

Bertha Bartlett Public Library

Board Meeting–

Monday, October 24, 2022

6:30 p.m.

Opening of Meeting: Chris Feil, President

Welcome to new board members: Laura Donaldson, Theresa Sens

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
- October bills
- Budget – 2023-2024

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update:

New Business:

- Midwest Pano – Marketing of Library & building project
- Architect discussion
- Annual Survey completion

Old Business:

- Hoopla
- Rewritten fine policy

Adjournment

Monthly board meeting: Monday, November 28, 6:30 p.m. (look ahead to December 26!)

Staff Report

Kolleen Taylor

October 2022

I attended the Iowa Library Association this month in Coralville, Iowa, where I was recognized for 20 years of membership in ILA. This was unusually heavily loaded with issues concerning diversity, equity and inclusion...which in my opinion is what libraries are all about! In the keynote addresses, the take-aways were that libraries (and all businesses and organizations) should demonstrate a willingness to help solve a problem or question, even if we are unable to personally address an issue; to find a resource, refer them to a business or another location, or give them something to help them. We talk about this frequently during staff meetings, noting that we should always make an effort to answer a question using the resources we have, but to never say we cannot help them without trying to locate answers or assist in some way.

I always use this as a chance to converse with vendors we use, or seek new products. In addition to saving lots of money on some children's books (\$5 instead of \$20 for non-fiction materials), I was able to meet with some of our vendors. I was able to uncover a problem with the statistics of use for the Story City Herald website and I worked with Jeff Brown of Advantage systems to resolve the issue so I could complete that portion of our annual statistics reports.

Our Library Software system, Insignia, was also present from Canada, and I had a little time to learn about some features, like inventory tools, that were new. Right beside them was a company called Midwest Pano, who is based out of Story City...a company which does panorama photography and videos and designs a product that can be embedded in our website, emails and Facebook pages. This could be a good tool for our last push for the fundraising.

We submitted the Letter of Intent for the CAT grant through the Iowa Department of Economic Development also since the last meeting. We have received the paperwork to submit, which could range from \$400,000 to \$600,000 if they choose to support this project. This is always the last money in, but could place us very near our project goal if we are lucky enough to receive it. But it is also going to take a team effort to complete. One of the steps is to list every individual and business who has contributed to the project and they indicate this is a major part of their decision making process. It is important that we show that you and the majority of Story City are supporting this project, with at least a nominal donation.

I did take a few days off after the ILA meeting, and realized I was nearing exhaustion, sleeping extensively on our travels through northeast Iowa and Wisconsin. This is a very busy stretch at the library with deadlines for many different State reports and county meetings. With our fundraising colliding into this period, I need everyone to help with this final push. Once I'm past the reports, my next focus will be meeting with local business as no one else has time.

The Foundation will be meeting again on November 14, to address moving funds around to achieve better return on investments, and they are getting ready to kick off a year-end campaign which will not reach everyone, just a select mailing list of people, and will not involve the business community.

Finally the Citywide downtown Trick or Treat event is the 27th of October, and we will participate as we always have, with a choice of candy or a non-edible treat. Our newest employee, Laura Loots is working hard to help us keep connected on social media and with our Chamber and will be helping work that evening.

Bertha Bartlett Public Library

Board of Trustees Meeting 9/26/22 6:30 PM

Present: Cummings, Emerson, Feil, Fournier, Taylor

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

Added Copier and Meeting Room Use.

Foundation updates – There are been some issues with getting Thank You's out to donors because donations have come in through different ways including pledges, memorials, direct to the Foundation or stock gifts. The Story County Community Foundation grant status is in limbo as Tom Wynia is trying to straighten out the Foundation status with the IRS. There is also a penalty for filing late with the IRS. We are waiting to hear back from the IRS>

Committee updates Taylor will get updated numbers for demolition of the Annex to Mark Jackson after it is approved.

Fournier presented the Treasurer's report. Overall the Library is right on budget. The Library is a little high in part-time and under in full-time. Gilbert is at 85% and 84% would be right on budget. This may be due to two new people to train. Fournier made the motion to approve bills and Emerson seconded.

Circulation increased from August of 2021.

Correspondence/ Communications: Taylor had notes from several people and a newspaper article about the Library and the expansion project.

Gilbert Update: Story time in Gilbert is Wednesday. That way it avoids MOPS. Discussion of adding hours in Gilbert. No action at this meeting.

Recommendation to the City of Story City

Voted to accept the Story County appropriation (ARPA funds) of \$120,000 for the building project. Motion by Fournier seconded by Cummings. All in favor.

Apply for the Enhance Iowa Funds. Motion by Cummings seconded by Emerson. All in favor.

Feil covered the changes to the design to try to lower the cost closer to the original estimate.

Fournier made the motion for the City to accept bids to demolish the Annex. Emerson seconded. Cummings abstained because she feels it will add to the cost to have a separate demolition and then go back and dig footings/ foundations for the new building. Emerson, Feil and Fournier voted in favor. Motion passed.

There will be three new Library Board of Trustees positions. New Board members include Laura Donaldson and Theresa Sens. A third member will be appointed later

The current copier must be returned by October 9th. Taylor got two estimates to ship the copier back. The lowest price was approximately \$350. Emerson made the motion to approve \$350 to return the copier. Fournier seconded. All in favor.

Taylor recommended tracking the use of the small rooms. These rooms are used for tutoring and small group activities.

Hoopla had no updates at this time.

Fine policy will incorporate the following:

Encourage patrons to use the reservation function. Items that are on hold for other patrons cannot be renewed and will be fined .10 cents per 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, no additional materials can be checked out, until overdue materials 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.

Motion by Emerson seconded by Fournier. All in favor.

Adjournment motion by Cummings seconded by Emerson.

Next meeting Monday, October 24th at 6:30 p.m.

Submitted by Lynn Cummings, Acting Secretary

Bertha Bartlett Public Library

October 2022 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	10/1/2022	\$381.54	Health Insurance, KT
001-4410-6230	Kolleen Taylor	10/24/2022	\$254.21	ILA Conference training & travel
001-4410-6320	Early Bird Window Washing	10/3/2022	\$ 75.00	Window washing
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	10/24/2022	\$ 300.00	Library cleaning
001-4410-6371	Black Hills Energy	10/24/2022		503 & 509 Broad Street
001-4410-6490	Story City GCC	10/22/2022	\$ 200.00	Annual membership fee/as a business - 2023
001-4410-6490	Kolleen Taylor	10/24/2022	\$ 100.00	1/2 year 2022 membership busines fee
001-4410-6490	Visa	10/6/2022	\$ 377.00	Shipping of copier
001-4410-6500	Caitlin Hodnefield	10/5/2022	\$ 8.47	Programming/Tweens
001-4410-6500	Amazon Capital Services	10/21/2022	\$ 8.88	Programming/doilies
001-4410-6500	Quill	10/3/2022	\$ 22.09	Programming/plates
001-4410-6500	Educational Development	10/11/2022	\$ 49.90	Halloween
001-4410-6501	Amazon Capital Services	10/16/2022	\$ 43.63	mop
001-4410-6501	Quill	10/3/2022	\$ 18.87	Lysol for cleaning
001-4410-6505	Amazon Capital Services	10/16/2022	\$ 8.48	Cataloging- de-gummer
001-4410-6506	Access Systems	10/21/2022	\$ 149.62	Monthly overage & usage fee
001-4410-6506	Quill	10/3/2022	\$ 150.69	Ink for copiers
001-4410-6772	Iowa Poetry Association	10/17/2022	\$ 12.75	Book-Iowa poetry
001-4410-6772	Gale/Cengage	10/10/2022	\$ 43.50	Large Print books
001-4410-6772	Gale/Cengage	10/19/2022	\$ 25.49	Large Print books
001-4410-6772	Baker & Taylor	9/22/2022	\$ 64.39	Books
001-4410-6772	Baker & Taylor	9/28/2022	\$ 64.39	Books
001-4410-6772	Baker & Taylor	10/10/2022	\$ 75.03	Books
001-4410-6772	Baker & Taylor	10/17/2022	\$ 33.05	Books
001-4410-6772	Ingram	9/29/2022	\$ 285.31	Books
001-4410-6772	Ingram	10/4/2022	\$ 546.91	Books
001-4410-6772	Ingram	10/5/2022	\$ 142.18	Books
001-4410-6772	Ingram	10/11/2022	\$ 20.49	Books
001-4410-6772	Amazon Capital Services	10/21/2022	\$ 24.96	Book
001-4410-6772	Amazon Capital Services	10/17/2022	\$ 12.98	Books
001-4410-6772	Amazon Capital Services	10/16/2022	\$ 19.98	Books
001-4410-6773	Amazon Capital Services	10/21/2022	\$ 70.43	DVD
001-4410-6773	Amazon Capital Services	10/16/2022	\$ 4.99	DVD
	TOTAL - Story City		\$3,625.21	
	Gilbert Bills			
033-4410-6230	Kolleen Taylor	10/24/2022	\$254.21	ILA Conference training & travel
033-4410-6500	Amazon Capital Services	10/17/2022	\$ 12.98	Programming
033-4410-6772	Ingram	9/22/2022	\$ 17.09	Books
033-4410-6772	Ingram	10/10/2022	\$ 17.07	Books
	Total - Gilbert		\$301.35	

Approved on this day _____ by _____

Bertha Bartlett Public Library Cash Flow
September 2022 P L

Acct #	Story City Expenses	2021-2022 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining	FT & PT Salaries Combined
001-4410-6010	Salaries: Full Time	\$ 80,983.00	\$ 4,002.86	\$ 13,949.13	\$ 67,033.87	82.78%	Budget: 124733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 4,227.23	\$ 14,668.58	\$ 29,081.42	66.47%	YTD: \$28617.88
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 624.11	\$ 2,171.62	\$ 7,370.38	77.24%	Percent: 77%
001-4410-6130	IPERS	\$ 11,774.00	\$ 776.92	\$ 2,627.85	\$ 9,146.15	77.68%	
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 409.08	\$ 1,227.68	\$ 15,347.32	92.59%	
001-4410-6230	Travel/Training	\$ 500.00			\$ 500.00	100.00%	
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 635.65	\$ 1,221.18	\$ 778.82	38.94%	
001-4410-6371	Utilities	\$ 2,200.00	\$ 108.80	325.14	\$ 1,874.86	85.22%	
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	\$ 17.95	\$ 150.10	\$ 2,349.90	94.00%	
001-4410-6501	Building Supplies	\$ 1,000.00	0	\$ 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	\$ 1,193.01	99.42%	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ -	\$ 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	\$ 729.60	72.96%	
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 955.36	\$ 4,143.28	\$ 4,932.72	54.35%	
001-4410-6773	Video	\$ 500.00	\$ 47.82	\$ 168.35	\$ 331.65	66.33%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 501.96	\$ 498.04	49.80%	
		\$ 186,000.00	\$ 11,805.78	\$ 42,304.60	\$ 152,995.40	78.34%	\$ -
Deposits to: **							
001-4410-1-4584	General Fund		\$ 205.61	\$ 364.15	\$ 364.15		
001-4410-1-447	General Fund	\$ 25,000.00					
031-4410-2-470	Donations		\$ 125.00	\$ 270.00	\$ 270.00		
031-4410-4-430	Interest on Deposits		\$ 778.65	\$ 1,832.01	\$ 1,832.01		
	Total Deposits		\$ 1,109.26	\$ 2,466.16	\$ 2,466.16		
B. Trust Fund Deposits/Balance							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ 1,887.29	\$ 336,083.76			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 212,900.89	\$ 214.72	\$ 213,115.61			
031-0950-4-4300	Interest (CD's)*			\$ 6,140.00			
031-4410-4-4799	Misc. Receipts	\$ -					
	(*Both CD's now in GNB Bank-Lib. Savings account)			\$ 555,339.37			
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
2022-2023 Statistics Report

	July 21	July 22	Aug. 21	22-Aug	Sept. 21	Sept. 22	Oct. 21	Nov. 21	Dec. 21	Jan. 22	Feb. 22	Mar. 22	Apr. 22	May 22	June 22	Totals
City	2402	2197	1929	2012	1671	1657	1411	1750	1296	1399	1521	1583	1540	1045	2469	25882
County	362	438	361	380	246	391	307	357	381	360	256	414	458	393	445	5549
Other	817	1087	890	970	777	693	854	853	786	903	763	914	638	790	932	12667
Gilbert	639	455	439	387	295	196	276	250	292	201	201	206	214	229	540	4820
Total	4220	4177	3619	3749	2989	2937	2848	3210	2755	2863	2741	3117	2850	2457	4386	48918
Open Access	817	1062	890	995	777	657	854	853	786	903	763	914	638	790	932	12631
Adult	1348	1229	1021	1246	975	1107	1030	1113	975	1167	1088	1244	1036	1026	1293	16898
Young Adult	197	216	189	203	100	135	65	65	54	115	61	143	127	111	203	1984
Juvenile	2229	2296	1989	1900	1536	1436	1378	1546	1315	1222	1252	1275	1343	1058	2461	24236
Video	0													0	6	6
DVD	324	302	349	264	270	180	305	391	302	254	224	312	241	201	305	4224
Audio	0								59	21	44	43	16		4	187
CD	0	16				2	0					4	1	1	0	24
CD book	67	56	39	56	40	30	35	51	11	29	19	23	28	24	59	567
Magazines	18	17	14	34	40	22	17	12	18	13	16	32	26	21	19	319
Puzzles	1	32	1	25	9	13	6	28	7	26	31	35	31	11	25	281
Puppets	6	4	11	6	0	2	0	0						0	7	36
Other	21	9		15	19	10	12	4	10	6	5	6	1	4	43	165
Total	4211	4177	3613	3749	2989	2937	2848	3210	2751	2853	2740	3117	2850	2457	4425	48927
E-books			406	332	350	299	344	303	317	403	346	320	267	289	322	4298
Downloaded Audio		384	300	375	284	386	293	313	334	334	327	323	351	330	347	4681
Ref.? Asked	213	350	179	106	134	102	139	147	59	70	78	82	82	65	121	1927
Ref.? Answered	213	105	179	106	134	102	139	147	59	70	78	82	82	65	121	1682
Reference-Gilbert	54	32	54		51	44	32	37	10	27	19	26	29	18	43	476
PATRONS																
Programs - children	11	14	2	8	3		4	3	3	4	6	5	7	9	8	87
Attendance - children	321	373	13	25	26	124	30	22	23	43	88	43	135	106	428	1800
Attendance - adults	113	179	2	6	19		22	15	21	16	41	32	59	35	156	716

Bertha Bartlett Public Library
2022-2023 Statistics Report

Programs - StoryX		0	1	2		6										
Attendance - children		0	9	15		41										
Attendance - adults		0	2	2		8										
Programs - Teen/Tweens	3	5	2	4	4	4	2	2	1	3	2	1	3	2	6	44
Attendance - teens	17	26	4	8	12	23	4	8	5	19	15	4	16	12	54	227
Attendance - adults	6	6	2	6	2	4	0	1	0	1	0	1	3	3		35
Programs - Adult	3	6	3	7	4	7	4	5	4	6	5	7	9	5	6	81
Attendance - children	4	0	0	5	5	0	3		0	0	0		5		31	53
Attendance - adults	14	41	18	36	22	40	13	29	28	34	30	46	61	37	144	593
Total Programs	17	21	9	1	11	29	10	10	8	13	13	13	19	16	14	204
Total Attendance	475	625	355	21	86	272	72	75	77	113	174	126	281	187	547	3486
Gilbert Programs	13	11	1	1	5	1	5	6	5	3	4	6	4	2	13	80
Attendance	379	341	306	135	7	13	2	22	45	29	33	41	30	20	579	1982
Attendance - Adults	108	116		140	9		8	29	28	15	16	24	18		192	703
Hours - Gilbert	81	72	73	80	76	67	70.0	66.0	76.0	68	68	83	68	66	78	1092
Total People	818	697	324	758	165	172	172	179	181	171	134	215	183	217	1029	5415
People/hour	10.10	9.70	4.40	9.50	2.1	2.6	6.5	2.7	2.4	2.5	2	2.6	2.7	3.2	13.2	76.20
Gilbert Site Circ.	881	700	594	624	458	325	456	409	471	369	369	422	340	357	794	7569
Hours - Story City	198	187	202		191	191	194	193.0	186.0	190	184	209	196	195	199	2715
Total People	2301	2665	2117		3341	2889	2199	2029	1781	1813	1728	2541	2078	2009	3048	32539
People/Hour	11.6	14.3	10.5		17.5	15.1	11.3	10.5	9.6	9.5	9.4	12.2	10.6	10.3	15.3	167.7

Bertha Bartlett Public Library 2022-2023 Statistics Report

CARDS																	
Issued - Story City	11	25	23	15	15	12	6	22	5	12	9	16	20	12	20	223	
Issued - Gilbert	9	3	6	7	3	3	4	1	1	0	0	3	3	5	12	60	
Withdrawn	3	0	2		0	0	0		0	0	0	20	16	0	0	41	
renewed - Story City	1	27	40	20	57	29	35	27	3	30	24	32	16	11	43	395	
renewed - Gilbert	11	8	2	10	13	1	(combined)	9	4	2	1	0	0	11	2	74	
Meeting Room Library	15	9	2	9		11	8	9	5	8	10	9	14	10	9	128	
Meeting Room - Other	2	8	6	14		7	5	9	5	5	5	12	7	7	2	94	
Other meetings				17		16											
Computer Use	130	96	141	121	106	123	96	96	80	86	89	111	115	91	93	1574	
Test Proctoring			0		0	0			0		0		0	0		0	
Interlibrary Loans Requested	11	12	14	15	8	15	10	25	4	24	15	16	19	13	11	212	
Interlibrary Loans Sent	27	27	35	37	31	38	31	37	27	35	32	38	24	28	27	474	
Book Club Sets	0		2	2	0	0	2	1	2	2	2	0	0		0	13	
Microfilm Use			0		0	1	1	2	0		0		0	1	2	7	
Gilbert Computer use	22	41	27	34	37	10	28	21	13	15	15	16	11	8	6	304	
In House Use - Gilbert	464	221	221	155	107		100		117		42	77	65	70	276	1915	

In House Use -
Story City