

Bertha Bartlett Public Library

Board Meeting–
Monday, August 30, 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
- August bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Hiring Situation
- Best Day and times to meet
- Programming and Masks

Old Business:

Action Items:

- *Discussions with Architect – schedule a date before or after Sept. 20.*
- Accreditation Decisions:
 - Policies to consider for Accreditation
 - Interlibrary Loan, Reference, Hours & Services & Internet
 - Library Director evaluation

Adjournment

Next meeting: Thursday, September 23, 6 p.m. OR a date discussed during meeting

Staff Report

Kolleen Taylor

August 2021

August was a hectic month, with reduced staff, and those who remained learning new roles at the library. We had this working pretty well, but with the children's program registrations continuing until August 18 and many interruptions, we all left work pretty weary most days. I didn't have time, energy or brain power left to do any columns and our communications are pretty lacking right now. Sam Sirna's last day of work was also on August 5, so since the last board meeting I have conducted 2 exit interviews, 6 performance reviews, 2 job interviews via phone, and 1 on Zoom.

I've been ordering the Award books for 2021-22, not realizing these had been out for awhile, this was a task I added immediately, and Shelley and I have been sharing cataloging duties. It's a slower process, as this is still a new system for us, and there were problems that existed that we had to work through, usually user errors on our side, but most have been resolved. I also recompiled our year end reports because the final numbers were slightly off, as I realized my reports did not always include the Gilbert numbers. This is now all corrected.

With school, things have slowed down a lot, and the excessive heat and now rain has made it quiet at the library. I needed that to get things together for this months meeting and to prepare bills for city hall. I am thankful for everyone's speedy response.

Lynn Cummings and Duane Fournier were reappointed to the library board of trustees by the city council at a meeting in August. Procedurally, the city would prefer a written confirmation from each board member when they are up for renewal. This needs to go to the City Clerk, currently Heather Slifka.

I had 2 viable candidates apply for the Assistant Directors job, but only one has had a Zoom interview. I had a walk in applicant this past week who would be a great addition to the staff, lots of education and skills, but doesn't have any library experience, and I'm considering hiring another part-time person to help both at Gilbert and Story City. Training continues with Gloria, and we would love to give Abra more hours, but she is working all the hours she wants. So I'm seriously considering another part-time person.

It has been recommended that the board consider a discussion on the mask use in the library and programming, especially in lieu of recent changes locally around the state of Iowa in the Covid-19. This will be on the agenda.

During my conversation with the architect, the next step for him is to schedule a day for him to meet a structural engineer here. On that day he would like to be able to meet with my staff, with the board members, foundation members, steering committee and any other key members of the community. The critical questions for the staff include what is working with the existing building, what isn't working and what our needs are. I'll be discussing a potential questionnaire to distribute to the community at large, that might meet the accreditation needs in addition to the architect questions. It seems wisest for the staff to meet with him at the end of the day on a Wednesday, (5 p.m.), and hoping the board members can make it to 6 pm or 7 pm meetings. I'll know by Monday night if this is a possibility.

Bertha Bartlett Public Library

Board Meeting

Thursday, July 22nd, 2021

6:00pm

Meeting held via Zoom and at Library

Present: Lynn Cummings, Matt Emerson, Duane Fournier (via Zoom), Kolleen Taylor (Director), City Council Representative Mary Kay Solberg, Jessica Hensch and Chris Feil.

Called to Order: 6:05p

Changes to and approval of the Agenda:

Add "Lights" to "Citizen's Appearance"

Add "Report Submission" to "New Business"

Approval of Minutes:

Motion to approve the June 2021 minutes by Cummings, seconded by Emerson, approved unanimously.

Citizen's Appearance:

City council representative Mary Kay Solberg reports that the GCC mentioned the LED lights were out that outline the building. The GCC offered to get an estimate. The repair is not required to be done.

Nelson Electric was asked to give an estimate of how much it would cost to fix it. An estimate has been presented to the board in the amount of \$735.00.

Treasurer's Report

P and L:

Story City:

Start of new fiscal year. There were some funds left over at the end of the last year.

Gilbert:

Slightly over what was budgeted.

June Bills:

"Piano maintenance" items are for polishing the piano.

The meeting owl and the TV are able to be funded by a grant earned by the library.

Hensch motions to approve July 2021 bills. Cummings seconds. Approved unanimously.

Circulation:

Circulation is up from this time last year. Taylor reports that the reference questions are increasing. Gilbert is also staying very busy 900 items going through circulation at that site.

Correspondence/Communications:

Taylor reports her email had gone out due to the email service being contracted through the state library.

What other options are there for communication methods? Something that needs to be ironed out. A group text will be sent out to everyone when emergent items come up. At that point it will be decided whether or not an emergency meeting is necessary.

Gilbert Update –

Circulation is high at the Gilbert site.

New Business

Authorization to begin advertising for Assistant Director – Full-Time/Salary Discussion

Motion to approve advertising the Assistant Director position as a full-time position by Hensch, seconded by Emerson. Approved unanimously.

Discussion on Communications – Discussed earlier

Report Submission by Taylor –

Motion to approve submission of the state report by Hensch, seconded by Hensch, approved unanimously.

Old Business

Architect Contract – Needs signed and board approval

Feil reports he asked for the contract to be split in two phases. Phase two will not be signed until phase 1 is complete.

Phase 1 includes programming and multiple concept designs for an amount not to exceed \$7,500.00.

Motion to sign the Phase 1 architecture contract by Hensch, seconded by Cummings, approved unanimously.

Wages for 2021 – 2022 Fiscal Year

Motion to increase the base wage to \$9.25 by Hensch, seconded by Emerson. Approved unanimously.

Motion to approve Library Director salary of \$66,330 by Emerson, seconded by Cummings. Approved unanimously.

Circulation Policies Reviewed (Patron Policy; Patron Registration Policy; Policy for Media Equipment; Fine Policy; Basic Circulation Policy)

Fine Policy – Increase fine amounts for replacements by \$2.00.

Patron Policy –

Remove “The library does not provide a babysitting service”.

For III, add “smoking/vaping/chewing tobacco”.

Motion to approve these policies with the suggested changes by Hensch, seconded by Cummings.
Approved unanimously.

Adjournment: Motion to adjourn Emerson, second Feil. Approved unanimously at 7:39p.

Next Meeting: Thursday, August 26th at 6pm at the library.

Jessica Hensch
Secretary
Board of Trustees

Bertha Bartlett Public Library Cash Flow
July 2021 P L

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2021-2022 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	\$ 49,953.00	\$ 3,859.97	\$ 3,859.96	\$ 46,095.04	92.27%
001-4410-6020	Salaries: Part-time	\$ 61,543.00	\$ 7,732.73	\$ 7,732.73	\$ 53,812.27	87.44%
001-4410-6110	FICA/Medicare	\$ 8,530.00	\$ 879.32	\$ 879.32	\$ 7,650.68	89.69%
001-4410-6130	IPERS	\$ 10,525.00	\$ 737.38	\$ 737.38	\$ 9,787.62	92.99%
001-4410-6150	Insurance - Group Health	\$ 5,737.00	\$ 429.08	\$ 429.08	\$ 5,305.92	92.52%
001-4410-6230	Travel/Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%
001-4410-6320	Building/Grounds	\$ 7,312.00	\$ 200.00	\$ 200.00	\$ 7,110.00	97.26%
001-4410-6371	Utilities	\$ 2,200.00	\$ -	\$ -	\$ 2,200.00	100.00%
001-4410-6373	Telephone	\$ 4,800.00			\$ 4,800.00	100.00%
001-4410-6408	Insurance-General	\$ 2,900.00			\$ 2,900.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00			\$ 2,000.00	100.00%
001-4410-6499	Miscellaneous					
001-4410-6500	Programming	\$ 2,500.00			\$ 2,500.00	100.00%
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 213.01	\$ 213.01	\$ 786.99	78.70%
001-4410-6502	Technology	\$ 2,000.00	\$ 1,425.19	\$ 1,425.19	\$ 574.81	28.74%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ 574.94	\$ 574.94	\$ 925.06	61.67%
001-4410-6506	Office Supplies	\$ 2,200.00	\$ 184.50	\$ 184.50	\$ 2,015.50	91.61%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment					
001-4410-6508	Petty Cash/Postage	\$ 500.00	\$ 75.00	\$ 75.00	\$ 425.00	85.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 100.00
001-4410-6771	Audio	\$ 800.00	\$ -	\$ -	\$ 800.00	\$ 100.00
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 659.96	\$ 659.96	\$ 11,340.04	\$ 94.50
001-4410-6773	Video	\$ 800.00	\$ 16.69	\$ 16.69	\$ 783.31	\$ 97.91
001-4410-6774	Online Databases	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 100.00
		\$ 186,000.00	\$ 16,987.77	\$ 16,987.76	\$ 169,012.24	\$ 90.87
Deposits to: **						
001-4410-1-4580	General Fund	\$ 3,500.00	\$ -			
001-4410-1-4470	General Fund	\$ 24,000.00	\$ -			
031-4410-2-4705	Donations	\$ -	\$ 33.10	\$ 33.10	\$ (33.10)	
031-4410-4-4300	Interest on Deposits	\$ -	\$ 195.97			
	Total Deposits			\$ 33.10	\$ (33.10)	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 335,760.10	\$ 160.74	\$ 335,920.84		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,078.84	\$ 35.23	\$ 107,205.26		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 195.97	\$ 105,000.00	*cashed in cd, moved to savings (a	
031-4410-4-4799	Misc. Receipts	\$ -		\$ 548,126.10		
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

August 2021 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	08/03/21	\$ 381.54	Health Insurance - Kolleen
001-4410-6320	Early Bird Window Washing	08/15/21	\$ 60.00	Windows - exterior
001-4410-6320	Lekwa Heating & Cooling	08/10/21	\$ 315.00	Air conditioning repair
001-4410-6320	Jennifer Hill	08/26/21	\$ 115.00	Library cleaning, 1/week
001-4410-6371	Black Hills Energy	09/13/21	\$ 80.70	503 & 509 Broad Street
001-4410-6373	Aureon	08/01/21	\$ 67.86	Telephone
01-4410-6502	Computer Resource Special	07/31/21	\$ 61.74	Single year SSL certificate for domain
001-4410-6501	Amazon Capital Services	08/18/21	\$ 38.97	Face masks
001-4410-6500	Visa	08/09/21	\$ 22.32	SRP program - last event
001-4410-6506	Amazon Capital Services	08/24/21	\$ 18.66	Shelf Signs
001-4410-6506	Access Systems	08/23/21	\$ 140.15	Copier
001-4410-6770	Magazine Subscription Svc	08/19/21	\$ 653.00	Des Moines Register & Ames Tribune
001-4410-6770	Ames Tribune	07/23/21	\$ 22.53	1 month newspaper (changing to service)
001-4410-6772	Amazon Capital Services	08/23/21	\$ 26.58	Books
001-4410-6772	Amazon Capital Services	07/28/21	\$ 5.55	Books
001-4410-6772	Amazon Capital Services	07/27/21	\$ 16.21	Books
001-4410-6772	Gale/Cengage	07/22/21	\$ 23.25	Large Print books
001-4410-6772	Gale/Cengage	08/11/21	\$ 25.22	Large Print books
001-4410-6772	Gale/Cengage	08/10/21	\$ 63.73	Large Print books
001-4410-6772	Gale/Cengage	08/17/21	\$ 60.72	Large Print books
001-4410-6772	Baker & Taylor	07/22/21	\$ 31.35	Books
001-4410-6772	Baker & Taylor	8/4/2021	\$ 57.10	Books
001-4410-6772	Baker & Taylor	8/10/2021	\$ 52.97	Books
001-4410-6772	Ingram	7/27/2021	\$ 120.47	Books
001-4410-6772	Ingram	8/18/2021	\$ 320.26	Books (Most award books)
001-4410-6772	Centerpoint Large Print	8/1/2021	\$ 135.42	Books
001-4410-6773	Amazon Capital Services	07/24/21	\$ 20.95	DVD
001-4410-6773	Amazon Capital Services	08/17/21	\$ 42.37	DVD
001-4410-6773	Amazon Capital Services	08/18/21	\$ 39.36	DVD
	TOTAL - Story City		\$ 3,018.98	
	Gilbert Bills			
033-4410-6500	Visa	08/09/21	\$41.44	SRP Last event - programming
033-4410-6506	Amazon Capital Services	08/24/21	\$26.16	Shelf signs
033-4410-6506	Amazon Capital Services	08/21/21	\$37.98	Step stool & face masks
033-4410-6772	Amazon Capital Services	08/23/21	\$ 26.58	Books
033-4410-6772	Amazon Capital Services	07/28/21	\$ 13.99	Books
033-4410-6772	Ingram	08/18/21	\$ 311.40	Books - award books
033-4410-6772	Ingram	07/27/21	\$ 159.42	Books
	Total - Gilbert		\$616.97	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2020-2021 Statistics Report

renewed - Story City	4	1	8		6		7		4		7		15		21		19		2		15		21
renewed - Gilbert	6	11	5		1				0		2		2		1		3		0		6		8
Meeting Room Library	0	15	1						1		0				0				2		8		0
Meeting Room Other	0	2	0								1				0		3		3		3		16
Computer Use	211	130	106		108										99				92		155		126
Test Proctoring	0										0				0				0		0		54
Interlibrary Loans Requested	10	11	25		9		14		10		13		15		15		12		35		9		7
Interlibrary Loans Sent	27	27	16		20		24		32		15		22		29		27		18		16		26
Book Club Sets	1	0	1		3				1		1		2		3				2		3		3
Microfilm Use	0		0		0						0				0		0		0		0		
Gilbert Computer use	17	22	12		23				18		23		13		23		17		92		30		34
In House Use - Gilbert		464			89						48				73		33		71		177		6

In House Use - Story City

Monthly Program Statistics: July 1, 2021 thru June 30, 2022

Date	Program title	Type of Program In person, Recorded or Outreach	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
			Adult	Teen	Children	Adult	Teen	Children					
7/1/2021	Preschool storytime	In Person			x	11	1	17			G	Abra	Mrs. B - Primary colors
7/1/2021	KOOL program	In Person			x	6	0	39			BBPL	Shelly	The Bad Art Project
7/1/2021	KOOL program	In Person			x	9	2	37			G	Abra/Maria	The Bad Art Project
7/2/2021	Preschool storytime	In Person			x	11		16			BBPL	Maria	Chameleon's colors
7/6/2021	Tween Program	In Person		x		4					BBPL	Caitlin	
7/7/2021	Teen Program	In Person		x		2	1	2			BBPL	Caitlin	Had low numbers so allowed th
7/7/2021	Tween Harry Potter Book Club	In Person		x			3	1			G	Bayley/Maria	
7/8/2021	Preschool storytime	In Person			x	8	1	19			G	Maria	Pete & Clifford
7/8/2021	KOOL program	In Person			x	5	1	31			BBPL	Maria	True Colors - STEM
7/8/2021	KOOL program	In Person			x	11	2	63			G	Maria	True Colors - STEM
7/9/2021	Preschool storytime	In Person			x	6	1	8			BBPL	Maria	Denise Carlson
7/14/2021	Tween/Teen Program	In Person		x			14				BBPL	Caitlin	ISU extension came and talked
7/14/2021	Dinosaur Club	In Person			x	6	1	9			G	Maria	
7/14/2021	Tween Harry Potter Book Club	In Person		x		1	2	1			G	Bayley/Maria	
7/15/2021	Preschool storytime	In Person			x	4		7			G	Shelly	Sgt. Johnson
7/15/2021	KOOL program	In Person			x	23	2	63			BBPL	Kolleen	Jason Kollum
7/15/2021	KOOL program	In Person			x	22	3	74			G	Maria	Jason Kollum
7/16/2021	Preschool storytime	In Person			x	6	1	7			BBPL	Maria	Sgt. Johnson
7/22/2021	Preschool storytime	In Person			x	9	1	16			G	Shelly	Dan - Pyfferoen Pediatric Denti
7/22/2021	KOOL program	In Person			x	6	1	26			BBPL	Kolleen	Post-It Note Mosaics & Ice Crea
7/22/2021	KOOL program	In Person			x	10	3	55			G	Maria	Post-It Note Mosaics & Ice Crea
7/23/2021	Preschool storytime	In Person			x	8	1	9			BBPL	Maria	Luke Hodnefield
7/23/2021	Homeschool Critique Group	In Person		x	x	1	1	3			BBPL	Caitlin	
7/24/2021	Scandi Days Story Time	In Person			x	6		15			Both	Shelly/Kolleen	Did storytime at the carousel
7/27/21	Bartlett Book Club	In Person	x			8	0	0			BBPL	Kolleen	All Iowa Reads Book Little Fait
7/28/2021	Dinosaur Club	In Person			x	6	1	9			G	Maria	
7/29/2021	Preschool storytime	In Person			x	8	1	10			G	Maria	Chief Zeisneiss
7/29/2021	KOOL program	In Person			x	27	3	82			BBPL	Maria	Blank Park Zoo
7/29/2021	KOOL program	In Person			x	14	2	56			G	Maria	Blank Park Zoo
7/30/2021	Preschool storytime	In Person			x	9	1	14			BBPL	Maria	Pete the Cat & Clifford
8/20/21	Homeschool Critique Group	In Person		x	x	2	2	3			BBPL	Caitlin	

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 5 pm
Sunday: 1 pm to 5 pm

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: 3 pm to 7:30 pm
Wednesday: 10 am to 2 pm
Thursday: 3 pm to 7:30 pm
Friday: Closed
Saturday: 10 am to Noon
Sunday: Closed

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

Bertha Bartlett Public Library
Story City, Iowa

Inter-library Loan Services & Book Club Policy

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a \$1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the \$1.00 fee when the book is received. Non-residents (those who live outside Story City whose primary library would not be Story City) who request an interlibrary loan through our library at will pay a \$3.00 fee upon request of the interlibrary loan which will usually cover the cost of postage. Story County residents who use Story City as their primary library would still pay \$1.00.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08
Reviewed 11/10, 12/14, 8/16,
Revised 10/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

REFERENCE POLICY

The Bertha Bartlett Public Library's reference policy is to try to meet the needs of every citizen of the community. All patrons are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality and no censorship.

Statement of Procedure:

In helping patrons in their search for information librarians and aides must determine the need of the user by conducting a reference interview.

I. REFERENCE INTERVIEW:

ESTABLISH:

1. Specific needs of patron
2. Recommend sources in addition to books, vertical file material, computer and on-line reference.
3. Assist in finding materials
 - a. Show where books are on the shelf---do not point.
 - b. Follow up to make sure that patrons are getting what they need.
4. Remain objective

Know that each patron feels his or her request is legitimate and important even though it may not seem so to the interviewer.

Conduct service on a "first come, first served basis" whether by telephone or walk-in patron.

Give patrons prompt attention.

If patron is wandering around the room, librarian should offer assistance. Judgment is necessary here...some patrons want to browse and do not want to be interrupted or bothered. Others may be hesitant about asking for help.

II. Homework:

Because homework assignments are usually made for the purpose of teaching students, the process of finding information, the library sees as its primary role the instruction in the use of library tools rather than the provision of "answers".

III. Contest Questions, Quiz Programs, Crossword Puzzles:

These questions are not answered but the patron is directed to sources from which he may seek his/her answers unless questions may be answered as a quick fact.

IV. Medical Questions:

Factual information can be provided from medical dictionaries and books, but questions that involve interpretation and opinion cannot be answered.

V. Legal Questions:

Citation from codes can be given and other legal resources suggested but legal advice and/or explanation cannot be offered.

VI. Genealogy Research:

- a. The library provides genealogy books for patron use, both loan materials and for in library use.
- b. Postage for any materials ordered through Interlibrary Loan Services should be governed by the regulations of the agreements for Interlibrary Loan, Open Access and Access Plus.

VII. Reference Books:

- a. Reference books are not circulated except for older editions or at the librarians' discretion.

VIII. Internet Sources:

- a. Help direct patron to established, unquestionable sites, using resources like the Gale Database, Credo Reference or Ebscohost sources whenever possible. If locating information for patron reference question, the staff will include the site location where they found the answer.

Jan. 1990

Revised Sept. 1998

Reviewed 1/02, 7/04

Revised 1/08

Revised 11/10

Revised 12/14

Revised 10/18