

Bertha Bartlett Public Library

Board Meeting–

Monday, March 28, 2022

6:30 p.m.

Zoom Link: <https://us02web.zoom.us/j/83666881293?pwd=aitPN3lNdzlSeUxOL3dmR1YrdUhrRUT09>

Meeting ID: 836 6688 1293

Passcode: 552502

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- March bills
- Budget adjustment discussion

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update:

New Business:

- Meeting with Architect, approval for Phase II of contract
- 100 Year stickers for materials? Might be a subtle reminder
- Time for participating in boards, committees-need everyone right now!
- April Fundraiser from Kiwanis
- Summer Intern
- Additional joint meetings – how often

Old Business:

- Building Project update
- Annex open house on April 13, Celebration of 100 years
 - Events associated to help with fundraising
 - Additional board members
- Education reimbursement

Adjournment at 6:30 pm

Monthly board meeting: Monday, April 25, 6:30 p.m.

Staff Report

Kolleen Taylor

March 2022

National Library Week is the week of April 3 through 9, which seems earlier than normal. We had photos taken during the joint meetings of the Foundation, Steering Committee and Trustees and these will be sent to the Story City Herald, although they stopped the annual sponsor page for the two public libraries. We will be submitting these photos and staff photos to be used in the weeks around those dates.

The following week we want to combine an Open House with the early dismissal on April 13, and we have scheduled a speaker, Anne Sherve-Ose to talk about her 13-year trek by canoe down the Mississippi River. The summer reading theme is "Read beyond the Beaten Path", a theme that includes all levels of outdoor activities. Sherve-Ose conducts a Women's camp annually on an island in northern Minnesota, and works for the U.S. Forestry Service after a career in music education. Her skills fit perfectly in the theme; however, she will be canoeing north into Canada during our summer program. We are hoping this will

Because we are at the beginning of our 100th year, we wanted to have an Open House to start celebrating, to show our building needs and tell people about our building expansion project. The staff can help tell about how we use the building, but we will also need volunteers in the building to explain more about the project, give tours, and answer questions. I have given a power point I had started to Nicole Moore and she was going to try to finalize this more for us. We hope to have that finalized in time for this, in addition to some more complete Architectural drawings. I have purchased some extra USB flash drives so we can hand that out to those willing to talk to other groups, like Lions, Rotary, etc. I hope that we can incorporate these new drawings into the PowerPoint quickly.

We have had many extra meetings going on and we are now seeing more of our patrons that had disappeared with the beginning of the pandemic 2 years ago. With the help of many volunteers, we are staying on top of most of the issues within the library. Shelley Hart, as President of the Foundation has put many hours into reviewing, writing sections for grants and meeting with me. Grants we have submitted so far include Prairie Meadows, the Story City Endowment, Story County Community Foundation and we are finalizing details on the Roy S. Carver Charitable Fund. Those on the table next include the Union Pacific Railroad Grant, and the John Deere Grant.

Committees are starting to form but we need more help moving this part along. We need to meet directly with the Story County Commission to ask for funding through them. I am assuming we need to get on the agenda for one of their meetings, which are on Mondays, but I believe we might need to write a letter also to advise them of the request.

Two hundred fifty additional fundraising letters were mailed by the Foundation to patrons who live beyond Story City. These were specific to those who have used our library in the past 5 years. We are waiting for additional envelopes to continue to mail to the remainder....approximately 400 additional patrons. Matthew helped us narrow down the mailing lists so most households with multiple cards are getting only one letter.

Bertha Bartlett Public Library
Board Meeting

Monday, February 21st, 2022

6:00pm

Meeting held via Zoom and at Library

Present: Director Kolleen Taylor, City Representative Mary Kay Solberg, Lynn Cummings, Secretary Jessica Hensch via Zoom, President Chris Feil, Gilbert City Representative Tera

Called to Order: 6:03p

Changes to and approval of the Agenda

No changes

Approval of Minutes:

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

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

Full time salaries and insurance are over budget, but that was expected bringing on another full time employee.

Magazines are slightly over budget. Taylor reports she will change something for newspaper management.

Gilbert:

Doesn't take much to go over budget, but there is some set aside to address the overages.

Budget Adjustment:

December Bills:

Charges for materials for summer reading

There is an amount missing for Large Print Books. This bill has not yet been received yet.

Cummings motions to approve February 2022 bills. Hensch seconds. Approved unanimously.

Circulation:

Getting closer to the usual circulation numbers.

Open access numbers are looking great.

Correspondence/Communications:

There have been some checks received for both the library and foundation.

Some changes to the website have been made and patrons have been providing feedback on those changes.

Gilbert Update –

A couple of COVID scares with preschoolers which was unsettling for staff there.

Some quiet days at this site.

Board Training – Story County Trustee Board Training – 6:30p – 8:00p

New Business

Building Project – Steering Committee and other committees needed (Need more involvement!)

Need to increase community involvement. The previous building expansion had over three hundred community members assisting in many different committees.

Feil reports he will send out the previous framework.

Could do a sign-up for committees at the 100 years celebration

Many events will be needed to raise the appropriate amount.

Annex open house in April – Celebrating 100 Years!

-Events associated with fundraising

-This is also National Library Month

Next Meeting with Architect – with staff, with board, details and changes to layout (before March 3rd or after March 10th)

Gary would like to sit down with board members and discuss layout changes, etc.

This would be the second phase of the plan and would require city council signatures.

Schedule meeting at some point during the week of the 21st.

Additional Board Members

There could be a vote for this in September to add more members. Feil suggests adding two more members and adding term limits.

Old Business

Education Reimbursement:

Tabled

Adjournment: Motion to adjourn by Cummings, seconded by Fournier. Approved unanimously at 7:15pp.

Next Meeting: Monday, March 21st, 2022 at 6pm at the library board

Jessica Hensch
Secretary
Board of Trustees

Bertha Bartlett Public Library Cash Flow
February 2022 P L

Acct #	Story City Expenses	2021-2022 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 49,953.00	\$ 6,007.51	\$ 6,007.51	\$ 10,341.60	20.70%
001-4410-6020	Salaries: Part-time	\$ 61,543.00	\$ 2,846.06	\$ 32,583.83	\$ 28,961.17	47.06%
001-4410-6110	FICA/Medicare	\$ 8,530.00	\$ 655.39	\$ 5,419.81	\$ 3,110.19	36.46%
001-4410-6130	IPERS	\$ 10,525.00	\$ 796.04	\$ 6,025.94	\$ 4,499.06	42.75%
001-4410-6150	Insurance - Group Health	\$ 5,737.00	\$ 1,284.37	\$ 7,104.73	\$ (1,369.73)	-23.88%
001-4410-6230	Travel/Training	\$ 1,000.00	\$ -	\$ 283.46	\$ 716.54	71.65%
001-4410-6320	Building/Grounds	\$ 7,312.00	\$ 256.25	\$ 3,843.92	\$ 3,466.08	47.42%
001-4410-6371	Utilities	\$ 2,200.00	\$ 861.32	\$ 2,335.63	\$ (135.63)	-6.17%
001-4410-6373	Telephone	\$ 4,800.00	\$ 82.66	\$ 577.49	\$ 4,222.51	87.97%
001-4410-6408	Insurance-General	\$ 2,900.00	\$ -	\$ -	\$ -	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 277.50	\$ 1,722.50	86.13%
001-4410-6499	Miscellaneous	\$ -	\$ 63.46	\$ 95.45	\$ (95.45)	0.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 31.27	\$ 165.30	\$ 2334.7	93.39%
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 0	\$ 486.00	\$ 514.00	51.40%
001-4410-6502	Technology	\$ 2,000.00	\$ 15.99	\$ 1,555.84	\$ 444.16	22.21%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ 40.00	\$ 614.94	\$ 885.06	59.00%
001-4410-6506	Office Supplies	\$ 2,200.00	\$ 140.15	\$ 1,090.87	\$ 1,109.13	50.42%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ 115.52	\$ 84.48	42.24%
001-4410-6727	Capital Equipment	\$ -	\$ 0	\$ -	\$ -	-
001-4410-6508	Petty Cash/Postage	\$ 500.00	\$ -	\$ 75.00	\$ 425.00	85.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ 1,380.26	\$ (380.26)	-38.03%
001-4410-6771	Audio	\$ 800.00	\$ -	\$ 34.22	\$ 765.78	95.72%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 836.26	\$ 7,134.53	\$ 4,865.47	40.55%
001-4410-6773	Video	\$ 800.00	\$ -	\$ 246.55	\$ 533.45	69.18%
001-4410-6774	Online Databases	\$ 5,000.00	\$ -	\$ 558.79	\$ 4,441.21	88.82%
		\$ 186,000.00	\$ 13,916.73	\$ 78,013.09	\$ 71,461.02	38.40%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 3,500.00	\$ (233.60)	\$ (1,657.92)	\$ (1,842.08)	\$ (52.63)
001-4410-1-4470	General Fund	\$ 24,000.00	\$ -	\$ (19,410.99)	\$ (4,589.01)	-19.12%
031-4410-2-4705	Donations	\$ -	\$ (1,900.00)	\$ (2,150.00)	\$ 2,150.00	\$ -
031-4410-4-4300	Interest on Deposits	\$ 3,404.35	\$ (180.86)	\$ (3,992.63)	\$ 3,992.63	\$ -
	Total Deposits					
B. Trust Fund Deposits/Balance						
			YTD			
031-	Trust in General Fund	\$ 335,760.10	\$ 2,793.56	\$ 338,553.66		
031-4410-2-4404	Local Grant		\$ -	\$ 4,953.09		
	ASB Savings Account	\$ 107,170.03	\$ 105,443.46	\$ 212,613.49		
031-0950-4-4300	Interest (CD's)*					
031-4410-4-4799	Misc. Receipts	\$ -				
	(*Both CD's now in GNB Bank-Lib. Savings account)			\$ 556,120.24		
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		\$ 2,730.70			
	Total Library Trust Exp		\$ 2,730.70			

Bertha Bartlett Public Library

March 2022 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	2/29/2022	\$ 1,294.36	Health Insurance, KT-Single, MT w/spouse
001-4410-6230	Visa	3/9/2022	\$ 153.75	State Library of Iowa - POP YA Conference
001-4410-6320	Aspen	3/13/2022	\$ 30.00	Trash removal
001-4410-6320	Amazon Capital Services	3/17/2022	\$ 12.99	Lock for library entrance
001-4410-6320	Sabrina Gogerty	3/24/2022	\$ 300.00	Library cleaning
001-4410-6371	Black Hills Energy	3/23/2022	\$ 685.52	503 & 509 Broad Street
001-4410-6373	Aureon	3/1/2022	\$ 88.37	Telephone
001-4410-6500	Amazon Capital Services	3/16/2022	\$ 8.66	Programming - SRP
001-4410-6506	Amazon Capital Services	3/23/2022	\$ 100.77	Office supplies, labels,
001-4410-6500	Visa	3/9/2022	\$ 25.65	Illinois Library Association - SRP materials
001-4410-6500	Visa	3/9/2022	\$ 12.54	Walmart - Teen program
001-4410-6500	Visa	3/9/2022	\$ 14.72	Fareway Teen/Tween program
001-4410-6500	Visa	3/9/2022	\$ 15.72	Hyvee - KOOL program
001-4410-6506	Access Systems	2/22/2022	\$ 140.15	Copier
001-4410-6505	Demco	3/22/2022	\$ 197.19	cataloging
001-4410-6772	Amazon Capital Services	3/23/2022	\$ 124.80	books
001-4410-6772	Gale/Cengage	3/10/2022	\$ 71.23	Large Print books
001-4410-6772	Gale/Cengage	2/22/2022	\$ 50.98	Large Print books
001-4410-6772	Gale/Cengage	2/23/2022	\$ 42.73	Large Print books
001-4410-6772	Gale/Cengage	3/12/2022	\$ 50.98	Large Print books
001-4410-6772	Baker & Taylor	2/15/2022	\$ 48.42	Large Print books
001-4410-6772	Baker & Taylor	2/28/2022	\$ 256.03	Books
001-4410-6772	Baker & Taylor	3/17/2022	\$ 77.51	Books
001-4410-6772	Baker & Taylor	3/8/2022	\$ 77.21	Books
001-4410-6772	Baker & Taylor	3/14/2022	\$ 180.33	Books
001-4410-6772	Ingram	2/13/2022	\$ 198.67	Books
001-4410-6772	Ingram	3/7/2022	\$ 317.00	Book
001-4410-6772	Ingram	3/11/2022	\$ 154.67	Books
001-4410-6772	Centerpoint Large Print	3/1/2022	\$ 139.02	Books
001-4410-6773	Amazon Capital Services	3/23/2022	\$ 295.99	DVD's - upgrading musicals from VHS
	TOTAL - Story City		\$ 5,165.96	
	Gilbert Bills			
033-4410-6500	Amazon Capital Services	3/23/2022	\$ 8.67	Programmin - SRP
033-4410-6500	Amazon Capital Services	3/23/2022	\$ 8.66	Progammimg - SRP
033-4410-6500	Visa	3/9/2022	\$ 18.65	Illinois Library Association - SRP materials
033-4410-6772	Amazon Capital Services	3/23/2022	\$ 15.28	books
	Total - Gilbert		\$ 51.26	

Approved on this day _____ by _____

Bertha Bartlett Public Library

2021-2022 Statistics Report

	July 20	July 21	Aug. 20	Aug. 21	Sept. 20	Sept. 21	Oct. 20	Oct. 21	Nov. 20	Nov. 21	Dec. 20	Dec. 21	Jan. 21	Jan. 22	Feb. 21	Feb. 22
City	2072	2402	1585	1929	1694	1671	1651	1411	1375	1750	1487	1296	1334	1399	1375	1521
County	383	353	301	355	333	246	330	307	358	357	325	377	258	350	261	252
Other	916	817	615	890	791	777	690	854	576	853	726	786	581	903	666	763
Gilbert	289	639	195	439	332	295	287	276	259	250	226	292	249	201	249	201
Total	3660	4211	2696	3613	3150	2989	2958	2848	2568	3210	2764	2751	2422	2853	2551	2740
Open Access	916	817	615	890	791		690	854	576	853	726	786	581	903	666	763
Adult	1254	1348	910	1021	1051	975	1135	1030	957	1113	1015	975	953	1167	948	1088
Young Adult	381	197	231	189	226	100	190	65	158	65	209	54	161	115	166	61
Juvenile	1565	2229	1149	1989	1439	1536	1132	1378	1106	1546	1137	1315	943	1222	1021	1252
Video	0	0	0		1		1		2		3		1		3	
DVD	375	324	333	349	357	270	294	305	267	391	313	302	247	254	271	224
Audio	6	0	10		1		4		0		1	59	6	21	8	44
CD	3	0	3		2		4	0	3		14		16		14	
CD book	56	67	45	39	38	40	53	35	22	51	48	11	41	29	50	19
Magazines	9	18	11	14	19	40	24	17	19	12	16	18	36	13	41	16
Puzzles	10	1	1	1	8	9	13	6	10	28	6	7	16	26	25	31
Puppets	0	6		11	0	0	0	0	0	0	0		0		0	
Other	1	21	3		8	19	8	12	2	4	2	10	2	6	4	5
Total	3660	4211	2696	3613	3150	2989	2858	2848	2546	3210	2764	2751	2422	2853	2551	2740
E-books	497		462	406	396	350	414	344	412	303	409	317	374	403	418	346
Downloaded Audio	390		348	300	315	284	310	293	303	313	321	334	267	334	292	327
Ref.? Asked	126	213	114	179	132	134	115	139	120	147	139	59	103	70	81	78
Ref.? Answered	126	213	114	179	132	134	115	139	120	147	139	59	103	70	81	78
Reference-Gilbert	83	54	40	54	86	51	58	32	45	37	42	10	72	27	27	19
<u>PATRONS</u>																
Programs - children	5		6		3					3		3	4	13		6

Bertha Bartlett Public Library
2021-2022 Statistics Report

Attendance - children	105				77					22		23				88
Attendance - adults	??									15		21				41
Programs - StoryX	0															
Attendance - children	0															
Attendance - adults	0															
Programs - Teen/Tweens	0									2		1				2
Attendance - teens	0									8		5				15
Attendance - adults	0									1		0				0
Programs - Adult	1		1		1					5		4	1			5
Attendance - children	0											0				0
Attendance - adults	7		7		4					29		28	4			30
Total Programs	6		7							10		8				13
Total Attendance	112									75		77				174
Gilbert Programs			5							6		5				4
Attendance										22		45				33
Attendance - Adults										29		28				16
Hours - Gilbert	65.75	81	65	73	63	76	66	70.0	54	66.0	58.3	76.0	60.0	68	56.0	68
Total People	153	818	123	324	147	165	147	172	110	179	93	181	118	171	163	134
People/hour	2.3	10.10	1.9	4.40	2.3	2.1	2.2	6.5	2	2.7	1.6	2.4	2.0	2.5	3.6	2
Gilbert Site Circ.	619	881	383	594	613	458	520	456	474	409	419	471	404	369	430	369
Hours - Story City	161	198	149	202	157	191	164	194	164	193.0	171.5	186.0	168.0	190	163.0	184
Total People	1219	2301	1215	2117	1515	3341	1821	2199	1077	2029	1097	1781	757	1813	1156	1728
People/Hour	7.6	11.6	8.15	10.5	9.6	17.5	11.1	11.3	6.6	10.5	6.4	9.6	4.5	9.5	7.1	9.4
CARDS																
Issued - Story City	4	11	3	23	7	15	10	6	6	22	1	5	10	12	4	9
Issued - Gilbert	2	9	0	6	5	3	1	4	0	1	0	1	0	0	1	0
Withdrawn	0	3	0	2	0	0		0	0		3	0	0	0	9	0

Bertha Bartlett Public Library
2021-2022 Statistics Report

renewed - Story City	4	1	8	40	6	57	7	35	4	27	7	3	15	30	21	24
renewed - Gilbert	6	11	5	2	1	13		(combined)	0	9	2	4	2	2	1	1
Meeting Room Library	0	15	1	2				8	1	9	0	5		8	0	10
Meeting Room Other	0	2	0	6				5		9	1	5		5	0	5
Computer Use	211	130	106	141	108	106		96		96		80		86	99	89
Test Proctoring	0			0		0					0	0			0	0
Interlibrary Loans Requested	10	11	25	14	9	8	14	10	10	25	13	4	15	24	15	15
Interlibrary Loans Sent	27	27	16	35	20	31	24	31	32	37	15	27	22	35	29	32
Book Club Sets	1	0	1	2	3	0	0	2	1	1	1	2	2	2	3	2
Microfilm Use	0		0	0	0	0	0	1		2	0	0			0	0
Gilbert Computer use	17	22	12	27	23	37		28	18	21	23	13	13	15	23	15
In House Use - Gilbert		464		221	89	107		100			48	117			73	42

In House Use - Story City

