

Bertha Bartlett Public Library

Board Meeting

Monday, December 30, 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

- Review City reports
- December bills

Circulation Report: Tara Turner

Correspondence/Communications

Gilbert Update: Tera Sitzman

Building Project Update:

Change Orders –

HVAC

Park Avenue Entrance - sidewalk

Alternate 3/lighting bids

Current bills

Other items

Old Business:

- Staff pay increase
- Chapters and Cocktails – January 11, 6pm

Policy updates: none at this time

Grants/Funding

- **Story County Library Grant** – 5 hotspots, 3 tablets, 2 programs

New Business:

- Survey results
- Book drop
- Holiday closure close at noon Dec 23, closed Dec 24 and 25, closed at noon Dec 31, Closed January 1
- Library closure Wednesday January 8 – January 14 – help needed from Board

Adjournment:

Next monthly Board Meeting: Monday, January 27, 6:30 pm

Upcoming Library Events:

BBPL:

Regular Fall Programs:

Story Times

Wednesday 9:00 (for larger groups) and 10:30

Music and Movement

Friday 10:30

Kool Kids: Wednesdays 2:15 – 3:15

Tween/Teen: Wednesdays 2:30 – 3:30

Teen Book Club: Wednesdays 4:00

Adult programs Monday evenings at 6 (unless otherwise noted)

Tech Help – Mondays 11-12

Staying Fit – Thursdays 3-4 pm

Gilbert Library

Book Club Sunday, December 8

Story Time Tuesdays 9:00

Little Tiger Story Time Thursdays 9, 10, 10:30

Director's Report December 2024

What a month!! We have cleaned out the attic and storage unit. Recycled truckloads of materials and donated unused items to local non-profits. We have gone through and evaluated all of adult fiction this month all while still adding new materials. Patrons have enjoyed celebrating Jolabokafloð as well as completed our survey. We had 184 respondents – 123 from Story City!! It was a great opportunity to partner with Fareway as EVERYONE was excited to at a chance to win a \$100 gift card. The winner was a young family who just had a new a baby and a broken down car. Staff continue to work hard and volunteer to make the impending move possible.

Gilbert: Gilbert continues to grow! Patrons are not only finding the Library but they are stopping in read, socialize and play! We continue to see continued growth from last year and thanks to our amazing librarians – Nichelle, Abra and Bethany – I continue to get positive feedback from the community. We also installed a new desk and look forward to shifting some book preparation work to Gilbert

Construction – Construction appears to be on track for our opening the second week in January!

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

Staffing – We are still considering how to meet work load needs as my current schedule needs to be more realistic. Staff have been working hard to clean the attic, storage rooms and cull the collection. We continue to rely heavily on volunteers to keep the Library running smoothly.

Bertha Bartlett Public Library
Board of Trustees
Minutes
November 25, 2024

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

The agenda was reviewed. A motion was made by Theresa, second by Grant to approve the agenda with one addition to new business. All approved.

Minutes were reviewed from the October meeting. A motion to approve the minutes as written was made by Grant, second by Theresa. All approved.

Citizens Appearance – None today.

Foundation Report - Shelley gave the report to the board. The Foundation Board met this month. They will continue to support Hoopla through June 2025; working with Presentations, Inc., to design the new donor wall.

Treasurer's Report - Financial and Budget reports were reviewed by Tara.

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

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update.

Correspondence – None this month.

Board Training - None tonight.

Gilbert Update - Tara gave the Gilbert update.

Building Project Updates

- Project meeting was held today. East wing addition is estimated to be finished January 6, 2025, with final completion of the project in June.
- Change Orders.
 - HVAC
 - The board discussed options for replacing two bad HVAC units. We will research some more options and make a decision at a future meeting.
 - Park Ave Entrance
 - The board discussed ramp and entrance design options for the Park Avenue Entrance. We will make a decision at a future meeting.
 - Alternate 3/Lighting bids

- The board discussed several bids received to replace ceiling lights and tiles. Money-saving options were discussed. Pendant lights and current fluorescent lighting needs to be replaced. We will make a decision at a future meeting.
 - Current Bills
- Cart Update

Old Business:

- Strategic Plan Survey
 - Tara gave a summary of survey responses received thus far. She will create a final result report after all responses have been received. The board will meet in late winter to create a new strategic plan.
- Staff pay increase
 - A long discussion was held regarding staff pay increases. This will be reexamined at a future meeting.
- Cart Status – 101 carts complete which will house entire library collection. Finishing work is needed on the carts and Chris will work on soliciting volunteers.
- Fundraiser/Christmas/New Year event.
 - Discussion regarding date and theme for January fundraiser event. January 11, 2025 7-9pm was decided with \$50 tickets and limit of 150 attendees. Foundation and Trustees will need to attend/assist.

Policy Updates

- None at this time

Grant Update:

- Story County Library Grant – 5 hotspots, 3 tablets, 2 programs

New Business

- Events – Open House to be held November 30
- Hoopla
- Building maintenance – flashing repair
 - 2 companies have given an estimate for a necessary replacement of roof flashing and vents. We need to confirm the scope of the project, as both bids show a different number of boots and vents for replacement. Grant made a motion to approve the bid for Right Roofing to do the work upon clarification of the scope. Second by Theresa. All approved.
- Adventure Pass
 - System difficulties are making this temporarily unavailable but the library will continue to offer it.
- Book Drop
 - Tara will go to city council to propose a drive up book drop for approval at the December 16 meeting.

Our next meeting will **December 19 (THURSDAY), 2024 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 8:37pm. Laura second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library
December 2024 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
Story City Bills				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 0.71	
001-4410-6320	Aspen	auto	\$ 35.73	Trash removal (automatic monthly
001-4410-6320	Preferred Pest #315021	auto		Cancelled Service - November 1, 2024
001-4410-6320	Sabrina Gogerty	Dec	\$ 350.00	Cleaning December
001-4410-6320	Converse Conditioned Air	Dec	\$ 72.90	Filters fall service
001-4410-6320	Story City Space Center	Dec	\$ 70.00	Rent for January
001-4410-6373	Aureon	Dec	\$ 65.20	Telephone service December
001-4410-6490	SCGCC	Dec	\$ 200.00	Annual Chamber dues..
001-4410-6490	Reimbursement Tara Turner	Dec	\$ 100.00	Gift Card Fareway Survey prize
001-4410-6500	Reimbursement-Laura Loots	Dec	\$ 14.79	Facebook ads
001-4410-6501	Reimbursement - Tara Turner	Dec	\$ 167.73	Lowes Cart materials
001-4410-6501	Reimbursement - Tara Turner	Dec	\$ 85.30	Menards Cart materials
001-4410-6501	Reimbursement - Tara Turner	Dec	\$ 12.00	Habitat for humanity - handles for carts
001-4410-6506	Reimbursement- Tara Turner	Dec	\$ 83.42	Sam's Club - Paper
001-4410-6770	Iowa History Journal	Dec	\$ 35.95	Magazine - 2 years
001-4410-6774	Midwest pano	Dec	\$ 189.00	Annual Fee
GNB Visa				
001-4410-6500	Meta Facebook Ads	11/13-12/11	\$ 30.97	Advertising
001-4410-6501	Amazon # 3428261	October	\$ 458.83	Wheels for carts
001-4410-6505	Amazon #4281832	14-Nov	\$ 9.70	bags - Cataloging
001-4410-6506	Amazon #4281832	14-Nov	\$ 7.78	office - tissues +shipping
001-4410-6506	MacGill	11-Nov	\$ 138.99	Restroom Supplies
001-4410-6506	Amazon #0217035	14-Nov	\$ 6.84	Paper Towels
001-4410-6506	Amazon #4458639	14-Nov	\$ 14.99	Sharpies
001-4410-6506	Amazon #4957039	22-Nov	\$ 54.98	Toner and 11x17 paper
001-4410-6773	Amazon #2848204	14-Nov	\$ 7.84	DVD
		Total	\$ 2,766.65	
Gilbert Bills				
033-4410-6150	Wellmark	auto	\$ 175.00	Health Insurance, TT (split with Gilbert)
033-4410-6505	GNB Visa - Zazzle	11/6	\$ 20.99	Cataloging stamp
033-4410-6772	GNB Visa -Thriftbooks #59914559		\$ 10.68	Books - Gilbert
033-4410-6772	Baker & Taylor # 2038728068	11/27	\$ 62.77	Books - Gilbert
033-4410-6772	Baker & Taylor # 2038732846	11/30	\$ 33.20	Books - Gilbert
033-4410-6772	Baker & Taylor # 2038748138	12/10	\$ 15.96	Books - Gilbert
		Total	\$ 318.60	

Submitted

12/20/2024

Approved on this day _____ by _____

BBPL - Expenses submitted December 20 - Goal remaining 50%

Acct #	Story City Expenses	2024-2025 Budget	November ending balance	% Remaining - Goal 67%	Submitted December	Goal 50% Remaining	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 19,831.79	60%	\$ 3,605.78	53.12%	\$ 26,562.43
001-4410-6020	Salaries: Part-time	\$ 91,500.00	36773.94	60%	6400	52.82%	\$ 48,326.06
001-4410-6110	FICA/Medicare	\$ 10,825.00	4270.46	61%	700	54.08%	\$ 5,854.54
001-4410-6130	IPERS	\$ 13,358.00	5186.93	61%	900	54.43%	\$ 7,271.07
001-4410-6150	Insurance - Group He	\$ 6,250.00	1782.12	71%	553	62.64%	\$ 3,914.88
001-4410-6230	Travel/Training	\$ 750.00	246.79	67%	\$ 153.67	46.61%	\$ 349.54
001-4410-6320	Building/Grounds	\$ 8,800.00	3873.9	56%	\$ 178.63	53.95%	\$ 4,747.47
001-4410-6371	Utilities	\$ 4,500.00	349.35	92%	\$ 0.71	92.22%	\$ 4,149.94
001-4410-6373	Telephone	\$ 1,000.00	267.44	73%	\$ 65.20	66.74%	\$ 667.36
001-4410-6408	Insurance-General	\$ 8,200.00	0	100%	\$ -	100.00%	\$ 8,200.00
001-4410-6490	Professional Services	\$ 1,500.00	165	89%	\$ 200.00	75.67%	\$ 1,135.00
001-4410-6499	Miscellaneous	\$ 200.00	161.38	19%		19.31%	\$ 38.62
001-4410-6500	Programming	\$ 1,000.00	510.37	49%	\$ 45.76	44.39%	\$ 443.87
001-4410-6501	Building Supplies		6615.3		\$ 718.86		\$ (7,334.16)
001-4410-6502	Technology	\$ 1,000.00	28.85	97%	\$ -	97.12%	\$ 971.15
001-4410-6505	Cataloging Supplies	\$ 1,500.00	415.29	72%	\$ 9.70	71.67%	\$ 1,075.01
001-4410-6506	Office Supplies	\$ 2,300.00	730.79	68%	\$ 307.00	54.88%	\$ 1,262.21
001-4410-6507	Misc. Operating supp	\$ 250.00	0	100%	.		\$ 250.00
001-4410-6727	Capital Equipment	\$ -	0		\$ -		\$ -
001-4410-6508	Petty Cash/Postage	\$ 250.00	100	60%	\$ -	60.00%	\$ 150.00
001-4410-6770	Magazines	\$ 1,000.00	956.88	4%	\$ 35.95	0.72%	\$ 7.17
001-4410-6771	Audio	\$ 250.00	0	100%	\$ -	100.00%	\$ 250.00
001-4410-6772	Books	\$ 13,067.00	5435.76	58%	\$ -	58.40%	\$ 7,631.24
001-4410-6773	Video	\$ 1,000.00	139.52	86%	\$ 7.98	85.25%	\$ 852.50
001-4410-6774	Online Databases	\$ 1,500.00	262.5	83%	\$ 189.00	69.90%	\$ 1,048.50
		\$ 220,000.00	\$ 88,104.36	60%	\$14,071.24	53.56%	\$ 117,824.40

estimates

areas of concern

Gilbert - Expenses submitted December 20 - goal 50% remaining

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>2024-2025</u> <u>Budget</u>	<u>November</u> <u>Ending Balance</u>	<u>% Remaining</u> <u>Goal 67%</u>	<u>December</u> <u>Submitted</u>	<u>Goal 50%</u> <u>Remaining</u>	<u>Budget</u> <u>Remaining</u>
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 6,610.52	47%	\$ 1,201.92	37.5%	\$ 4,687.56
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 13,236.34	56%	\$ 2,178.63	48.6%	\$ 14,585.03
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 1,498.16	54%	\$ 254.76	46.1%	\$ 1,498.08
033-4410-6130	IPERS	\$ 4,012.00	\$ 1,863.69	54%	\$ 319.12	45.6%	\$ 1,829.19
033-4410-6150	Insurance,	\$ 1,200.00	\$ 530.05	56%	\$ 175.00	41.2%	\$ 494.95
033-4410-6230	Travel & Training	\$ 250.00	\$ 43.79	82%	\$ -	82.5%	\$ 206.21
033-4410-6490	Professional Services	\$ 500.00	\$ 36.00	93%	\$ -	92.8%	\$ 464.00
033-4410-6500	Programming	\$ 500.00	\$ 21.30	96%	\$ -	95.7%	\$ 478.70
033-4410-6502	Technology	\$ -					\$ -
033-4410-6504	Minor Equipment	\$ -					\$ -
033-4410-6505	Cataloging Supplies	\$ 1,250.00		100%	\$ 20.99	98.3%	\$ 1,229.01
033-4410-6506	Office Supplies	\$ 500.00	\$ -	100%	\$ -	100.0%	\$ 500.00
033-4410-6507	Misc. Operating Suppl	\$ -	\$ -		\$ -		\$ -
033-4410-6770	Magazines	\$ -	\$ -				\$ -
033-4410-6772	Books	\$ 3,287.00	\$ -	100%	\$ 122.61	96.3%	\$ 3,164.39
033-4410-6773	Video	\$ 250.00		100%		100.0%	\$ 250.00
033-4410-6774	Online Licensing/Data	\$ 1,500.00		100%		100.0%	\$ 1,500.00
033-4410-6910	Transfer	\$ 3,000.00		100%		100.0%	\$ 3,000.00
	Total Gilbert Exp.	\$ 62,000.00	\$ 23,839.85	62%	\$ 4,273.03	54.7%	\$ 33,887.12

areas of concern

estimates

MONTHLY SNAPSHOT

November 2024

Story City



Books added.....115	Meeting Room Use.....31 uses	New Patrons12
Books Withdrawn.....486	Library Sponsored.....27	Reference Questions:.....36
Books Repaired.....35	Patron Sponsored.....4 uses	Technical Assistance.....17
Interlibrary Loans.....41	Kinne Wing.....13	Number of volunteers30
Internet Usage:..... 656	Booked ahead study room..16	Volunteer hours.....100+
Unique Users:.....222	Number of Programs.....37	Staff hours.....350.75
Computer Users.....97	Program Attendance.....394+	Hours Open.....179
Website : visits1469	Story Time.....203	Staff hours/hours open ..1.95
Menu Clicks :96	After-School Program.....89	Average staff wage.....\$16.2
	Tweens and Teens.....36	Staff cost/hour open..\$32.59
	Book Club.....30	
	Passive/Patron led.....45	

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

Library Usage	November	October	Increase or Decrease	November 2023	\$ spent
Physical items checked out	2089	2537	↓ 19.4%	2272	
(Both Libraries) Bridges Materials Unique users	841	843	↓ 0.24%	651	\$100
	159	157	↑ 1.3%	136	
Hoopla Books Unique users	247	236	↑ 4.6%	81	\$561.38
	92	89	↑ 3.3%	24	
Total Items checked out	3177	3616	↓ 12.9%	3004	↑ 5.6%
Website Visits	1469	1320	↓ 5%	unknown	
wifi	656	954	↓ 37%	477	
Library Visits	2936	3904	↓ 28%	2426	↑ 19%



MONTHLY SNAPSHOT

November 2024

Gilbert

Items added.....108	Programs.....9	Reference Questions.....36
Items Withdrawn...2	Story Time.....187	Number of volunteers....1
WiFi usage:.....189	Bingo.....26	Staff hours.....143.25
Unique users.....49	Book Club.....7	Hours Open..... ..96
AWE.....0	Passive Programming...21	Staff Hours/Hours Open....1.5
PC.....17		Average staff pay.....\$14.54
New Cards.....4		Staffing per hour cost.....\$21.7

Library Usage	November	October	Increase or Decrease	November 2023	Increase or Decrease
Physical items checked out	577	600	↓ 4%	322	↑ 56.7%
WiFi unique visitors	49	89	↓ 58%	75	↓ 42%
WiFi sessions	189	259	↓ 31%	135	↑ 33.3%
Library Visits	360	463	↓ 5%	277	↑ 26.1%

Library wage increases

3.5% Library staff wage Increase - Propose to increase 3.5% now and 3.5% in July Story City

Giving Staff and Director 3.5 % cost of living wage increase would exceed Story City budget by \$1169. This considers that the wage increase would only be in effect for 6 month of this fiscal year.

Gilbert

3.5 % across the board increase would push Gilbert budget which is already \$4847 over budget due to increased hours to \$6043 over current budget.

7% Part Time staff wage increase

A 7 % increase would exceed Story City budget by \$2639 and Gilbert's budget to \$6363 over

2025 Story City

Hours:

Monday, Tuesday, Thursday: 10 – 7

Saturday: 10-3

Wednesday, Friday: 10-5

CLOSED Sunday

Close at noon December 31, 2024

CLOSED January 1

CLOSED to public January 8 – 14 for moving

CLOSED May 26

CLOSED July 4 and 5

CLOSED September 1

Closed at noon November 26

CLOSED November 27 and 28

*Library Open House December 6

CLOSED December 24, 25, 26th

2025 Gilbert

Hours:

Monday: 8 – 12

Saturday: 10-12

Tuesday & Thursday: 8-6

CLOSED Wednesday, Friday and Sunday

Closed at noon December 31, 2024

CLOSED May 26

CLOSED July 4 and 5

CLOSED September 1

CLOSED November 27 and 28

CLOSED December 24, 25, 26th