

Bertha Bartlett Public Library

Board Meeting

Monday, October 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

- Review City reports
- October bills

Circulation Report: Tara Turner – Snap Shot and Annual Report

Correspondence/Communications

Letter from Molly

Library Board Training – Employee Reviews

Gilbert Update: Tera Sitzman

Building Project Update:

Change Orders - update

Current bills

Cart Update

Grant Update:

Will be applying for ALA Grant Round 2

Old Business:

- Strategic Plan – survey
- Director Evaluation
- Cart status – 20 built by high school, two build dates set
- Fundraiser/Christmas/New Year event

Policy updates: none at this time

New Business:

- Events – help needed Open House, November 30 10-12
- Accreditation delay
- Schedule – November work days
- Novelist

Adjournment:

Next monthly Board Meeting: Monday, November 25, 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)

November 4 – Cookbook Club

Sunday, Nov 10 –Anxious Generation Discussion Group 4:15

November 11 – Charcuterie workshop

November 18-19 -Charcuterie Board workshop

Sunday Nov 24 – Anxious Generation Discussion Group 4:15

November 25 - Adult window craft

Tech Help – Mondays 11-12

Staying Fit – Thursdays 3-4 pm

TOUCH THE TRUCK EVENT – Tuesday October 29, 4:30– theme Wizard of Oz

November 30, 10-12 Holiday Open House

Gilbert Library

Book Club Sunday, November 10

Bingo – Monday, November 18 10

Story Time Tuesdays 9:00

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

Director's Report

October 2024

We have a volunteer to help with after- school programming, but are still hoping to find someone to help with tweens and act as a back –up to help Nicole/

Gilbert: Gilbert is busy with library visits up 74% since last year. Library staff participated in town trunk or treat with a Magic School Bus theme they had over 330 kids attend!!

Construction – Overall things have been going well. Current concerns include entry sidewalk, a/c replacements

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 also receiving feedback for a strong desire for evening and/or Saturday story times and teen programs. We need to consider that we will need to add another staff person sooner than later for about 25 hours per week. Current staff are also feeling the pinch and we are considering how

to cut back and work smarter, but in reality we need to consider how we can afford to hire an additional staff person to allow us time for behind the scenes work.

Bertha Bartlett Public Library
Board of Trustees
Minutes
September 23, 2024

Chris Feil, board President, opened the meeting at 6:35p.m. Attending were Trustees Chris Feil, Lynn Cummings, Laura Donaldson, Grant Reimers, and Theresa Sens; Tara Turner, library director; Mark Jackson, Story City city administrator; Mary Kay Solberg, and Shelley Hart of the Library Foundation.

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

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

Citizens Appearance – None today.

Foundation Report - Shelley gave the report to the board. She has created a new brochure regarding the expansion/renovation project, for the Foundation Board to review and approve.

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

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

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

Board Training - Strategic Plan. (discussed under old business)

Correspondence – A phone call was received by a parent concerned about the Story County condom dispensers in the bathroom.

Gilbert Update - Tara gave the Gilbert update. She recently went to a city council meeting to discuss library needs. There has been positive feedback from patrons regarding hours changes. Dog Eared Bookstore in Ames ran a 20% off promotion for any books purchased to donate to the Gilbert library.

Building Project Updates

- Grant and Tara gave an update on the building project and change orders. The west door has been cut and will be installed soon.
- Tara discussed moving options for when construction begins in existing building portion.

Grant Update:

- Union Pacific Railroad grant was denied. We will also apply for phase II of ALA grant.

Old Business:

- Strategic Plan

- Some focus groups used for the ALA grant can be utilized for strategic plan. A survey will be put out during the downtown Halloween trick-or-treat event, which will include questions regarding hours, services, and things patrons would like to change.
- Director Evaluation – Theresa reminded everyone to get her their evaluations so that she can summarize them and the evaluation can be conducted at our next meeting.
- Job Description -Tara gave us her job analysis questionnaire
- Library Carts – The carts are now being stored in the old Affordables building. The high school shop class will build us 10 carts but we need to provide materials. This would cost about \$1100. We will need 62 more carts in order to move all of the library materials. After some discussion regarding cost, Theresa made a motion to use our book budget to cover the cost to build the carts and ask the foundation to pay for new books; Laura second. All approved.

Policy Updates

- Programming Policy. The Board reviewed the proposed new policy as there was not a programming policy previously. This is only for 'library sponsored' programs. Other entities may use the meeting rooms and they will then be governed by the meeting room policy. Theresa made a motion to adopt this policy with two minor changes. Laura second. All approved.

New Business

- Annual Reports
- Infographic
- Employee Wage Review
- Budget Proposal FY 2025
 - Budget requests will be made in October to Story City, and January to Gilbert. The board reviewed the proposed budgets.
- Foundation Funding requests
 - Tara gave us a list of items she wants to ask the foundation to help with funding. The Board reviewed and discussed.
 - The board discussed ideas for a fundraising event for the building project, such as a gala, auction, or cocktail/holiday party.
- Upcoming Events
 - Downtown Trick-or-Treat;
 - Christmas open house;
 - Tara to email board with these dates.

Our next meeting will be **October 28, 2024 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 8:04pm. Laura second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library

October 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		\$ 36.15	
001-4410-6320	Aspen	auto	\$ 35.73	Trash removal (automatic monthly
001-4410-6320	Preferred Pest #315021	auto	\$ 60.00	Treatment Oct
001-4410-6320	Sabrina Gogerty	Oct	\$ 300.00	Cleaning October
001-4410-6320	Story City Space Center	Oct	\$ 70.00	Rent for November
001-4410-6320	DDW Electric - repair	Oct	\$ 123.59	Demo wiring
001-4410-6373	Aureon	October	\$ 52.63	Telephone service Oct
001-4410-6500	Reimbursement - Laura Loots	September	\$ 40.00	Ads for programs
001-4410-6500	Reimbursement - Laura Loots	September	\$ 29.25	Ads for programs
001-4410-6501	Reimbursement -Tara Turner		\$ 1,180.28	Library Carts
001-4410-6772	Ingram			Books
001-4410-6772	B&T #2038576260	9/23	\$ 21.61	Books
001-4410-6772	B&T#2038639095	8/29	\$ 364.30	Books
001-4410-6772	B&T #2038622936	9/11	\$ 182.31	Books
001-4410-6772	B&T #2038622936	9/17	\$ 33.27	Books
001-4410-6772	Centerpoint Large Print	10/11	\$ 147.55	Books - Large Print
001-4410-6772	Dog Eared Books #264974	10/11	\$ 27.20	Books - Large Print
	GNB Visa			
001-4410-6230	State Library -Seminar	October	\$ 20.00	Space Planning Seminar - CE Credits
001-4410-6499	Amazon	3-Oct	\$ 161.38	Display Stand
001-4410-6500	Meta - Advertising	September	\$ 10.00	Advertising Facebook
001-4410-6505	Amazon return	10/3	\$ (5.30)	return
001-4410-6505	Amazon #0273810	3-Oct	\$ 18.34	Date Stamp
001-4410-6505	Amazon # 4223451	11-Sep	\$ 18.27	Cataloging supply - rubber cement
001-4410-6505	Amazon #9785009	11-Sep	\$ 9.26	CatalogingSupplies - glue sticks
001-4410-6505	Amazon #7728251	11-Sep	\$ 22.23	Pens, etc
001-4410-6506	Amazon #7728251	Spt 11	\$ 6.84	Paper Towels
001-4410-6772	Amazon #4935443	5-Sep	\$ 8.38	books
001-4410-6772	Amazon #9269817	12-Sep	\$ 12.39	books
001-4410-6772	Amazon #55039868	12-Sep	\$ 10.99	books
001-4410-6772	Amazon # 0085828	26-Sep	\$ 10.38	books
001-4410-6772	Amazon # 7762658	2-Oct	\$ 16.97	books
001-4410-6772	Amazon # 5612258	2-Oct	\$ 6.14	books
001-4410-6773	walmart #52132409	20-Sep	\$ 17.37	Video
		Total	\$ 3,600.51	

Bertha Bartlett Public Library
October 2024 Bills

Gilbert Bills				
033-4410-6150	Wellmark	auto	\$ 175.00	Health Insurance, TT (split with Gilbert)
033-4410-6772	Ingram #83138756	8/12		Books
033-4410-6772	B&T #2038576260	9/23	\$ 10.82	Books
033-4410-6772	B&T#2038639095	8/29	\$ 218.26	Books
033-4410-6772	B&T #2038622936	9/11	\$ 71.07	Books
033-4410-6772	B&T #2038622936	9/17	\$ 16.17	Books
GNB Visa				
033-4410-6490	Design.com - Gilbert Logo	3-Oct	\$ 8.00	Library Logo
033-4410-6772	Amazon #6565861	13-Sep	\$ 16.05	Books
033-4410-6772	Amazon#7728251	11-Sep	\$ 14.30	Books
		Total	\$ 529.67	

Submitted

Approved on this day _____ by _____

Bertha Bartlett Public Library
October 2024 Bills

Approved on this day _____ by _____

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Submitted 12/22

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BBPL - Expenses submitted October 25 - Goal remaining 66.67%

Acct.#	Story City Expenses	2024-2025 Budget	September per city	September submitted	September YTD	Goal 75% Remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 3,605.78	\$ 3,605.78	\$ 12,620.23	74.76%
001-4410-6020	Salaries: Part-time	\$ 91,500.00	6356.39	6356.39	23316.71	74.52%
001-4410-6110	FICA/Medicare	\$ 10,825.00	750.71	750.71	2712.08	74.95%
001-4410-6130	IPERS	\$ 13,358.00	932.5	932.5	3248.83	75.68%
001-4410-6150	Insurance - Group He	\$ 6,250.00	552.39	552.39	1213.73	80.58%
001-4410-6230	Travel/Training	\$ 750.00	0	73.79	\$ 226.79	69.76%
001-4410-6320	Building/Grounds	\$ 8,800.00	35.73	590.73	\$ 2,858.17	67.52%
001-4410-6371	Utilities	\$ 4,500.00	38.12	36.18	\$ 313.20	93.04%
001-4410-6373	Telephone	\$ 1,000.00	0	71.67	\$ 145.48	85.45%
001-4410-6408	Insurance-General	\$ 8,200.00	0	0	\$ -	100.00%
001-4410-6490	Professional Services	\$ 1,500.00	0	30	\$ 165.00	89.00%
001-4410-6499	Miscellaneous	\$ 200.00	0	0	\$ -	100.00%
001-4410-6500	Programming	\$ 1,000.00	0	8	\$ 236.83	76.32%
001-4410-6501	Building Supplies					
001-4410-6502	Technology	\$ 1,000.00	0		\$ 28.85	97.12%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	0	165.12	\$ 352.49	76.50%
001-4410-6506	Office Supplies	\$ 2,300.00	0	9.85	\$ 582.86	74.66%
001-4410-6507	Misc. Operating supp	\$ 250.00	0		\$ -	100.00%
001-4410-6727	Capital Equipment	\$ -	0		\$ -	0.00%
001-4410-6508	Petty Cash/Postage	\$ 250.00	0		\$ 100.00	60.00%
001-4410-6770	Magazines	\$ 1,000.00	0	37	\$ 478.32	52.17%
001-4410-6771	Audio	\$ 250.00	0		\$ -	100.00%
001-4410-6772	Books	\$ 13,067.00	0	1110.07	\$ 4,594.27	64.84%
001-4410-6773	Video	\$ 1,000.00	0	5.59	\$ 122.15	87.79%
001-4410-6774	Online Databases	\$ 1,500.00	0		\$ 262.50	82.50%
		\$ 220,000.00	\$ 12,271.62	\$ 14,335.77	\$ 53,578.49	75.65%

October submitted	YTD Est	End of year Budget remaining
\$ 3,605.78	\$ 16,226.01	67.55%
6336.5	\$ 29,653.21	67.59%
750	\$ 3,462.08	68.02%
930	\$ 4,178.83	68.72%
553	\$ 1,766.73	71.73%
20	\$ 246.79	67.09%
589.32	\$ 3,447.49	60.82%
36.15	\$ 349.35	92.24%
56.07	\$ 201.55	79.85%
0	\$ -	100.00%
0	\$ 165.00	89.00%
161.38	\$ 161.38	19.31%
79.25	\$ 316.08	68.39%
1180.28	\$ 1,180.28	
	\$ 28.85	97.12%
62.80	\$ 415.29	72.31%
6.84	\$ 589.70	74.36%
0	\$ -	100.00%
	\$ -	0.00%
	\$ 100.00	60.00%
0	\$ 478.32	52.17%
	\$ -	100.00%
841.49	\$ 5,435.76	58.40%
17.37	\$ 139.52	86.05%
\$ 15,226.23	\$ 68,804.72	68.73%

estimates

difference city/submitted

areas of concern

Gilbert - Expenses submitted October 25, 2024 - goal 66.67% remaining

Acct #	Gilbert Expenses	2024-2025		September per		September		Goal 83%		October Submitted	YTD Estimate	End of year budget remaining
		Budget		City	Submitted	YTD Sept 30	Remaining					
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 1,201.92	\$ 1,201.92	\$ 1,201.92	\$ 4,206.70	66.35%	\$ 5,408.62	57%			
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 2,178.63	\$ 2,178.63	\$ 2,178.63	\$ 8,777.46	70.74%	\$ 10,956.09	63%			
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 254.76	\$ 254.76	\$ 254.76	\$ 980.85	69.83%	\$ 1,235.85	62%			
033-4410-6130	IPERS	\$ 4,012.00	\$ 319.12	\$ 319.12	\$ 319.12	\$ 1,215.87	69.69%	\$ 1,535.87	62%			
033-4410-6150	Insurance,	\$ 1,200.00	\$ 178.80	\$ 178.80	\$ 178.80	\$ 351.25	70.73%	\$ 526.25	56%			
033-4410-6230	Travel & Training	\$ 250.00	\$ -	\$ 43.79	\$ 43.79	\$ 43.79	82.48%	\$ 43.79	82%			
033-4410-6490	Professional Services	\$ 500.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	94.40%	\$ 36.00	93%			
033-4410-6500	Programming	\$ 500.00	\$ -	\$ -	\$ -	\$ 21.30	95.74%	\$ 21.30	96%			
033-4410-6502	Technology	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
033-4410-6504	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
033-4410-6505	Cataloging Supplies	\$ 1,250.00	\$ 73.47	\$ 73.47	\$ 73.47	\$ 73.47	94.12%	\$ 73.47	94%			
033-4410-6506	Office Supplies	\$ 500.00	\$ 9.85	\$ 9.85	\$ 35.58	\$ 35.58	92.88%	\$ 35.58	93%			
033-4410-6507	Misc. Operating Suppl	\$ -	\$ -	\$ -	\$ -	\$ 26.49		\$ 26.49				
033-4410-6770	Magazines	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
033-4410-6772	Books	\$ 3,287.00	\$ 408.94	\$ 408.94	\$ 1,428.70	\$ 1,428.70	56.53%	\$ 1,775.37	46%			
033-4410-6773	Video	\$ 250.00	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	100%			
033-4410-6774	Online Licensing/Data	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	100%			
033-4410-6910	Transfer	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -	100%			
	Total Gilbert Exp.	\$ 62,000.00	\$ 4,133.23	\$ 4,697.28	\$ 17,189.46	\$ 17,189.46	72.28%	\$ 21,674.68	65%			

areas of concern
difference city/submitted
estimates

MONTHLY SNAPSHOT

September 2024

Story City



Books added.....146	Meeting Room Use.....30 uses	New Patrons11
Books Withdrawn.....212	Library Sponsored.....24	Reference Questions:.....43
Books Repaired.....40	Patron Sponsored.....6 uses	Technical Assistance.....40
Interlibrary Loans.....56	Kinne Wing.....13	Number of volunteers26
Internet Usage:..... 729	Booked ahead study room..5	Volunteer hours.....96
Unique Users:.....211	Number of Programs.....7	Staff hours.....420.75
Computer Users.....127	Program Attendance.....410	Hours Open.....184
Website : visits1390	Story Time.....553	Staff hours/hours open ..2.3
Menu Clicks :.....60	After-School Program.....105	Average staff wage.....\$16.2
	Tweens and Teens.....62	Staff cost/hour open..\$37.04
	Book Club.....37	
	Passive/Patron led.....23	

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

Library Usage	This month	Last Month	Increase or Decrease	September 2023	Annual % Change \$ spent
Physical items checked out	2238	2816	↓ 20%	2270	↓ 1.4%
(Both Libraries) Bridges Materials Unique users	725	817	↓ 11%	708	↓ 2.4
	162	164	↓ 1%	129	↑25.6 \$100
Hoopla Books Unique users	219	230	↓ 4.8%	53	↑ 13.2
	77	82	↓ 6%	19	↑305.3 \$512.20
Total Items checked out	3182	3863	↓ 17%	3031	↑ 5%
Website Visits	1390	1618	↓ 14%	1383	↑ .5%
wifi	729	813	↓ 10%	118	↑ 517.8%
Library Visits	2855	3250	↓ 12%	2422	↑ 17.9%



MONTHLY SNAPSHOT

September 2024

Gilbert

<p>Items added.....111</p> <p>Items Withdrawn...345</p> <p>WiFi usage:.....207</p> <p>Unique users.....57</p> <p>AWE.....5</p> <p>PC.....11</p> <p>New Cards.....6</p>	<p>Programs.....6</p> <p>Story Time.....131</p> <p>Summer Reading.....0</p> <p>Book Club.....5</p> <p>Passive Programming40</p>	<p>Reference Questions.....38</p> <p>Number of volunteers....1</p> <p>Staff hours.....140.75</p> <p>Hours Open..... ..99</p> <p>Staff Hours/Hours Open....1.4</p> <p>Average staff pay.....\$15.54</p> <p>Staffing per hour cost.....\$22</p>
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Library Usage	This month	Last Month	Increase or Decrease	September 2023	Increase or Decrease
Physical items checked out	504	808	↓ 46%	283	↑ 56%
WiFi unique visitors	57	76	↓ 28.6%	N/A	Not avail.
WiFi sessions	207	218	↓ 5%		
Library Visits	490	682	↓ 33%	226	↑ 74%

BBPL Change Order/Contingency Fund Use - Oct 1,2024

		Credit back
CPR/PR #1	West Entrance/Vestibule	\$ 28,488.97
PCO#002	Door #133	\$ 414.00
CPR #003	Wall change	\$ 494.00
CPR#002	Operable Partition (credit)	\$ 4,350.00
PCO# 003	Brick - special order color	\$ 1,586.11
PCO #004	Foundation Soil Correction	\$ 2,813.97
PR #004	Flooring change (credit)	\$ 560.10
PCO #007	Metal Clad Cabling (credit)	\$ 1,912.00
PCO #008	Door #122b	\$ 854.00
PCO #6	Back Splash (credit)	\$ 250.00
PCO #5	Slab Soil Ammendment	\$ 19,027.78
CPR #6	Restroom Removal	\$ 8,400.18
PCO #6		
CPR #007	Relocation of Door 113	\$ 2,859.59
	insulation	\$ 3,012.35
	lintel	\$ 965.96
	Lighting (\$52,759 +\$15,000 center)	
	HVAC units (\$14 - \$18k)	
		\$ 68,916.91
		\$ 7,072.10
	Total Contingency Used	\$ 61,844.81
	(\$179,257 budget) Contingency Remaining	\$ 117,412.19

Anticipated upcoming charges: replacement of HVAC units, insulation , and \$18,800 credit from architect