley Hart gave the report to the board.

Treasurer's Report - Financial and Budget reports were reviewed by Tara. Tara reviewed the P&L Expenses to date.

There has been a significant change in insurance coverage. Materials are now insured for about a million and increased the coverage for the building. This will be an annual payment which will cause a dramatic change to the budget. Tara will discuss a contribution from the city of Gilbert.

The board reviewed the April 2024 bills. A motion to approve the bills for April 2024 was made by Theresa, second by Lynn. All approved.

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update. A patron recently asked if we had any books to donate for a library they are starting in Uganda. She was given the option of going through the book sale room for materials. We have received the first deposit for the CAT grant (\$40,000).

Board Training - Tuesday April 30 6:00-7:30. The board will meet at the library to participate via Zoom.

Gilbert Update - -- Chris and Tara will attend the city of Gilbert's next budget meeting. There was an informal discussion with the City of Ellsworth which recently had to close their library. If they reach out to us, we may discuss establishing a partnership.

Building Project Updates

- Vote on the change order of the moving of the door. Theresa moved to approve the request for change order PR1: to relocate the west vestibule. Second by Laura. All approved.
- Reviewed Payment Application 1 and 2 from Emergent Architecture. Motion to approve both by Theresa, second by Laura. All approved.
- Procedure for change orders. The board decided to form a committee to respond to change orders.
 - Change Order Committee can make decisions on crucial changes and then any scope changes under \$20,000. Theresa and Grant (and Tara) were selected to form this committee (and use the city administrator as a resource). Motion made by Laura. Lynn

second. All approved.

For decisions that need full board approval, we may meet via Zoom upon giving a public 24 hour notice for the Zoom meetings.

- Discussion of moving the family bathroom. We will explore options for a possible redesign of this bathroom.

Grant Update:

Story City Friends Endowment grant – waiting to hear back.

There are some pending applications. Shelley will be asking Walmart why they denied our application.

The board held a brief discussion about possible grants to pursue.

Old Business:

- Scandinavian Days
 - Looking for people to help pass things out on the parade float.
- Microfilm
 - Advantage Archives- estimate of \$525 to digitize our remaining 3 rolls of film. They already have a link to our content. Tara will approach the local historical society about splitting this cost.
- Sunday Hours
 - Lynn discussed her suggestion of restarting Sunday hours with the board. We will discuss again at a future meeting. No decision made tonight.

Policy Updates

- Fines/overdue materials. Theresa moved to approve revised fine/overdue materials policy as proposed. Lynn second. All approved.

New Business

- Pest Control. This is a new cost since construction began.
- Purchase of CleanSlate.
- Gilbert furniture needs
- Scout proposal for book carts
 - Eagle project proposal from Scout Trace Turner. He proposes building 50-100 library carts to use during the renovation/move. He showed us a prototype he made to test. He said that to purchase a cart costs about \$500 but he built one for about \$200. He can start the project mid-May and plans to finish by June 18. He'll ask for about 20 people to help him. He'll fundraise in the community for donations of plywood and wheels. He will find a storage unit or donated space to store the carts. Chris suggested using local community member woodshops. After they are used, Trace suggested selling the carts to the scouts who can then donate them to other libraries or rent them. The board is interested in his proposal.
- Date of next meeting due to Memorial Day.

Our next meeting will be **May 28 (Tuesday) at 6:30. Board training will be April 30 at the Bertha Bartlett library at 6:00.**

Theresa made a motion to adjourn the meeting at 8:26. Lynn second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library
May 2024 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 404.79	Health Insurance, TT (split with Gilbert)
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6371	Black Hills Energy		\$ 87.13	April 4 - May 2
001-4410-6320	Sabrina Gogerty	5/27/2024	\$ 293.75	Library cleaning
001-4410-6320	Story City Space center	5/27/2024	\$ 60.00	storage - June Rent
001-4410-6373	Aureon	5/31/2024	\$ 59.67	Telephone - May service
001-4410-6320	Early Bird Window Washing	5/1/2024	\$ 160.00	Invoices 14,18
001-4410-6320	Perferred Pest Mngmnt	5/25/2024	\$ 133.75	First treatment Invoice 31052
001-4410-6772	Gale Cengage Invoice #83070299	4/10/2024	\$ 22.39	Books (Large Print)
001-4410-6772	Ingram #82023358	5/22/2024	\$ 143.96	Books shared invoice -Gilbert
001-4410-6772	Ingram #81704452	5/1/2024	\$ 148.74	Books shared invoice -Gilbert
001-4410-6772	Centerpoint #22095341	5/2/2024	\$ 58.42	Books (Large Print)
001-4410-6772	Centerpoint #2092582	4/12/2024	\$ 60.00	Books (Large Print)
001-4410-6772	Centerpoint #2090766	5/1/2024	\$ 93.48	Books (Large Print)
001-4410-6772	Bkr&Taylor #2038248144	4/24/2024	\$ 240.77	Books shared invoice -Gilbert
001-4410-5772	Bkr&Taylor #2038267842	5/1/2024	\$ 426.28	Books shared invoice -Gilbert
001-4410-5772	Bkr&Taylor #2038290583	5/13/2024	\$ 177.00	Books shared invoice -Gilbert
001-4410-5772	Bkr&Taylor #2038302259	5/17/2024	\$ 243.68	Books shared invoice -Gilbert
001-4410-5772	Bkr&Taylor #2038317811	5/22/2024	\$ 112.46	Books shared invoice -Gilbert
001-4410-6772	Visa - Thriftbooks		\$ 1.49	Books
001-4410-6770	Visa - Car and Driver		\$ 8.03	Magazines
001-4410-6770	Visa-Good Housekeeping		\$ 10.70	Magazines
001-4410-6770	Visa-Reader's Digest Large Print		\$ 32.10	Magazines
001-4410-6508	Visa-USPS stamps		\$ 68.00	stamps
001-4410-6770	Visa-Our Iowa Magazine		\$ 39.98	Magazines
001-4410-6772	Visa-Book credit		\$ (7.42)	Books - refund
001-4410-6772	Visa-Amazon #2031436		\$ 9.89	Books
001-4410-6772	Visa-Amazon #2031436		\$ 159.03	Books
001-4410-6770	Visa-Hearst Food Network Magazine		\$ 15.00	Magazines
001-4410-6770	Visa-People Magazine		\$ 85.60	Magazines
001-4410-6770	Visa-Real Simple		\$ 19.26	Magazines
001-4410-6770	Visa-Nat Geo Kids		\$ 36.04	Magazines
001-4410-6506	Visa-Amazon #27202244		\$ 24.81	Paper, cutting boards
001-4410-6500	Visa-Amazon #6079407		\$ 22.25	Baby wipes - programming
001-4410-6772	Visa - Amazon #0561014		\$ 24.58	Books
001-4410-6500	Visa - Hobby Lobby		\$ 29.39	Programming (Tie dye)
001-4410-6506	Visa - Amazon #0739415		\$ 6.99	Vacuum filters
001-4410-6772	Visa - Amazon #9478652		\$ 8.12	Books
001-4410-6772	Visa - Amazon #5577038		\$ 11.96	Books
001-4410-6770	Visa - Reports Consumer		\$ 52.43	Magazines
001-4410-6772	Visa - Amazon #5577038		\$ 21.99	Books
001-4410-6320	Dean Vande Griend		\$ 2,500.00	Bookcase

Bertha Bartlett Public Library
May 2024 Bills

Story City May bills continued

001-4410-6506	Tara Turner-Amazon #3409014	4/6/2024	\$ 27.81	Earplugs
001-4410-6773	Tara Turner- Amazon #5006641	4/29/2024	\$ 42.83	videos
001-4410-6772	Tara Turner - Amazon #5006641	4/29/2024	\$ 13.99	Books
001-4410-6500	Tara Turner - Meta ads #174936	4/20/2024	\$ 13.00	Advertising- Programming
001-4410-6500	Tara Turner - Meta ads #397313	3/28/2024	\$ 7.00	Advertising- Programming
001-4410-6500	Tara Turner - Meta ads #08101	4/28/2024	\$ 6.89	Advertising- Programming
001-4410-6500	Tara Turner - Mystical Whisk	5/7/2024	\$ 12.84	Cupcakes- Programming
001-4410-6500	Tara Turner - Kwik Star	5/7/2024	\$ 10.08	Programing/Event Food
		Total	<u>\$ 6,270.93</u>	
	Gilbert Bills			
001-4410-6150	Wellmark	auto	\$ 134.93	Health Insurance, TT (split with Gilbert)
033-4410-6772	Ingram #82023358	5/22/2024	\$ 132.47	Books shared invoice -SC
033-4410-6772	Ingram # 81704452	5/1/2024	\$ 29.80	Books shared invoice -SC
033-4410-6772	Bkr&Taylor #2038248144	4/24/2024	\$ 40.18	Books shared invoice -SC
033-4410-6772	Bkr&Taylor #2038267842	5/1/2024	\$ 194.18	Books shared invoice -SC
033-4410-6772	Bkr&Taylor #2038290583	5/13/2024	\$ 35.29	Books shared invoice -SC
033-4410-6772	Bkr&Taylor #2038302259	5/17/2024	\$ 69.47	Books shared invoice -SC
033-4410-6772	Bkr&Taylor #2038317811	5/22/2024	\$ 9.11	Books shared invoice -SC
033-4410-6772	Visa- Amazon #0561014	02/19	\$ 24.58	Books shared invoice -SC
		Total	<u>\$ 670.01</u>	

Submitted 05/27/2024

Approved on this day _____ by _____

Bertha Bartlett Public Library
May 2024 Bills

Approved on this day _____ by _____

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Submitted 12/22

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BBPL - Expenses paid through April 25, 2024 - goal 18% remaining

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2023-2024</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u> <u>remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 67,200.00	\$ 3,605.78	\$ 44,336.12	\$ 22,863.88	34.0%
001-4410-6020	Salaries: Part-time	\$ 66,000.00	\$ 6,489.20	\$ 63,912.19	\$ 2,087.81	3.2%
001-4410-6110	FICA/Medicare	\$ 10,190.00	\$ 762.57	\$ 8,198.12	\$ 1,991.88	19.5%
001-4410-6130	IPERS	\$ 12,575.00	\$ 952.96	\$ 9,645.52	\$ 2,929.48	23.3%
001-4410-6150	Insurance - Group Health	\$ 7,225.00	\$ 473.73	\$ 4,018.47	\$ 3,206.53	44.4%
001-4410-6230	Travel/Training	\$ 1,200.00	\$ 350.00	\$ 513.42	\$ 686.58	57.2%
001-4410-6320	Building/Grounds	\$ 4,000.00	\$ 360.00	\$ 4,238.96	\$ (238.96)	-6.0%
001-4410-6371	Utilities	\$ 4,000.00	\$ 380.47	\$ 965.51	\$ 3,034.49	75.9%
001-4410-6373	Telephone	\$ 1,200.00	\$ 67.60	\$ 851.40	\$ 348.60	29.1%
001-4410-6408	Insurance-General	\$ 5,000.00	\$ -	\$ 8,037.00	\$ (3,037.00)	-60.7%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 50.00	\$ 977.00	\$ 1,023.00	51.2%
001-4410-6499	Miscellaneous	\$ -	\$ -	\$ 8.75	\$ (8.75)	
001-4410-6500	Programming	\$ 3,000.00	\$ -	\$ 957.74	\$ 2,042.26	68.1%
001-4410-6501	Building Supplies	\$ 2,000.00	\$ 319.72	\$ 702.83	\$ 1,616.89	80.8%
001-4410-6502	Technology	\$ 2,000.00	\$ 463.89	\$ 1,019.88	\$ 1,444.01	72.2%
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ 384.70	\$ 407.48	977.22	97.7%
001-4410-6506	Office Supplies	\$ 2,160.00	\$ 122.65	\$ 1,747.32	\$ 535.33	24.8%
001-4410-6507	Misc. Operating supplies		\$ -	\$ 244.00	\$ (244.00)	
001-4410-6727	Capital Equipment	\$ -		0		
001-4410-6508	Petty Cash/Postage	\$ 250.00		\$ -	\$ 250.00	100.0%
001-4410-6770	Magazines	\$ 1,000.00		\$ 704.60	\$ 295.40	29.5%
001-4410-6771	Audio	\$ 500.00		\$ 31.94	\$ 468.06	93.6%
001-4410-6772	Books - includes \$2000 from trust and foundation	\$ 15,000.00	\$ 1,077.96	\$ 12,365.40	\$ 2,634.60	17.6%
001-4410-6773	Video	\$ 1,000.00		\$ 476.34	\$ 523.66	52.4%
001-4410-6774	Online Databases	\$ 1,500.00		\$ 2,001.96	\$ (501.96)	-33.5%
		\$ 210,000.00	\$ 15,861.23	\$ 166,361.95	\$ 38,638.05	18.4%

BBPL - Expenses submitted April 25, 2024 - goal 8% remaining

Acct #	Story City Expenses	2023-2024 Budget	Month to date	Year to Date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 67,200.00	\$ 3,605.78	\$ 47,941.90	\$ 44,336.12	\$ 19,258.10	28.7%
001-4410-6020	Salaries: Part-time	\$ 66,000.00	\$ 6,500.00	\$ 70,422.99	\$ 63,922.99	\$ (4,422.99)	-6.7%
001-4410-6110	FICA/Medicare	\$ 10,190.00	\$ 775.00	\$ 8,985.55	\$ 8,210.55	\$ 1,204.45	11.8%
001-4410-6130	IPERS	\$ 12,575.00	\$ 1,000.00	\$ 10,692.56	\$ 9,692.56	\$ 1,882.44	15.0%
001-4410-6150	Insurance - Group Health	\$ 7,225.00	\$ 473.73	\$ 4,492.20	\$ 4,018.47	\$ 2,732.80	37.8%
001-4410-6230	Travel/Training	\$ 1,200.00	\$ -	\$ 163.42	\$ 163.42	\$ 1,036.58	86.4%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 3,167.50	\$ 10,213.96	\$ 7,046.46	\$ (5,213.96)	-104.3%
001-4410-6371	Utilities	\$ 4,000.00	\$ 87.13	\$ 759.30	\$ 672.17	\$ 3,240.70	81.0%
001-4410-6373	Telephone	\$ 1,200.00	\$ 59.67	\$ 903.14	\$ 843.47	\$ 296.86	24.7%
001-4410-6408	Insurance-General	\$ 5,000.00		\$ 8,037.00	\$ 8,037.00	\$ (3,037.00)	-60.7%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 50.00	\$ 1,027.00	\$ 977.00	\$ 973.00	48.7%
001-4410-6499	Miscellaneous	\$ -	\$ -	\$ 8.75	\$ 8.75	\$ (8.75)	
001-4410-6500	Programming	\$ 3,000.00	\$ 88.45	\$ 1,134.64	\$ 1,046.19	\$ 1,865.36	62.2%
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 785.10	\$ 1,953.31	\$ 1,168.21	\$ (953.31)	-95.3%
001-4410-6502	Technology	\$ 2,000.00	\$ 463.89	\$ 1,483.77	\$ 1,019.88	\$ 516.23	25.8%
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ -	\$ 22.78	\$ 22.78	\$ 977.22	97.7%
001-4410-6506	Office Supplies	\$ 2,160.00	\$ 27.81	\$ 1,680.29	\$ 1,652.48	\$ 479.71	22.2%
001-4410-6507	Misc. Operating supplies		\$ -	\$ 244.00	\$ 244.00	\$ (244.00)	
001-4410-6727	Capital Equipment	\$ -		\$ -	0	\$ -	
001-4410-6508	Petty Cash/Postage	\$ 250.00	68	\$ 136.00	\$ 68.00	\$ 114.00	45.6%
001-4410-6770	Magazines	\$ 1,000.00	\$ 299.20	\$ 1,303.00	\$ 1,003.80	\$ (303.00)	-30.3%
001-4410-6771	Audio	\$ 500.00		\$ 31.94	\$ 31.94	\$ 468.06	93.6%
001-4410-6772	Books - includes \$2000 from trust and foundation	\$ 15,000.00	\$ 1,970.78	\$ 15,229.00	\$ 13,258.22	\$ (229.00)	-1.5%
001-4410-6773	Video	\$ 1,000.00	\$ 42.83	\$ 562.00	\$ 519.17	\$ 438.00	43.8%
001-4410-6774	Online Databases	\$ 1,500.00		\$ 2,001.96	\$ 2,001.96	\$ (501.96)	-33.5%
		\$ 210,000.00	\$ 19,464.87	\$ 189,430.46	\$ 169,965.59	\$ 20,569.54	9.8%

Gilbert - Expenses paid through April 25, 2024 - goal 18% remaining

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>Budget</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget remaining</u>	<u>% Remaining</u>
033-4410-6010	Salaries, Full-time	\$ 16,800.00	\$ 1,201.92	\$ 14,778.55	\$ 2,021.45	12.03%
033-4410-6020	Salaries, Part-time	\$ 23,200.00	\$ 2,124.70	\$ 17,724.61	\$ 5,475.39	23.60%
033-4410-6110	FICA & Medicare	\$ 3,060.00	\$ 251.26	\$ 2,459.52	\$ 600.48	19.62%
033-4410-6130	IPERS	\$ 3,775.00	\$ 310.79	\$ 2,847.05	\$ 927.95	24.58%
033-4410-6150	Insurance,	\$ 1,600.00	\$ 152.58	\$ 1,304.19	\$ 295.81	18.49%
033-4410-6230	Travel & Training	\$ 500.00	\$ -	\$ 84.03	\$ 415.97	83.19%
033-4410-6490	Professional Services	\$ 500.00	\$ -	\$ 100.00	\$ 400.00	80.00%
033-4410-6500	Programming	\$ 2,500.00	\$ -	\$ 90.10	\$ 2,409.90	96.40%
033-4410-6502	Technology	\$ 500.00	\$ -	\$ 85.10	\$ 414.90	82.98%
033-4410-6504	Minor Equipment	\$ -	\$ 60.00	\$ 60.00	\$ (60.00)	#DIV/0!
033-4410-6505	Cataloging Supplies	\$ 1,000.00		\$ 93.17	\$ 906.83	90.68%
033-4410-6506	Office Supplies	\$ 300.00	\$ 22.95	\$ 615.81	\$ (315.81)	-105.27%
033-4410-6507	Misc. Operating Supplies			\$ 73.01	\$ (73.01)	#DIV/0!
033-4410-6770	Magazines	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
033-4410-6772	Books	\$ 3,465.00	\$ 180.68	\$ 2,176.83	\$ 1,288.17	37.18%
033-4410-6773	Video	\$ 200.00		\$ 31.97	\$ 168.03	84.02%
033-4410-6774	Online Licensing/Databas	\$ 1,500.00	\$ -	\$ 1,001.96	\$ 498.04	33.20%
033-4410-6910	Transfer	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	100.00%
	Total Gilbert Exp.	\$ 62,000.00	\$ 4,304.88	\$ 43,525.90	\$ 18,474.10	29.80%

Gilbert - Expenses submitted through May 25 2024 - goal 8% remaining

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>Budget</u>	<u>Monthly</u>	<u>YTD</u>	<u>YTD</u>	<u>Budget remaining</u>	<u>% remaining</u>
033-4410-6010	Salaries, Full-time	\$ 16,800.00	\$ 1,201.92	\$ 15,980.47	\$ 14,778.55	\$ 819.53	4.88%
033-4410-6020	Salaries, Part-time	\$ 23,200.00	\$ 2,600.00	\$ 20,324.61	\$ 17,724.61	\$ 2,875.39	12.39%
033-4410-6110	FICA & Medicare	\$ 3,060.00	\$ 300.00	\$ 2,759.52	\$ 2,459.52	\$ 300.48	9.82%
033-4410-6130	IPERS	\$ 3,775.00	\$ 350.00	\$ 3,197.05	\$ 2,847.05	\$ 577.95	15.31%
033-4410-6150	Insurance,	\$ 1,600.00	\$ 152.58	\$ 1,456.77	\$ 1,304.19	\$ 143.23	8.95%
033-4410-6230	Travel & Training	\$ 500.00	\$ -	\$ 84.03	\$ 84.03	\$ 415.97	83.19%
033-4410-6490	Professional Services	\$ 500.00	\$ -	\$ 100.00	\$ 100.00	\$ 400.00	80%
033-4410-6500	Programming	\$ 2,500.00	\$ -	\$ 90.10	\$ 90.10	\$ 2,409.90	96.40%
033-4410-6502	Technology	\$ 500.00	\$ 37.10	\$ 122.20	\$ 85.10	\$ 377.80	75.56%
033-4410-6504	Minor Equipment	\$ -	\$ 60.00	\$ 120.00	\$ 60.00	\$ (120.00)	0.00%
033-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ 15.49	\$ 108.66	\$ 93.17	\$ 891.34	89.13%
033-4410-6506	Office Supplies	\$ 300.00	\$ -	\$ 615.81	\$ 615.81	\$ (315.81)	-105.27%
033-4410-6507	Misc. Operating Supplies			\$ 73.01	73.01	\$ (73.01)	
033-4410-6770	Magazines	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	100.00%
033-4410-6772	Books	\$ 3,465.00	\$ 535.08	\$ 2,711.91	\$ 2,176.83	\$ 753.09	21.73%
033-4410-6773	Video	\$ 200.00		\$ 31.97	\$ 31.97	\$ 168.03	84.02%
033-4410-6774	Online Licensing/Databases	\$ 1,500.00	\$ -	\$ 1,001.96	\$ 1,001.96	\$ 498.04	33.20%
033-4410-6910	Transfer	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	100.00%
	Total Gilbert Exp.	\$ 62,000.00	\$ 5,252.17	\$ 48,778.07	\$ 43,525.90	\$ 13,221.93	21.33%

MONTHLY SNAPSHOT

April 2024

Story City



Books added.....130	Meeting Room Use.....31uses	New Patrons.....9
Books Withdrawn.....152	Library Sponsored....23uses	Reference Questions:.....38
Interlibrary Loans.....107	Patron Sponsored.....8uses	Technical Assistance.....42
Internet Usage: 968	Kinne Wing.....10	Number of volunteers.....12
Computer Users.....247	Booked ahead study room...38	Volunteer hours.....30.75
Website : visits 1402	Number of Programs.....51	Staff hours.....415
Unique Users : 346	Program Attendance.....377	Hours Open.....287
Menu Clicks :72	Story Time.....497	Staff hours/hours open ...1.4
	Story Time Express.....31	Average staff wage.....\$18
	After-School Program.....87	Staff cost/hour open.....\$26
	Tweens and Teens.....35	
	Book Club.....12	
	Passive/Patron led.....66	

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

I also had to adjust for pay period 1-23-11/19 for avg pay

Library Usage	This month	Last Month	Increase or Decrease	April 2023	\$ spent
Physical items checked out	2669	2259	18% ↑		
(Both Libraries) Bridges Materials	697	744	6% ↓		\$96
Unique users	152	166	8% ↓		
Hoopla Books	149	169	12% ↓		
Unique users	50	48	4% ↑		346.93
Total Items checked out	3515	3172	11% ↑		
Website Visits	1402	1089	29% ↑		
wifi	247	226	9% ↑		
Library Visits	2830	2803	1% ↑		



MONTHLY SNAPSHOT

April 2024

Gilbert

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

I also had to adjust for pay period 1-23-11/19 for avg pay

Items added.....50	Programs.....14	Current/New Patrons....1
Items Withdrawn.....278	Story Time.....250	Reference Questions.....28
WiFi usage:.....196	After-School Program.....NA	Tech Related.....4
Unique users.....48	Book Club.....7	Number of volunteers...0
AWE.....0.....Last year..... NA	Passive Programming.....19	Staff hours.....NA
PC.....14.....Last Year.....NA		Hours Open.....85
New Cards.....1		Last Year.....138.75
		Staff Hours/Hours Open..1.6
		Average staff pay.....\$15.43
		Staffing per hour cost....\$NA

Library Usage	This month	Last Month	Increase or Decrease	2022	Increase or Decrease
Physical items checked out	406	467	13% ↓	290	40% ↑
WiFi unique visitors sessions	34 196	38	415% ↑	NA	
Library Visits	138	233	41% ↑	285	51% ↓