

Bertha Bartlett Public Library

Board Meeting–
Monday, April 25, 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:

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier –

- P& L Expenses
- April bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update:

New Business:

- Review plans for expansion project, discussion on next steps

Old Business:

- Summer Intern, hiring
- Changes to Bylaws – number and terms
 - Foundation has made some changes to theirs.

Adjournment

Monthly board meeting: Monday, May 23, 6:30 p.m.

Staff Report

Kolleen Taylor

April 2022

With the resignation of Matthew effective May 2, we have begun interviewing and have posted a job for the summer through CyHire (thanks to Chris!) I have one candidate who will be completing classes on May 16, who has some library experience, and may be a great match for the summer, possibly helping both at Gilbert and Story City. The intern that we are advertising through CyHire would be as a Library Community Events and possibly could help with the fundraising and promotion of any events they might be able to create, especially if was feasible to raise money through the event. Until then, Shelly Gruwell, Angie Stover and Caitlin Hodnefield are willing to take on more hours. Caitlin is willing to look at the roles I need filled, and learn more about the financial ends of the library. For now, I'm teaching her how to order and return books!!!

We are expecting an answer this week on the \$60,000 grant through the Roy J. Carver grant. We did not make the cut for the Prairie Meadows grant, but we were encouraged to reapply in October. I have begun the work on the Union Pacific grant, but have it in the hands now with another member of the Grants Committee who is reviewing and reconciling the grant guidelines to match our request.

Our meeting with the County Supervisors went well, but we need to provide more information, and they would like to know our funding sources as of now. Chris did a wonderful job talking through the Power Point, and we need more to help do this with other groups! I have copies of the Power Point if you have connections with other organizations such as the Lions, Ames Rotary, Legion, etc.,

We've sent letters out directly to all households in Story City, and all other library users in the surrounding areas. With matching money applied, pledges and combining money given to the library Trust and the Foundation, we have exceeded raising \$1.9 million, with about half of the Foundation match still available. We are in the midst of creating a brochure to use specifically with our industries, and larger businesses, who may not read their mail closely. Dean Vande Griend has also designed a beautiful miniature bookshelf which will be demonstrating our progress, and our hope is to take photos of it and use in the windows, on our website, etc., instead of the traditional Thermometer.

The Kiwanis Club raised \$758 with tips and the \$2.00/person donation to the library on April 11. The Open House had mixed success, but we had a good number of volunteers who were able to discuss the expansion project with individuals who came to learn more. Many of the Trust and Foundation members were available to help talk with those who came to the open house and had questions about the expansion project. The evening program with Anne Sherve-Ose had between 15 and 18 attend, and finished off the evening nicely. We hope we can do similar events in the next year to keep the community informed, but it is extremely challenging to find an evening without tremendous conflicts!

We've had good involvement from the boards, but we need more people talking up the project. All committees are encouraged to bring more people into the project planning, and if you are not currently on a committee, we would like to see everyone involved some way. At this time half the staff have made personal donations to the project, and are doing a great job of talking to people who ask about the expansion.

Bertha Bartlett Public Library

Board Meeting

Monday, March 28th, 2022

6:30pm

Meeting held via Zoom and at Library

Present: Director Kolleen Taylor, City Representative Mary Kay Solberg, Lynn Cummings, Duane Fournier, Shelly Hart, Secretary Jessica Hensch via Zoom, President Chris Feil

Called to Order: 6:33p

Changes to and approval of the Agenda

No changes

Approval of Minutes:

Two changes:

Change Fournier to Hensch in Adjournment.

Change "December Bills" to "February Bills"

Motion to approve the amended February 2022 minutes by Cummings, seconded by Fournier, approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

Currently 66.6% into the budget year. We are ahead of budget at this time. Group health insurance is negative and utilities is negative. Utilities is over due to increased gas/heat prices. Magazine budget is over, but that expense is complete for this budget year.

Gilbert:

Have 27% of budget remaining and there is 33.3% of budget year left. Cataloguing supplies is over as well as health insurance due to adding another full time employee. There are some funds in reserve from previous years to help address these shortfalls.

Bills:

12.99 for library entrance for replacing a lock on the door.

Fournier motions to approve March 2022 bills. Cummings seconds. Approved unanimously.

Circulation:

Increase is showing after last year from COVID. Circ is improving. Gilbert appears to have gone down.

County circ is down but still seem to be ahead for circulation. Taylor reports that patrons who haven't visited are coming back to the library.

Board Training – 6:43p – 6:50p

Correspondence/Communications:

Received an email from the legacy grant at Prairie Meadows saying we will know the week of April 11th if our project is put forward into the top 25 projects. If moving forward, it requires a meeting at Prairie Meadows for a presentation.

Receiving notes and checks from memorials. Thank you!

Gilbert Update –

Employees moving from SC to Gilbert to cover illnesses.

New Business

Meeting with Architect, approval for Phase II of contract

Original contract is broken into two phases.

This is the second, saying we are in for the whole project. Hensch motions to approve Phase II of the architect contract, Fournier seconds. Approved unanimously.

Plans are being created now. Certain things are being tweaked as the plans are being drawn.

100 Year stickers for materials? Might be a subtle reminder

A digital copy can be downloaded. Would be put on letters, correspondence, brochures, etc. Could include a line about how to donate.

Time for participating in boards, committees – need everyone right now

Working on adding people to the committees.

April fundraiser from Kiwanis

There will be a coupon for Pizza Ranch where \$2 is donated per coupon. These must be printed to be used. There will also be tip jars. Kiwanis will bus the tables for the fundraisers.

Summer Intern

Possible events planning intern?

Could post on the ISU job board.

Additional joint meetings – how often?

Will assess as time goes and schedule joint meetings as needed.

Discuss Microfilm Advantage Archives

Do microfilm SC Herald at the SC library.

\$2225 to microfilm and digitize from 2015 – 2019. \$250 less to do digital only. Talk with Historical Society to split the cost.

Old Business

Building project update:

Hart and Taylor report they are working on grants.

Roy Carver charitable trust. Deadline is Friday, but they are allowing a later submission. May supporting documents are required for grant submission.

Annex Open House on April 13th, Celebration of 100 years – 10a – 6p

Events associated to help with fundraising –

Can do them every three months to provide project updates.

Additional Board Members

Tabled - Needs to go up for vote with levy vote.

Education Reimbursement

Hensch motions for no retroactive education reimbursements at this time. Fournier seconds.

Approved unanimously.

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

Next Meeting: Monday, April 25th, 2022 at 6:30pm at the library.

Jessica Hensch

Secretary

Board of Trustees

Bertha Bartlett Public Library Cash Flow
March 2022 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	\$ 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

April 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	Matthew Tessmer	4/8/2022	\$ 7.60	Post cards to school in Roland
001-4410-6230	Visa	4/6/2022	\$ 151.89	State Library of Iowa - POP YA training
001-4410-6320	Early Bird Window Washin	4/11/2022	\$ 60.00	Window washing
001-4410-6320	Aspen	4/1/2022	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Ames Lock & Security	12/17/2021	\$ 203.30	Lock work on front doors
001-4410-6320	Watson Plumbing	3/26/2022	\$ 294.98	Garbage disposal replaced
001-4410-6320	Sabrina Gogerty	4/25/2022	\$ 368.75	Library cleaning
001-4410-6371	Black Hills Energy	4/22/2022	\$ 486.47	503 & 509 Broad Street
001-4410-6373	Aureon	4/1/2022	\$ 87.86	Telephone
001-4410-6490	Computer Resource Spec.	3/26/2022	\$ 299.62	Computer work, additional WiFi & running cable
001-4410-6500	Mikayla Oz	4/6/2022	\$ 350.00	Summer Reading program - 2022
001-4410-6500	Visa	4/6/2022	\$ 22.77	Walmart - programming materials
001-4410-6500	Amazon Capital Services	4/10/2022	\$ 74.66	Programming - SRP
001-4410-6500	Will Stuck	3/21/2022	\$ 300.00	SRP performance contract
001-4410-6506	Access Systems	4/21/2022	\$ 307.64	Copier
001-4410-6772	Amazon Capital Services	4/10/2022	\$ 89.76	books
001-4410-6772	Amazon Capital Services	4/21/2022	\$ 10.02	Books
001-4410-6772	Gale/Cengage	4/12/2022	\$ 23.25	Large Print books
001-4410-6772	Baker & Taylor	3/28/2022	\$ 31.91	Large Print books
001-4410-6772	Baker & Taylor	4/4/2022	\$ 50.15	Books
001-4410-6772	Baker & Taylor	4/19/2022	\$ 222.22	Books
001-4410-6772	Baker & Taylor	3/18/2022	\$ (16.52)	Credit for book returned
001-4410-6772	Baker & Taylor	4/18/2022	\$ 64.39	Books
001-4410-6772	Ingram	4/1/2022	\$ (15.52)	Credit for book returned
001-4410-6772	Ingram	4/13/2022	\$ 161.14	Book
001-4410-6772	Ingram	3/27/2022	\$ 160.42	Books
001-4410-6772	Ingram	4/20/2022	\$ 409.35	Books
001-4410-6772	Centerpoint Large Print	4/14/2022	\$ 30.81	books
001-4410-6772	Centerpoint Large Print	4/4/2022	\$ 139.02	Books
001-4410-6773	Amazon Capital Services	4/10/2022	\$ 20.98	DVD's
001-4410-6774	Insignia Library Systems	2/1/2022	\$ 1,000.00	Annual fee for Library automation software
	TOTAL - Story City		\$ 6,721.28	
	Gilbert Bills			
033-4410-6502	Amazon Capital Services	4/10/2022	\$ 174.71	Door counter
033-4410-6500	Amazon Capital Services	4/10/2022	\$ 50.71	Progammng - SRP
033-4410-6500	Visa	4/6/2022	\$ 5.69	Walmart - programming materials
033-4410-6772	Amazon Capital Services	4/10/2022	\$ 14.98	books
033-4410-6774	Insignia Library Systems	2/1/2022	\$ 1,000.00	Annual fee for Library automation software
	Total - Gilbert		\$ 1,246.09	

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	Mar. 21	Mar. 22
City	2072	2402	1585	1929	1694	1671	1651	1411	1375	1750	1487	1296	1334	1399	1375	1521	2018	1583
County	383	353	301	355	333	246	330	307	358	357	325	377	258	350	261	252	277	414
Other	916	817	615	890	791	777	690	854	576	853	726	786	581	903	666	763	630	914
Gilbert	289	639	195	439	332	295	287	276	259	250	226	292	249	201	249	201	297	206
Total	3660	4211	2696	3613	3150	2989	2958	2848	2568	3210	2764	2751	2422	2853	2551	2740	3222	3117
Open Access	916	817	615	890	791		690	854	576	853	726	786	581	903	666	763	630	914
Adult	1254	1348	910	1021	1051	975	1135	1030	957	1113	1015	975	953	1167	948	1088	1249	1244
Young Adult	381	197	231	189	226	100	190	65	158	65	209	54	161	115	166	61	210	143
Juvenile	1565	2229	1149	1989	1439	1536	1132	1378	1106	1546	1137	1315	943	1222	1021	1252	1270	1275
Video	0	0	0		1		1		2		3		1		3		0	
DVD	375	324	333	349	357	270	294	305	267	391	313	302	247	254	271	224	363	312
Audio	6	0	10		1		4		0		1	59	6	21	8	44	4	43
CD	3	0	3		2		4	0	3		14		16		14		11	4
CD book	56	67	45	39	38	40	53	35	22	51	48	11	41	29	50	19	42	23
Magazines	9	18	11	14	19	40	24	17	19	12	16	18	36	13	41	16	20	32
Puzzles	10	1	1	1	8	9	13	6	10	28	6	7	16	26	25	31	43	35
Puppets	0	6		11	0	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	10	6
Total	3660	4211	2696	3613	3150	2989	2858	2848	2546	3210	2764	2751	2422	2853	2551	2740	3222	3117
E-books	497		462	406	396	350	414	344	412	303	409	317	374	403	418	346	439	320
Downloaded Audio	390		348	300	315	284	310	293	303	313	321	334	267	334	292	327	337	323
Ref.? Asked	126	213	114	179	132	134	115	139	120	147	139	59	103	70	81	78	159	82
Ref.? Answered	126	213	114	179	132	134	115	139	120	147	139	59	103	70	81	78	159	82
Reference-Gilbert	83	54	40	54	86	51	58	32	45	37	42	10	72	27	27	19	37	26
<u>PATRONS</u>																		
Programs - children	5	11	6		3	3		4		3		3	4	4		6		5

Bertha Bartlett Public Library
2021-2022 Statistics Report

Attendance - children	105	321			77	26		30		22		23		43		88		43
Attendance - adults	??	113				19		22		15		21		16		41		32
Programs - StoryX	0																	
Attendance - children	0																	
Attendance - adults	0																	
Programs - Teen/Tweens	0	3				4		2		2		1		3		2		1
Attendance - teens	0	17				12		4		8		5		19		15		4
Attendance - adults	0	6				2		0		1		0		1		0		1
Programs - Adult	1	3	1	1	1	4		4		5		4	1	6		5		7
Attendance - children	0	4		5		5		3				0		0		0		
Attendance - adults	7	14	7	2	4	22		13		29		28	4	34		30		46
Total Programs	6	17	7	1		11		10		10		8		13		13		13
Total Attendance	112	475		7		86		72		75		77		113		174		126
Gilbert Programs		13	5			5		5		6		5		3		4		6
Attendance		379				7		2		22		45		29		33		41
Attendance - Adults		108				9		8		29		28		15		16		24
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	69.0	83
Total People	153	818	123	324	147	165	147	172	110	179	93	181	118	171	163	134	142	215
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	2.1	2.6
Gilbert Site Circ.	619	881	383	594	613	458	520	456	474	409	419	471	404	369	430	369	472	422
Hours - Story City	161	198	149	202	157	191	164	194	164	193.0	171.5	186.0	168.0	190	163.0	184	202	209
Total People	1219	2301	1215	2117	1515	3341	1821	2199	1077	2029	1097	1781	757	1813	1156	1728	3736	2541
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	18.4	12.2
CARDS																		
Issued - Story City	4	11	3	23	7	15	10	6	6	22	1	5	10	12	4	9	7	16
Issued - Gilbert	2	9	0	6	5	3	1	4	0	1	0	1	0	0	1	0	0	3
Withdrawn	0	3	0	2	0	0		0	0		3	0	0	0	9	0	2	20

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	19	32
renewed - Gilbert	6	11	5	2	1	13		(combined)	0	9	2	4	2	2	1	1	3	0
Meeting Room Library	0	15	1	2				8	1	9	0	5		8	0	10		9
Meeting Room Other	0	2	0	6				5		9	1	5		5	0	5	3	12
Computer Use	211	130	106	141	108	106		96		96		80		86	99	89		111
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	12	16
Interlibrary Loans Sent	27	27	16	35	20	31	24	31	32	37	15	27	22	35	29	32	27	38
Book Club Sets	1	0	1	2	3	0	0	2	1	1	1	2	2	2	3	2		0
Microfilm Use	0		0	0	0	0	0	1		2	0	0			0	0	0	
Gilbert Computer use	17	22	12	27	23	37		28	18	21	23	13	13	15	23	15	17	16
In House Use - Gilbert		464		221	89	107		100			48	117			73	42	33	77

In House Use - Story City

Library Building Expansion Project Summary as of 4/25/22

Summary of Funds

Pledges

Match by Foundation

Foundation	\$ 1,000,000.00	\$ 8,250.00	\$ 8,250.00
Trust:	\$ 500,000.00		
Community Fundraising-Foundation	\$ 30,450.00		\$ 30,450.00
Thora Kinseth Estate	\$ 67,292.75		\$ 67,292.75
Frette Estate	\$ 10,000.00		\$ 10,000.00
Community Fundraising-Trust	\$2,470.00		\$ 2,470.00
Paypal	\$318.51		\$ 318.51
City of Story City		\$ 120,000.00	\$ 120,000.00
Fundraising			
Kiwanis/Pizza Ranch	\$ 758.00		\$ 758.00
Memorials			
Bob Parker - Trust	\$ 395.00		\$ 395.00
Bob Parker - Foundation	\$ 1,020.00		\$ 1,020.00
Grants			
Roy J. Carver Trust		\$60,000	

\$ 1,612,704.26	\$ 188,250.00	\$ 240,954.26	\$ 2,041,908.52
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Total Paid, Pledged and Matched