

Bertha Bartlett Public Library

Board Meeting–

Monday, January 23, 2022

6:30 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Committee updates –

Treasurer's Report: Duane Fournier –

- P& L Expenses
- January bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update:

New Business:

- Emptying Tekippe building:
 - Boy Scouts:
 - Should be done by February 15
 - Offer for storage for items not needing temperature controlled environment.
 - Habitat for Humanity
- Parking: Elderly, children, staff

Old Business:

- Hoopla bid prices
- Rewritten fine policy
- Summer Programming costs
- Lunch & Learn Program in 2023: "Healthy, Wealthy & Wise"

Adjournment Monthly board meeting: Monday, January 23, 2023, 6:30 p.m.

Staff Report

Kolleen Taylor

January 2023

I'm relieved to report the CAT grant through Enhance Iowa (Iowa Department of Economic Development), was successfully completed and submitted on Saturday, January 14. This was a team effort with a lot of writing done by our President Chris Feil, me and editing by Shelly Hart, Angie Stover and myself. Shelly, Chris and I all worked to get letters of support for the project, some never came through, surprisingly more from Ames then compiling and scanning in reports and support material. At one point, between the questions and supporting material there was over 160 pages, but the files were too big, and thanks to Nicole Moore, removing some pages by Nicole and Chris and compressing the files, we were able to get the files submitted digitally. Nicole also added bookmarks into the material, as they had requested tabbed pdf files.

Another aspect of the report was the financial data, using their spreadsheets and making it reconcile with our figures was a challenge, as they were including the cost of the building in the project cost, and we hadn't accounted for that. It became a bit confusing for awhile, but we finally had all the numbers match.

I'll print out one copy to have in the files here, but because of the size, I won't send it electronically to you all. If we make the cut, there will be an in-person presentation, which can only be 10 minutes of presentation, then they ask questions. This will be a great time to use the Midwest Pano video. Chris, Shelley and I probably all need to be in Des Moines to help answer questions. This could be March 2, or possibly another date. It all depends on the number of applicants. We requested \$500,000, at the advise of multiple people who Chris spoke with, indicating that asking for the full 20% would not be wise. The funding gap in the proposal indicates we still need to raise just under \$40,000, IF we get the full \$500,000 from the CAT grant, which we have been warned is unlikely. So our fundraising efforts are not done yet. As I understand it, if we are awarded the CAT grant, we have 60 days to raise the money or cut the project down.

Other news: Ema Hughes, our Gilbert branch supervisor, resigned to accept a fulltime position at Bethany Life. Then immediately after notifying me, she had emergency surgery to remove her appendix. I had just finished training her to help complete the monthly reports, so I am scrambling to complete those for this meeting. I have been advertising, and have one very good candidate, who is excited about running a preschool story-time program. I've had another inquiry but she is vacationing now, then having knee surgery, so she might be a fill-in later down the road. Others have asked about job openings here, but they don't want to work in Gilbert.

I cannot say enough good about the wonderful staff I have who have stepped up to cover the unexpected vacancy in Gilbert. From our newest employees; Abra, Laura and Nicole to Shelly, Angie and Caitlin our more seasoned staff, they have been able to help me cover all the hours we need to be open. Until we get a new employee, we are all shifting schedules to keep Gilbert open, and my day to do this is on Thursdays.

The Monday yoga programs have been very successful, but very time consuming. We are looking for a way to handle reservations better as it is taking a lot of staff time. But the classes are full and a free will offering is being taken to cover the costs of the room. So far, the instructor is donating all the proceeds for the Yoga class to the building project. We are looking into some sort of online system to make reservations. This is another example of a program that would be greatly successful but the room is not large enough for the numbers that want to participate.

The Lunch and Learn program, "Healthy, Wealthy & Wise", had a setback when we foolishly scheduled it for Wednesday lunch time. The Senior luncheon at the community center is every Wednesday AND early dismissal is every Wednesday, which puts us into a time crunch. We are regrouping, but the availability of the Rec Center staff is limited so this program may have to skip them until much later. Laura Loots is handling this for us, and she has other topics lined up, but will have to find a better day. We are thinking Thursdays are better for staff, but it isn't always the best for everyone else.

Bertha Bartlett Public Library
Board of Trustees
Minutes
December 29, 2022

Chris Feil, President opened the meeting at 6:33 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Theresa Sens, Matt Emerson, Mary Kay Solberg, Grant Reimers; Director Kolleen Taylor; Shelley Hart, representing the Foundation Board; and Mary Kay Solberg, representing the Story City City Council. Duane Fournier joined the meeting later. Mark Jackson appeared in his role as city administrator.

The agenda was reviewed with one addition: Appointment of new secretary under new business. A motion was made by Theresa, with a second by Grant to approve the agenda with one addition. All approved.

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

Foundation Report: Shelley Hart, President of the Foundation, gave the Foundation report to the Board. The 100\$ for 100 years campaign is coming to an end. A completion report on the campaign will be presented at the January 9 foundation meeting.

She has met with Van Wall equipment, which has said it will be making a donation, but the amount has not yet been finalized. They have not yet heard back from Karl Ford. The Foundation is trying to raise \$500,000 in matching funds.

She has been working on soliciting letters of support for the CAT grant and is waiting on them to be returned; she expects them to arrive next week. So far Chris has received a letter from Bethany Life, Shelley has received letters from the City, Patton, and the Historical Society. Letters have been requested from Sons of Norway, and the EDC, but follow-up is needed.

Committee Updates:

Financial reports were reviewed by Kolleen. Overall budget numbers were in line with the year-to-date figures. Magazine subscriptions will go down due to reduction in readership.

Kolleen reviewed the December bills. A motion to approve the financial reports was made by Lynn, seconded by Laura. All approved.

Kolleen reviewed circulation statistics reports.

Kolleen reviewed an estimated Expansion Project financial summary. It was stressed that this is an estimate and the numbers are not final.

Board Training: Chris has been writing/reading the CAT grant and discussed with the Board the grant writing process and his progress. 20 minutes of board training were completed.

The Board enjoyed hearing his responses to the grant questions and appreciated the hard work he has put in on the project.

Kolleen gave Gilbert Update – There has been a change in operating hours and a change in the Storytime hours, based on recent poll results. These changes are ensuring that the library is able to keep families engaged with the programming.

New Business:

Secretary nomination. Theresa began serving as acting secretary with the November meeting and was willing to officially continue in the role. Lynn nominated Theresa as board secretary and the Board unanimously approved her appointment to the role.

Asbestos removal bids. Kolleen contacted a few companies for bids to complete the asbestos abatement in the Tekippe building prior to demolition. Both bids came in under \$10,000. Grant suggested we move forward with the private bids rather than adding it to the demolition bid, which could end up costing us more due to several factors. Demolition could happen as early as March, and bids are currently open. Asbestos abatement work can be done in the winter so the timing is good to do it as soon as possible. The Board discussed that the building would need to be cleared of all materials we wish to keep, and Kolleen informed us that the Boy Scouts have offered to help pack up and remove items. Kolleen will look into renting a storage unit to hold items.

Kolleen will confirm Bergo's insurance/licensure and send to Grant to review. Grant made a motion to move forward with Bergo for asbestos abatement, Theresa seconded. All approved.

New contracts with Emergent (architect). Mark Jackson reported to the Board changes to the contract with Emergent. Some of these changes include: Changed from a percentage to an hourly rate not to exceed a cost of \$240,000; If a contractor makes it so that the architect needs to be here more, the contractor is on the hook for that extra cost; Mark is named as owner representative with Kolleen on the contract; Added a consultant on the acoustics for the performance space; A few other minor tweaks were made.

Mark informed us that the Board needs to recommend approval of the new contract as of December 29, 2022, so that the city council can approve it for the mayor to sign. Grant made a motion to approve the new contract, and Duane seconded. All approved.

Summer Program Changes: All programs will be moved to the community center. Programming will take place at 11am for K-4 in Story City, with Gilbert at 1pm. Participants will be given incentive chains/necklaces, and they will get a link for each challenge. The theme is 'Voices', tying into music and speaking which can promote the new performance space.

Lunch & Learn: Laura Loots will run a weekly lunch and learn with the first session themed 'Healthy, Wealthy and Wise'. Many local businesses have already shown an interest in participating. Each week will have a sponsor from a local business.

Mission Statement: The Library's mission statement is included in the grant application so we need to update it to show everything the library has to offer the community.

Kolleen suggested using the keywords: Learning, creativity, and community. After some discussion, the Board created the new mission statement as follows:

The library will provide resources and create opportunities for patrons to experience and explore individual talents and skills that will educate and enhance their personal futures, and enrich the

community where they live. Matt moved to approve the updated mission statement. Lynn seconded. All approved.

Old Business:

Hoopla: Tabled as we await an official quote.

New Fine policy: Tabled as Kolleen continues to examine the policy.

Election Cost Sharing: Chris and Laura went to city council a few weeks ago and discussed cost sharing for the special election held in September. Several solutions were suggested but the city council made no definitive demand. The Board discussed the matter. Duane moved to pay \$700 towards the cost of the special election in September 2022. Grant seconded. All approved.

Upcoming meetings:

There will be a joint meeting with the Trustees and Foundation on January 9, 2023 at 6:30.

The Board has been invited to a Work session with the city council on January 30, 2023, time tba (likely 5:30 or 6:00pm).

Next meeting:

Monday, January 23, 2023 at 6:30 pm.

A motion was made by Theresa, seconded by Laura to adjourn the meeting at 8:15pm. All approved.

Respectfully

Theresa Sens, Secretary
Trustee

**Bertha Bartlett Public Library Cash Flow
December 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	\$ 4,002.87	\$ 25,957.74	\$ 55,025.26	67.95%	Budget: \$124,733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 4,288.61	\$ 28,141.57	\$ 15,608.43	35.68%	YTD: \$54099.31 spent
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 628.88	\$ 4,104.58	\$ 5,437.42	56.98%	Total: \$45,807.83
001-4410-6130	IPERS	\$ 11,774.00	\$ 782.72	\$ 5,005.77	\$ 6,768.23	57.48%	\$70,633 remains 56.6%
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 404.79	\$ 2,450.63	\$ 14,124.37	85.21%	
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ 260.52	\$ 239.48	47.90%	
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 430.65	\$ 2,365.46	\$ (365.46)	-18.27%	
001-4410-6371	Utilities	\$ 2,200.00	460.49	\$ 1,089.24	\$ 1,110.76	\$ 50.49	
001-4410-6373	Telephone	\$ 1,200.00	\$ 5.83	\$ 5.83	\$ 1,194.17	99.51%	
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ -	\$ 3,900.00	100.00%	
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 677.00	\$ 1,323.00	66.15%	
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 58.03	\$ 297.47	\$ 2,202.53	88.10%	
001-4410-6501	Building Supplies	\$ 1,000.00	26.83	\$ 154.55	\$ 845.45	84.55%	
001-4410-6502	Technology	\$ 2,000.00	\$ 1,000.80	\$ 1,020.36	\$ 979.64	48.98%	
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ 125.59	\$ 556.99	643.01	\$ 53.58	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ 146.00	\$ 1,122.94	\$ 877.06	43.85%	
001-4410-6507	Misc. Operating supplies		\$ -	\$ 119.00	\$ (119.00)	0.00%	
001-4410-6727	Capital Equipment		0	4601.07	-4601.07	0.00%	
001-4410-6508	Petty Cash/Postage	\$ 100.00	0	\$ -	\$ 100.00	100.00%	
001-4410-6770	Magazines	\$ 1,000.00	\$ 309.25	\$ 579.65	\$ 420.35	42.04%	
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 884.74	\$ 7,100.67	\$ 1,975.33	21.76%	
001-4410-6773	Video	\$ 500.00	\$ 122.50	\$ 405.78	\$ 94.22	18.84%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 501.96	\$ 498.04	49.80%	
		\$ 186,000.00	\$ 13,678.58	\$ 86,518.78	\$ 108,781.22		\$ -
Deposits to: **							
001-4410-1-4584	General Fund		\$ 228.25	\$ 1,136.62			
001-4410-1-447	General Fund	\$ 25,000.00	\$ 4,017.78	\$ 18,168.95	\$ 6,831.05	-27.32%	
031-4410-2-470	Donations		\$ 540.00	\$ 1,060.00	\$ 1,060.00		
031-4410-4-430	Interest on Deposits		\$ 1,055.74	\$ 4,690.24	\$ 4,690.24		
	Total Deposits			\$ 25,055.81			
B. Trust Fund Deposits/Balance							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ (4,079.17)	\$ 330,117.30			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 212,900.89	\$ (199,717.32)	\$ 13,183.57	Transferred to a CD		
031-0950-4-4300	Interest (CD's)*		\$ 200,000.00	\$ 200,000.00	GNB Bank CD rate of 3.1%		
031-4410-4-4799	Misc. Receipts	\$ -					
	(1 CD in GNB for \$200,000)			\$ 543,300.87			
Library Trust Expenses							
031-4410-6230	Travel & Training		\$ 8,493.40	\$ 8,493.40	Emergent Architecture		
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		\$ 1,049.00	\$ 1,049.00	Asbestos testing		
	Total Library Trust Exp	\$ -	\$ 9,542.40	\$ 9,542.40			

Bertha Bartlett Public Library

January 2023 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	1/2/2023	\$381.54	Health Insurance, KT
001-4410-6320	Aspen	auto payment	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	1/23/2023	\$ 300.00	Library cleaning
001-4410-6371	Black Hills Energy	1/23/2023	\$ 857.39	503 & 509 Broad Street
001-4410-6373	Aureon	1/1/2023	\$ 77.47	Telephone
001-4410-6502	Amazon Capital Services	1/8/2023	\$ 109.00	Portable backup-5TB
001-4410-6500	Visa	12/28/2022	\$ 21.58	Programming supplies- Summer Reading
001-4410-6500	Visa	1/2/2023	\$ 15.58	Cosco - bulk baking soda
001-4410-6500	Visa	12/16/2022	\$ 4.35	Dollar General
001-4410-6772	Baker & Taylor	1/3/2023	\$ 33.05	Books
001-4410-6772	Baker & Taylor	1/10/2023	\$ 67.82	Books
001-4410-6772	Ingram	1/17/2023	\$ 171.91	Books
001-4410-6772	Amazon Capital Services	1/19/2023	\$ 49.35	Books
001-4410-6772	Amazon Capital Services	1/8/2023	\$ 6.99	Book
001-4410-6773	Amazon Capital Services	1/8/2023	\$ 40.98	DVD
	TOTAL - Story City		\$2,167.01	
	Gilbert Bills			
033-4410-6500	Visa	12/28/2022	\$ 21.57	Programming supplies- Summer Reading
033-4410-6772	Ingram	1/17/2023	\$ 14.37	Books
	Total - Gilbert		\$ 35.94	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2022-2023 Statistics Report

	July 21	July 22	Aug. 21	22-Aug	Sept. 21	Sept. 22	Oct. 21	Oct. 22	Nov. 21	Nov. 22	Dec. 21	Dec. 22	Jan. 22	Feb. 22	Mar. 22	Apr. 22	May 22	June 22
City	2402	2197	1929	2012	1671	1657	1411	1762	1750	1712	1296	1680	1399	1521	1583	1540	1045	2469
County	362	438	361	380	246	391	307	294	357	338	381	220	360	256	414	458	393	445
Other	817	1087	890	970	777	693	854	679	853	638	786	607	903	763	914	638	790	932
Gilbert	639	455	439	387	295	196	276	168	250	127	292	136	201	201	206	214	229	540
Total	4220	4177	3619	3749	2989	2937	2848	2903	3210	2815	2755	2643	2863	2741	3117	2850	2457	4386
Open Access	817	1062	890	995	777	657	854	679	853	638	786	607	903	763	914	638	790	932
Adult	1348	1229	1021	1246	975	1107	1030	1129	1113	1153	975	1053	1167	1088	1244	1036	1026	1293
Young Adult	197	216	189	203	100	135	65	161	65	139	54	117	115	61	143	127	111	203
Juvenile	2229	2296	1989	1900	1536	1436	1378	1332	1546	1236	1315	1105	1222	1252	1275	1343	1058	2461
Video	0																0	6
DVD	324	302	349	264	270	180	305	193	391	203	302	252	254	224	312	241	201	305
Audio	0										59		21	44	43	16		4
CD	0	16				2	0	4		3		16			4	1	1	0
CD book	67	56	39	56	40	30	35	30	51	29	11	37	29	19	23	28	24	59
Magazines	18	17	14	34	40	22	17	21	12	18	18	11	13	16	32	26	21	19
Puzzles	1	32	1	25	9	13	6	18	28	31	7	46	26	31	35	31	11	25
Puppets	6	4	11	6	0	2	0	1	0	0		1					0	7
Other	21	9		15	19	10	12	14	4	3	10	5	6	5	6	1	4	43
Total	4211	4177	3613	3749	2989	2937	2848	2903	3210	2815	2751	2643	2853	2740	3117	2850	2457	4425
E-books			406	332	350	299	344	336	303	276	317	276	403	346	320	267	289	322
Downloaded Audio		384	300	375	284	386	293	370	313	359	334	344	334	327	323	351	330	347
Ref.? Asked	213	350	179	106	134	102	139	103	147	102	59	55	70	78	82	82	65	121
Ref.? Answered	213	105	179	106	134	102	139	103	147	102	59	55	70	78	82	82	65	121
Reference-Gilbert	54	32	54		51	44	32	39	37	32	10	39	27	19	26	29	18	43
PATRONS																		
Programs - children	11	14	2	8	3		4	14	3	7	3	6	4	6	5	7	9	8
Attendance - children	321	373	13	25	26	124	30	178	22	123	23	90	43	88	43	135	106	428
Attendance - adults	113	179	2	6	19		22	64	15	36	21	32	16	41	32	59	35	156

Bertha Bartlett Public Library
2022-2023 Statistics Report

Programs - StoryX		0	1	2		6		5		6		6						
Attendance - children		0	9	15		41		36		36		20						
Attendance - adults		0	2	2		8		5		7		3						
Programs - Teen/Tweens	3	5	2	4	4	4	2	2	2	4	1	3	3	2	1	3	2	6
Attendance - teens	17	26	4	8	12	23	4	15	8	32	5	23	19	15	4	16	12	54
Attendance - adults	6	6	2	6	2	4	0	2	1	6	0	6	1	0	1	3	3	
Programs - Adult	3	6	3	7	4	7	4	5	5	2	4	6	6	5	7	9	5	6
Attendance - children	4	0	0	5	5	0				0	0	0	0	0		5		31
Attendance - adults	14	41	18	36	22	40	13	25	29	40	28	30	34	30	46	61	37	144
Total Programs	17	21	9	1	11	29	10	21	10	23	8	22	13	13	13	19	16	14
Total Attendance	475	625	355	21	86	272	72	321	75	265	77	232	113	174	126	281	187	547
Gilbert Programs	13	11	1	1	5	1	5		6	0	5	0	3	4	6	4	2	13
Attendance	379	341	306	135	7	13	2		22	0	45	0	29	33	41	30	20	579
Attendance - Adults	108	116		140	9		8		29		28	0	15	16	24	18		192
Hours - Gilbert	81	72	73	80	76	67	70.0	68.0	66.0	87.0	76.0	72.0	68	68	83	68	66	78
Total People	818	697	324	758	165	172	172	199	179	139	181	155	171	134	215	183	217	1029
People/hour	10.10	9.70	4.40	9.50	2.1	2.6	2.5	3.0	2.7	1.6	2.4	2.1	2.5	2	2.6	2.7	3.2	13.2
Gilbert Site Circ.	881	700	594	624	458	325	456	417	409	314	471	404	369	369	422	340	357	794
Hours - Story City	198	187	202		191	191	194	198	193.0	191.0	186.0	169.0	190	184	209	196	195	199
Total People	2301	2665	2117		3341	2889	2199	3187	2029	2377	1781	2011	1813	1728	2541	2078	2009	3048
People/Hour	11.6	14.3	10.5		17.5	15.1	11.3	16.1	10.5	12.5	9.6	11.9	9.5	9.4	12.2	10.6	10.3	15.3

Bertha Bartlett Public Library 2022-2023 Statistics Report

CARDS																		
Issued - Story City	11	25	23	15	15	12	6		22	18	5	2	12	9	16	20	12	20
Issued - Gilbert	9	3	6	7	3	3	4		1	4	1		0	0	3	3	5	12
Withdrawn	3	0	2		0	0	0				0		0	0	20	16	0	0
renewed - Story City	1	27	40	20	57	29	35		27	31	3	1	30	24	32	16	11	43
renewed - Gilbert	11	8	2	10	13	1	(combined)		9	1	4		2	1	0	0	11	2
Meeting Room Library	15	9	2	9		11	8		9	14	5	19	8	10	9	14	10	9
Meeting Room - Other	2	8	6	14		7	5		9	6	5	21	5	5	12	7	7	2
Other meetings				17		16				14								
Computer Use	130	96	141	121	106	123	96		96	95	80	63	86	89	111	115	91	93
Test Proctoring			0		0	0				0	0	0		0		0	0	
Interlibrary Loans Requested	11	12	14	15	8	15	10		25	17	4	12	24	15	16	19	13	11
Interlibrary Loans Sent	27	27	35	37	31	38	31		37	32	27	24	35	32	38	24	28	27
Book Club Sets	0		2	2	0	0	2		1	1	2	1	2	2	0	0		0
Microfilm Use			0		0	1	1		2		0			0		0	1	2
Gilbert Computer use	22	41	27	34	37	10	28		21	9	13	3	15	15	16	11	8	6
In House Use - Gilbert	464	221	221	155	107		100			4	117			42	77	65	70	276

In House Use -
Story City

January 9, 2023

Joint Foundation/Trustee meeting

Conversation Notes

6:36 started the meeting with brief introductions of the trustees and foundation members

Chris gave the official status of the project: The trustees have approved the architecture firm to start working on plans. The city has signed the contract. Phase I was the conceptual design and now Phase II of the contract has been signed. We expect some architect meetings in the near future we may need foundation input/help on.

Tonight we will address concerns about the plans or the changes to the plans.

Demolition Deadline:

- Asbestos abatement completed in February
- Demo pre-bid meeting is January 19.
- February 1 is bid deadline for demolition
- February 6 is city council meeting to approve demolition bid
- Demolition will begin in spring

Discussion about grant income and how much we'll have/need for the project we want.

Contingency ideas – scrap the renovation of the existing building, just do the expansions. We are removing the basement. We may be able to reinforce the new attic for storage.

Grant explained bid/contractor process. After it bids out, the contractor will bring in ideas to change some details and reduce cost based on materials etc. He expects there could be about 4 bidders. We can name a few pieces of the project as 'alternates' depending on our funds.

We will continue to ask for donations after the CAT grant is submitted. There are a few more to apply for. The Foundation has a problem with the IRS 501c(3) status. We are listed as an 'unknown type'. This is causing issues for receiving grants through the foundation. We can write more letters and make more visits soliciting donation.

We need to continue to document in-kind donations which can help with some other grants.

Foundation member asked about a date for project to be complete. We are hoping for end of 2024. We don't need to know a hard finish date for bids or grant applications.

Question about cleanup and moving around furniture/shelving. Gary has \$50,000 built in for furnishings etc.

Floor plan discussion and suggestions:

Pelligrino grant will build a 'doghouse' in the children's area. Should be built-in (like dogeared books).

Note for architect: Need an open wall for the doghouse.

Concerns about the bathroom near the children's area. Where should the entry of the bathroom be? Current plan has the door facing the circulation desk, should it open into the children's area? If

wall/door to children's area were glass, it would give us the visual we need to see who goes in/out for safety. It was also questioned why it has to be in the middle of the building and not along an exterior wall.

The children's area bathroom decision needs to be tabled until we are sure we will be able to afford to do the interior renovations.

Grant said these types of changes are relatively small and can be decided later in the process, even during construction though it can cost more at that point.

Mechanical room – Foundation member told us that Lekwa suggested that the mechanical room in the back of the building would have to push air too far. But, we do have multiple mechanical rooms so group thought that it should be ok.

There was a discussion of making the Special Collections area smaller. Also move performance area to front of building with Special Collections in rear. We need to have storage for chairs and perhaps risers (flat floor). Maybe add a stage for the piano. Perhaps include storage under the stage and lock off the piano. Maybe have the stage on the short end of the room. Add windows to overlook the mural (but if a new building comes in it could block the windows).

Adjourned at 7:34

First Year Impact Projection

BERTHA BARTLETT PUBLIC LIBRARY, 5 Circs, \$3.99 All



On-Demand: The unique all-in-one hoopla model allows your library to only pay for what patrons borrow, while still offering an extensive collection including audiobooks, comics, movies, and more — all on demand with no holds or waiting. Given the lend-first nature of hoopla, the cost of the service directly relates to monthly patron usage.

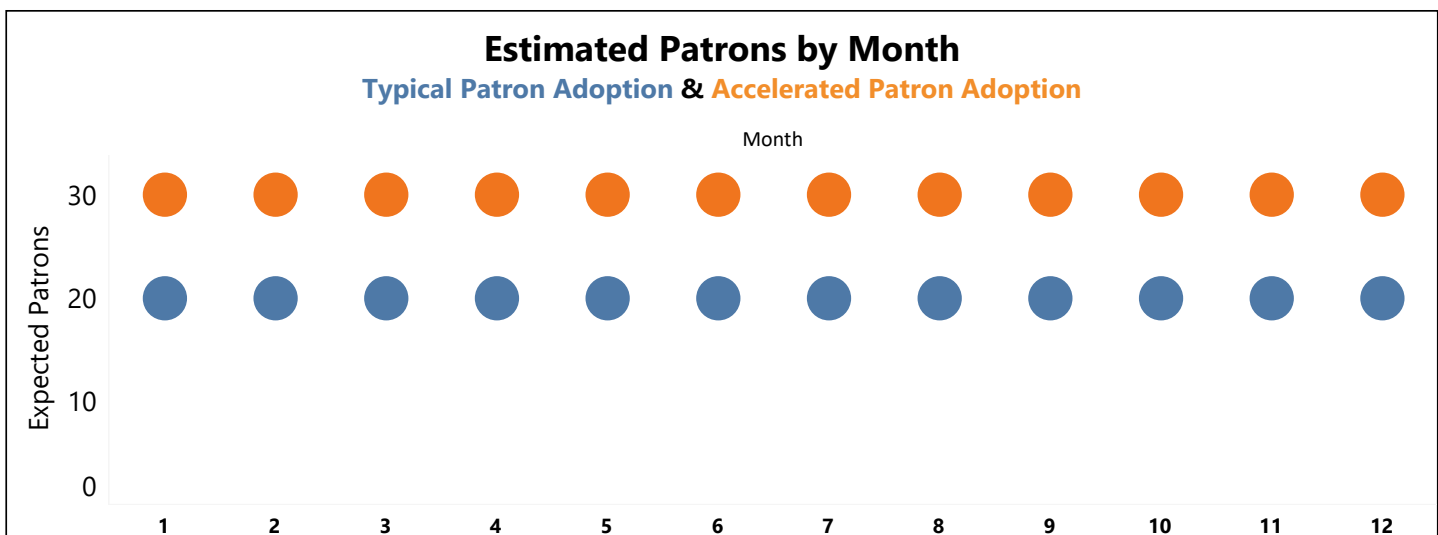
About the Process: This report is based on historic data from hoopla partner libraries of similar sizes. Included are two different adoption rates to account for community engagement and how it may impact patron usage.

Typical Patron Adoption Initiatives

- Link on library website
- hoopla Promotional Collateral
- Social Media Posts
- Physical Video Case Labels
- Library Recommendations

Accelerated Patron Adoption Initiatives

- Local PR Outreach
- Loading MARC Records for discoverability
- hoopla Engage, allowing non-cardholders to try hoopla
- Targeted Advertising Campaigns
- School promotion to students



Typical Patron Adoption			Accelerated Patron Adoption		Projection Settings
Month	Expected Patrons	Monthly Spend	Accelerated Patrons	Monthly Spend	
1	20	\$120	30	\$160	Projection Settings <ul style="list-style-type: none"> • 1,350,000+ Titles Available On Demand • Library Service Population: 4,500 • Average Cost Per Circ: \$1.98 • Monthly Borrows: 5 Your hoopla team will help you along the way! <ul style="list-style-type: none"> -Your dedicated hoopla coordinator will guide you through setup, launch, and continued success -Live dashboards let you monitor borrows and measure the success of patron engagement -Flexible budgeting tools and analytics allow you to control your spending and easily make adjustments as desired -All patron and librarian technical support is included and there are never any platform fees -Free access to digital and print patron engagement materials at resources.hoopladigital.com
2	20	\$120	30	\$160	
3	20	\$120	30	\$160	
4	20	\$120	30	\$160	
5	20	\$120	30	\$160	
6	20	\$120	30	\$160	
7	20	\$120	30	\$160	
8	20	\$120	30	\$160	
9	20	\$120	30	\$160	
10	20	\$120	30	\$160	
11	20	\$120	30	\$160	
12	20	\$120	30	\$160	
Total		\$1,440		\$1,920	

HOOPLA INSTANT

Features and Benefits

- NO PLATFORM FEES
- 7 in 1 digital platform including eBooks, Audiobooks, Comics, Full Music Albums, magazines, movies and TV series by episodes
- Binge Passes-\$2.99
magazines, GC, Curiosity Stream and we will be adding more
one circ/one borrow - 7 day access - unlimited
- Pay per Circulation with circulations ranging per title from \$0.34-\$3.99 with 90% of content being \$1.99 and under
- No holds or waiting with simultaneous use
- Stream or Download titles. eAudiobooks now available on Roku!
- Quarterly "Bonus Borrows", collection of titles that do not cost the library if borrowed by patrons
- Option to purchase one copy one user titles to offer alongside your instant collection
- Library has full control over settings and number of items a patron can borrow per month

Current Instant Content Offering by Format (average cost per circ is \$1.87)

- eBooks: over 650,000 with price per circulation ranging from \$0.34-\$3.99
- Music Albums: over 330,000 with price per circulation \$1.49 and \$1.99
- Audiobook: over 174,000 with price per circulation ranging from \$0.34-\$3.99
- Comics: over 26,000 with price per circulation ranging from \$0.34-\$3.99
- Movies: over 21,000 with price per circulation ranging from \$0.99-\$3.49
- TV Seasons: over 3300 with price per circulation ranging from \$0.89-\$2.99

Loan Periods

- Book Content: 21 days
- Music: 7 days
- Video Content: 3 days

Control, Visibility of Usage and Support

- Library chooses how many borrows their patrons get per month. Usually starting with 6 or 8. They are able to adjust borrows as needed.
- Library Administration dashboard to help monitor patron activity and spending.
- Manage your digital collection alongside your physical collection on our full experience eCommerce website
- hoopla Coordinator to help Library go live with training calls to make sure everyone is comfortable. Go to person for hoopla questions or issues
- Free marketing materials at <https://resources.hoopladigital.com/>
- Free Vendor MARC records if a library would like to include in their catalog.
- Patron support email feedback@hoopladigital.com

Initial Investment For Hoopla Instant

With hoopla's pay-per-circ model, libraries only pay for what patrons actually borrow. For this reason, there are no setup fees, subscription fees, annual fees, or long-term contracts. We are asking our hoopla partners for an initial Advance to assist in budgeting for and building the success of the service. This advance is based on your service population (\$2,000). This isn't something that is a complete deal breaker if you are unable to pay that amount! We can work with you if you have any concerns about the advance.

This deposit is a 1-time request, never expires, and goes completely towards circulations and circulations only. If your library becomes at all dissatisfied with hoopla, the balance of the advance is fully recoupable.