

Bertha Bartlett Public Library

Board Meeting–

Monday, September 26, 2022

6:30 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Committee updates –

Summary from building committee meeting

Treasurer's Report: Duane Fournier –

- P& L Expenses
- September bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update:

New Business:

- Recommendations to the City of Story City
 - Accept the Story County Appropriation (ARPA funds) - \$120,000 for building project
 - Enhance Iowa Funds – are we applying for this, if so talk with Mark
 - Design updates
 - Elimination of building at 509 Broad street, put out for bids.
 - New board positions – next steps

Old Business:

- Hoopla
- Fine Policy recommendations

Adjournment

Monthly board meeting: Monday, October 24, 6:30 p.m.

Staff Report

Kolleen Taylor
September 2022

The library staffing shortages should be nearly fixed by October 1, as we are rehiring a former employee, and adding a new clerk position. The Assistant Library Directors job responsibilities has been split between Shelly Gruwell, Angie Stover, Caitlin Hodnefield, Kolleen and new hires Ema Hughes and Laura Loots. Nicole is taking over the Youth Services coordinator position, while Ema is handling the Gilbert branch as it's supervisors. They both will be averaging 20 hours a week once we get settled down.

We have been in the midst of training mode, and everyone is involved in this process. Storytime in Gilbert will resume October 1 on Wednesdays with Ema, and Nicole will handle Storytimes on Fridays in Story City. Our hope is that these two ladies can back each other up if there is an absence necessary. Nicole restarted our Storytime Express program, and will have visited each of the in-home day cares by the end of this month in addition the Little Tigers in Gilbert. I'm sure we have pushed our budget this month by adding many training hours to the schedule, but it's important to get people up and running. I had several good candidates here and in Gilbert.

The Early Dismissal after school programs in Story City have drawn about 8 – 10 kids each week for our K-4 (KOOL) kids and we've had about 8 each week also with the Teens and Tweens.

Shelley Hart's son had mentioned that the ISU music department had an individual volunteering to catalog their music collection for them at one point last year. Jared has approached the gentleman in doing this for us, and possibly teaching staff how to do this, and he has agreed to help with this project! This is going to be a big job that I figured I'd have to come back and do AFTER I retire! So this is really good news!

Milianna Carlson has contacted me again about another recital at the library in October. I think it will be the afternoon of October 29. That date will also be the first Saturday for our newest employee Laura to work solo! Won't she be surprised!

The vote on this months agenda involves the ARPA money, which is being handled by the city. There will be a check presentation from the county on Tuesday, September 27, which is a formality....they hand me a check and I hand it back to the city....pretty much. Please think hard about whether demolishing the building this fall is something we need to plan for.

Also Mark Jackson talked with me about us applying for the State funds through the Enhance Iowa program, if we are going to do this, Mark had a project in mind for funding, but he thought our project needed it more.

We've been discussing the fine recommendations. AS we looked at the Ames Library requirements, we are suggesting the following. This would be a new fine policy that would protect our collection standards somewhat. Here are my thoughts:

Criteria for fine forgiveness program:

- Encourage patrons to use the reservation function. Items that are on hold for other patrons cannot be renewed and will be fined .10/day if over 10 days over-due.
- If over 60 days overdue, cost of materials will be charged for the items unless communication with staff has been noted on account.
- If long overdue materials have been out for 90 days or more, or overdue 47 days with communication with staff, no additional materials can be checked out until returned or payment of items. (Staff discretion for extenuating circumstances) Book cost plus \$5.00 will be added automatically to the account.
- All items overdue or renewed more than once must be returned before additional checkouts.

Bertha Bartlett Public Library

Board of Trustees Meeting 8/22/22 6:31 PM

Present: Cummings, Emerson, Feil, Fournier, Hart, Jackson, Taylor

Approval of Amended Agenda –motion by Cummings, Seconded by Fournier. All in favor.

Added : Video promotion and staffing

Fournier presented the Treasurer’s report. The bill from Aureon is \$0 because they are crediting money paid as tax. Black Hills Energy is an estimate based on July. Bills were approved. Motion to approve by Emerson, seconded by Cummings. All in favor.

Circulation is down slightly from last year. Possible reasons discussed include changes in borrowing habits during Covid and programs away from the library.

Under Correspondence Taylor reported several memorials have been received.

Gilbert Update includes the Staffing update. Maria has resigned due to an injury. Coverage for Gilbert has been mainly Nicole Abra, Shelly and Angie. In Gilbert and Story City, the Summer Reading program has been going strong. It ended last Friday.

Hoopla is an online streaming service for public libraries that offers films, documentaries, tv shows, albums, graphic novels, and audiobooks. The cost for adoption of Hoopla varies by library size and circulation of Hoopla material. The costs for typical adoption versus accelerated adoption were listed based on 5 or 10 items circulated. Average cost per circulation is \$1.95.

Mark Jackson clarified that the City will sign off on the bids, contracts and actual payments for the expansion project. The expansion will be treated like a Capital project. The Mayor will accept all public grant money. Public grants will be held in a separate Capital Improvement’s account. The City legal council will prepare the contracts and documents. The City accepts all the bids from contractors and will sign the contracts. Paper work updates through Heather Slifka. The Foundation will pay the City as bills come in for payment. Dave Morris should contact Heather Slifka and Mark Jackson on grants for public money.

Joint meeting with the Foundation to update everyone on the building plans and the vote on Sept. 13th for the renewal of an existing capital improvements reserve levy for another 10 years is needed. The levy benefits several city programs such as the Recreation Center, golf course and pool. There will be a promotion of the benefits of the levy that the Foundation can advocate for. Trustees and the Library can remind voters of the date for the special election.

Feil talked about the need to reduce the cost of the expansion as bids for other projects by the architect are coming in significantly over budget.

Fine free Summer was discussed. Emerson said not fining overdue materials does not teach responsibility. If there are holds on materials then fines could be charged. More information will be gathered and presented to the Board.

Interlibrary loan policy-currently there is a \$1 charge for ILL items. The charge will be eliminated if there is no charge for delivery. The first sentence of the second paragraph will read “There is a \$1 charge to Bertha Bartlett

Public Library patrons who request items which need to be borrowed from another library that have to be mailed. 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 if it is mailed." Emerson made the motion and Fournier seconded. All in favor.

The next Board meeting is September 26th. Fournier made the motion to adjourn. Cummings seconded. All in favor.

Bertha Bartlett Public Library Cash Flow
August 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	\$ 80,983.00	\$ 6,019.93	\$ 9,946.27	\$ 71,036.73	87.72%
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 6,140.45	\$ 10,441.35	\$ 33,308.65	76.13%
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 924.78	\$ 1,547.51	\$ 7,994.49	83.78%
001-4410-6130	IPERS	\$ 11,774.00	\$ 1,109.93	\$ 1,850.93	\$ 9,923.07	84.28%
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 374.70	\$ 818.60	\$ 15,756.40	95.06%
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 204.28	\$ 585.53	\$ 1,414.47	70.72%
001-4410-6371	Utilities	\$ 2,200.00	\$ 106.49	216.34	\$ 1,983.66	90.17%
001-4410-6373	Telephone	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	100.00%
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ -	\$ 3,900.00	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	\$ 13.31	\$ 132.15	\$ 2,367.85	94.71%
001-4410-6501	Building Supplies	\$ 1,000.00	108.85	\$ 108.85	\$ 891.15	89.12%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ 6.99	\$ 6.99	\$ 1,193.01	99.42%
001-4410-6506	Office Supplies	\$ 2,000.00	\$ 350.48	\$ 763.49	\$ 1,236.51	61.83%
001-4410-6507	Misc. Operating supplies					
001-4410-6727	Capital Equipment					
001-4410-6508	Petty Cash/Postage	\$ 100.00	0	\$ -	\$ 100.00	100.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ 270.40	\$ 270.40	\$ 729.60	100.00%
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 1,581.36	\$ 3,187.92	\$ 5,888.08	64.88%
001-4410-6773	Video	\$ 500.00	\$ 82.61	\$ 120.53	\$ 379.47	75.89%
001-4410-6774	Online Databases	\$ 1,000.00	\$ 501.96	\$ 501.96	\$ 498.04	49.80%
		\$ 186,000.00	\$ 17,796.52	\$ 30,498.82	\$ 164,801.18	83.38%
Deposits to: **						
001-4410-1-4584	General Fund		\$ -	\$ 158.54	\$ 158.54	
001-4410-1-447	General Fund	\$ 25,000.00				
031-4410-2-470	Donations			\$ 145.00	\$ 145.00	
031-4410-4-430	Interest on Deposits		\$ 628.90	\$ 1,053.36	\$ 1,053.36	
	Total Deposits		\$ 628.90	\$ 1,356.90	\$ 1,356.90	
B. Trust Fund Deposits/Balance						
			YTD			
031-	Trust in General Fund	\$ 334,196.47	\$ 551.88	\$ 335,250.15		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 212,900.89	\$ 144.68	\$ 213,045.57		
031-0950-4-4300	Interest (CD's)*			6140		
031-4410-4-4799	Misc. Receipts	\$ -				
	(*Both CD's now in GNB Bank-Lib. Savings account)			\$ 554,435.72		
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

September 2022 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	9/1/2022	\$381.54	Health Insurance, KT
001-4410-6320	Early Bird Window Washing	9/3/2022	\$ 75.00	Window washing
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	9/25/2022	\$ 375.00	Library cleaning
001-4410-6371	Black Hills Energy	9/23/2022	\$ 78.80	503 & 509 Broad Street
001-4410-6320	Amazon Capital Services	9/13/2022	\$ 23.96	Building supplies
001-4410-6320	Amazon Capital Services	9/15/2022	\$ 161.69	Door counter
001-4410-6500	Amazon Capital Services	9/7/2022	\$ 17.95	Programming
001-4410-6506	Access Systems	9/21/2022	\$ 149.62	Monthly overage & usage fee
001-4410-6772	Gale/Cengage	8/29/2022	\$ 46.50	Large Print books
001-4410-6772	Gale/Cengage	9/12/2022	\$ 88.49	Large Print books
001-4410-6772	Gale/Cengage	9/21/2022	\$ 80.97	Large Print books
001-4410-6772	Baker & Taylor	8/25/2022	\$ 98.87	Books
001-4410-6772	Baker & Taylor	8/31/2022	\$ 43.84	Books
001-4410-6772	Baker & Taylor	9/6/2022	\$ 49.56	Books
001-4410-6772	Baker & Taylor	9/20/2022	\$ 75.18	Books
001-4410-6772	Centerpoint Large Print	9/1/2022	\$ 142.62	books
001-4410-6772	Ingram	5/20/2022	\$ (516.84)	Credit #58633752
001-4410-6772	Ingram	8/23/2022	\$ (85.68)	Credit #71162899
001-4410-6772	Ingram	8/9/2022	\$ (19.52)	Credit #70913033
001-4410-6772	Ingram	8/25/2022	\$ 298.02	Books
001-4410-6772	Ingram	9/11/2022	\$ 544.10	Books
001-4410-6772	Amazon Capital Services	8/31/2022	\$ 18.98	Book
001-4410-6772	Amazon Capital Services	9/2/2022	\$ 33.32	Books
001-4410-6772	Amazon Capital Services	9/7/2022	\$ 56.96	Books
001-4410-6773	Amazon Capital Services	9/2/2022	\$ 12.95	DVD
001-4410-6773	Amazon Capital Services	9/7/2022	\$ 25.88	DVD
001-4410-6773	Amazon Capital Services	9/15/2022	\$ 8.99	DVD
	TOTAL - Story City		\$2,296.75	
	Gilbert Bills			
033-4410-6500	Amazon	9/2/2022	\$ 26.63	Program
033-4410-6772	Ingram	8/25/2022	\$ 37.36	Books
033-4410-6506	Amazon	9/7/2022	\$ 89.99	Shredder
	Total - Gilbert		\$ 153.98	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2021-2022 Statistics Report

	July 21	July 22	Aug. 21	22-Aug	Sept. 21		Oct. 21		Nov. 21		Dec. 21		Jan. 22		Feb. 22		Mar. 22		Apr. 22
City	2402	2237	1929	2034	1671		1411		1750		1296		1399		1521		1583		1540
County	362	435	361	333	246		307		357		381		360		256		414		458
Other	817	1062	890	995	777		854		853		786		903		763		914		638
Gilbert	639	438	439	387	295		276		250		292		201		201		206		214
Total	4220	4172	3619	3749	2989		2848		3210		2755		2863		2741		3117		2850
Open Access	817	1062	890	995			854		853		786		903		763		914		638
Adult	1348	1227	1021	1246	975		1030		1113		975		1167		1088		1244		1036
Young Adult	197	216	189	203	100		65		65		54		115		61		143		127
Juvenile	2229	2293	1989	1900	1536		1378		1546		1315		1222		1252		1275		1343
Video	0																		
DVD	324	302	349	264	270		305		391		302		254		224		312		241
Audio	0										59		21		44		43		16
CD	0	1					0										4		1
CD book	67	71	39	56	40		35		51		11		29		19		23		28
Magazines	18	17	14	34	40		17		12		18		13		16		32		26
Puzzles	1	32	1	25	9		6		28		7		26		31		35		31
Puppets	6	4	11	6	0		0		0										
Other	21	9		15	19		12		4		10		6		5		6		1
Total	4211	4172	3613	3749	2989		2848		3210		2751		2853		2740		3117		2850
E-books			406	332	350		344		303		317		403		346		320		267
Downloaded Audio		384	300	375	284		293		313		334		334		327		323		351
Ref.? Asked	213	350	179	106	134		139		147		59		70		78		82		82
Ref.? Answered	213	105	179	106	134		139		147		59		70		78		82		82
Reference-Gilbert	54	32	54		51		32		37		10		27		19		26		29
PATRONS																			
Programs - children	11	14		8	3		4		3		3		4		6		5		7
Attendance - children	321	373		25	26		30		22		23		43		88		43		135
Attendance - adults	113	179		6	19		22		15		21		16		41		32		59

Bertha Bartlett Public Library
2021-2022 Statistics Report

Programs - StoryX		0		2															
Attendance - children		0		15															
Attendance - adults		0		2															
Programs - Teen/Tweens	3	5		4	4		2		2		1		3		2		1		3
Attendance - teens	17	26		8	12		4		8		5		19		15		4		16
Attendance - adults	6	6		6	2		0		1		0		1		0		1		3
Programs - Adult	3	6		7	4		4		5		4		6		5		7		9
Attendance - children	4	0		5	5						0		0		0				5
Attendance - adults	14	41		36	22		13		29		28		34		30		46		61
Total Programs	17	21		1	11		10		10		8		13		13		13		19
Total Attendance	475	625		21	86		72		75		77		113		174		126		281
Gilbert Programs	13	11		1	5		5		6		5		3		4		6		4
Attendance	379	341		135	7		2		22		45		29		33		41		30
Attendance - Adults	108	116		140	9		8		29		28		15		16		24		18
Hours - Gilbert	81	72	73	80	76		70.0		66.0		76.0		68		68		83		68
Total People	818	697	324	758	165		172		179		181		171		134		215		183
People/hour	10.10	9.70	4.40	9.50	2.1		6.5		2.7		2.4		2.5		2		2.6		2.7
Gilbert Site Circ.	881	700	594	624	458		456		409		471		369		369		422		340
Hours - Story City	198	187	202		191		194		193.0		186.0		190		184		209		196
Total People	2301	2665	2117		3341		2199		2029		1781		1813		1728		2541		2078
People/Hour	11.6	14.3	10.5		17.5		11.3		10.5		9.6		9.5		9.4		12.2		10.6

Bertha Bartlett Public Library 2021-2022 Statistics Report

CARDS																			
Issued - Story City	11	25	23	15	15		6		22		5		12		9		16		20
Issued - Gilbert	9	3	6	7	3		4		1		1		0		0		3		3
Withdrawn	3	0	2		0		0				0		0		0		20		16
renewed - Story City	1	27	40	20	57		35		27		3		30		24		32		16
renewed - Gilbert	11	8	2	10	13		(combined)		9		4		2		1		0		0
Meeting Room Library	15	9	2	9			8		9		5		8		10		9		14
Meeting Room - Other	2	8	6	14			5		9		5		5		5		12		7
Other meetings				17															
Computer Use	130	96	141	121	106		96		96		80		86		89		111		115
Test Proctoring			0		0						0				0				0
Interlibrary Loans Requested	11	12	14	15	8		10		25		4		24		15		16		19
Interlibrary Loans Sent	27	27	35	37	31		31		37		27		35		32		38		24
Book Club Sets	0		2	2	0		2		1		2		2		2		0		0
Microfilm Use			0		0		1		2		0				0				0
Gilbert Computer use	22	41	27	34	37		28		21		13		15		15		16		11
In House Use - Gilbert	464	221	221	155	107		100				117				42		77		65

In House Use - Story City

Limits on Overdue accounts:

Criteria for fine forgiveness program:

- Encourage patrons to use the reservation function. Items that are on hold for other patrons cannot be renewed and will be fined .10/day if over 10 days over-due.
- If over 60 days overdue, cost of materials will be charged for the items unless communication with staff has been noted on account.
- If long overdue materials have been out for 90 days or more, or overdue 47 days with communication with staff, no additional materials can be checked out until returned or payment of items. (Staff discretion for extenuating circumstances) Book cost plus \$5.00 will be added automatically to the account.
- All items overdue or renewed more than once must be returned before additional checkouts.

Staff – Please read through this above and put your comments or thoughts below. I have a board meeting Monday and this will be on the agenda again.

Kolleen

Data Pulled 8/3/2022	1st Year Projections		
	10 Circs, \$3.99 All Formats		
	1,229,000+ Titles Available		
	\$1.95 Average Cost Per Circ		
Library	Population	Typical Adoption	Accelerated Adoption
Zearing	554	\$960	\$1,800
Colo	876	\$960	\$1,800
Story City	3,431	\$1,440	\$2,220
Roland	1,284	\$960	\$1,800
Maxwell	920	\$960	\$1,800
Collins	495	\$960	\$1,800
Cambridge	827	\$960	\$1,800
Total	8,387	\$7,200	\$13,020

Data Pulled 8/3/2022	1st Year Projections		
	5 Circs, \$3.99 All Formats		
	1,229,000+ Titles Available		
	\$1.95 Average Cost Per Circ		
Library	Population	Typical Adoption	Accelerated Adoption
Zearing	554	\$720	\$1,200
Colo	876	\$720	\$1,200
Story City	3,431	\$1,020	\$1,560
Roland	1,284	\$720	\$1,200
Maxwell	920	\$720	\$1,200
Collins	495	\$720	\$1,200
Cambridge	827	\$720	\$1,200
Total	8,387	\$5,340	\$8,760

Story County Library Funding 2021-2022 Statistics

Budgeted by County	\$374,850	2022-23 fiscal year				
		Digital Circulation (Actual unless noted)		Share of 65%	11th of 35%	Share of FY
<i>Library Name</i>	Rural Circ		Total	<i>\$ 243,652.00</i>	<i>\$ 131,198.00</i>	
Ames Public Library	64,728	11126	75854	\$ 170,536.00	\$ 11,927.00	\$ 182,463.00
Cambridge	181	609	790	\$ 1,779.00	\$ 11,927.00	\$ 13,706.00
Collins Public Library	734	132	866	\$ 1,974.00	\$ 11,927.00	\$ 13,901.00
Colo Public Library	3260	994	4254	\$ 9,551.00	\$ 11,927.00	\$ 21,478.00
Huxley Public Library	3548	476	4024	\$ 9,037.00	\$ 11,927.00	\$ 20,964.00
Maxwell Public Library	1540	405	1945	\$ 4,410.00	\$ 11,927.00	\$ 16,337.00
Nevada Public Library	7792	1467	9259	\$ 20,710.00	\$ 11,927.00	\$ 32,637.00
Roland Public Library	2094	1148	3242	\$ 7,334.00	\$ 11,927.00	\$ 19,261.00
Slater Public Library	2423	284	2707	\$ 6,116.00	\$ 11,927.00	\$ 18,043.00
Story City (Bertha Bartlett Public L	4340	786	5126	\$ 11,451.00	\$ 11,927.00	\$ 23,378.00
Zearing	273	45	318	\$ 755.00	\$ 11,927.00	\$ 12,682.00
	90,913	17472	108385	\$ 243,653.00	\$ 131,197.00	\$ 374,850.00

Yellow highlights are estimated figures

Information goes to: _____

Lisa Markley- Story County Auditor

Story County Library Funding 2021-2022 Statistics

	FY22 Total Physical Circulation	FY22 Rural Physical Circulation (no digital)	City population (2020 U.S. Census Bureau)	Rural Digital Usage *Ames &	FY22 Municipal Circulation	FY22 Municipal Funding
<i>Library Name</i>						
Ames Public Library	845271	64728	66427	11126	780543	\$ 4,630,405.99
Cambridge***	2684	181	827	609	2075	\$ 36,819.00
Collins Public Library	2631	734	495	232	1897	\$ 19,000.00
Colo Public Library	15046	3260	845	994	11786	\$ 55,945.00
Huxley Public Library	29838	3548	4244	476	26290	\$ 135,333.00
Maxwell Public Library	4937	1540	859	405	3397	\$ 33,860.00
Nevada Public Library	53300	7792	6925	1467	45508	\$ 408,367.00
Roland Public Library	11914	2094	1362	1148	9820	\$ 87,090.00
Slater Public Library**	30618	2423	1543	284	28195	\$ 179,588.00
Story City* (Bertha Bartlett)	38055	4340	3352	786	33715	\$ 199,557.00
Zearing	3476	273	528	45	3203	\$ 44,000.00
	1037770	90913	87407	17572	946429	\$ 5,829,964.99

Cost per Municipal Circulation = \$6.16

County Funding = \$374,850
 Total County Circulation = 90,913
 County Funding per loan = \$4.12

Yellow highlights = estimated numbers

*Includes Gilbert Contract

** Includes Kelly, Alleman & Sheldahl

*** Includes Elkhart