

Bertha Bartlett Public Library

Board Meeting–

Monday, February 27, 2023

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Architect Presentation – Gary Landhauser

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Committee updates –

Treasurer's Report: Duane Fournier –

- P& L Expenses
- February bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update:

New Business:

- Asbestos abatement
- Fundraising
- Demolition
- Bridges renewal – due by March 31.

Old Business:

- Hoopla prices

Adjournment

Next Monthly board meeting: Monday, March 27, 2023, 6:30 p.m.

Staff Report

Kolleen Taylor

February 2023

Thanks to the Scouts, the Tekippe building was emptied in record time on Friday February 3. Chris Feil, Chris Isebrand and the scout leaders brought about 20 young men and women and their parents to help pack up books and dismantle shelving and now we are prepping it for the asbestos removal. Volunteer John Kertesz has been dismantling the many built in shelves for use at Affordables, and once the abatement is complete, Habitat for Humanity will come in for bathroom fixtures that remain. We also have a boy scout parent who is interested in the safe, and the heating unit. As soon as abatement is complete, I will contact them.

We made the cut for the Enhance Iowa presentation, which will be on Thursday, March 2 in Des Moines. At this time, it looks like Chris and I will work together for this. There will be a second presentation date on March 30. Approximately 30 applications were received for this grant.

Tanya is working out well in Gilbert. She is a quick learner, but she has a little drive also, living in Boone County. With the ice storm last week, we did close Gilbert for Thursday since school was closed also, and I didn't want to risk or anyone else. We have all been scrambling with some illnesses this past week and the storm, plus my need to be gone end of the week.

The Library Foundation also met again last week to finish out their agenda from January. A discussion about doing a 100 year wrap up event/gala met with little interest. From talking with Shelley Hart, President we pondered if another organization celebrating a year ending in zero might be willing to share a celebration. We had hoped for a performance of a song about Story City written by Bertha Bartlett, we could consider starting at the library and then moving to another location. Just a thought.

Hoopla versus Overdrive: These downloadable programs are usually purchased in concert with each other, as Overdrive has newer content usually. They have different strengths and advantages, so most libraries offer both. Patrons familiar with Hoopla and Overdrive prefer Hoopla. The comparisons below:

Hoopla:

No Platform fees
Initial setup fee: \$2,000
(advance towards use)
Only pay for what is used
(.34 to \$3.99)

3 week loan period-books
1 week – music
3 days – video
Mostly older content-no waiting
Can limit # of uses per month

Overdrive:

\$400.00 (paid first year of use)
\$1,003.92 (this year) (\$300 base, .21/capita)

2 weeks for all
Limit: 5 items can be checked out at a time
New releases and older – wait can be up to 2 years

- | | |
|---|--|
| <ul style="list-style-type: none">• Includes:• e-books• audiobooks• comics• music albums• magazines• movies | <ul style="list-style-type: none">• V series by episodes• 71,300 eBooks (titles)• 20,000 eAudiobooks (titles)• 4,000 magazines• 650 videos |
|---|--|

Bertha Bartlett Public Library
Board of Trustees Minutes
January 23, 2023

Chris Feil, President opened the meeting at 6:34 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Theresa Sens, Grant Reimers; Director Kolleen Taylor. Duane Fournier and Matt Emerson joined the meeting later. Mark Jackson appeared in his role as city administrator.

The agenda was reviewed. A motion was made by Theresa, seconded by Lynn to approve the agenda as written. All approved.

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

Foundation Report: Lynn, liaison to the Foundation, and Kolleen gave the Foundation report to the Board. \$100 for 100 years campaign has come to an end. Funds raised were lower than hoped. Kolleen reports we have passed the 2.5 million dollar donation mark. A donation from Van Wall came in for \$10,000.

The CAT grant was submitted on time. If we make the first cut, a presentation will have to be given to the CAT committee. We expect to hear by March at the latest if we made the first cut.

Committee Updates: No updates at this time.

Financial reports were reviewed by Kolleen. We are at less than 50% of our budget at this point. A few items we are over budget on. Our 6 month CD went in at 3.1% and will be coming out before summer. Magazine/newspaper subscriptions need to be slashed based on usage as it is going over budget.

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

Kolleen reviewed the circulation statistics reports. December was a little lower than last year due to weather closures and holidays. Gilbert statistics are going down. Programming numbers have been good.

Correspondence: A postcard from Anne Pellegrino thanking us for the doghouse planned for the new children's area.

Email from Robin Hink thanking us for the story time program and praising Nicole for her good work.

Board Training: none today

Kolleen gave Gilbert Update – Staff turnover – Ema left for a new job and a medical emergency which required her last day to come up suddenly. Story City staff has had to change their personal schedules to cover shifts in Gilbert. A new hire has been made in Tanya Smith for the Gilbert Library. Story Time has not started up again yet, but Tanya will work on rebuilding the story time program and the staff will meet this week to brainstorm new programming.

New Business:

Emptying Tekippe building: The Boy Scout Leaders met here last week. They are willing to do the work but are limited on time so we are working on coordinating the work. We are organizing things we want to keep in part of

the building. Asbestos abatement will occur by the end of February. We are assuming the demolition on the building will begin early March.

Kolleen has been looking into storage facilities for the items that don't need to be in climate controlled environment. Duane said there is space in his shop's basement we could use, if we put things on shelves to protect from some water in the spring. There was some discussion as to whether we can have a tag sale for some fixtures or items we don't plan to keep.

Parking: Elderly, children, staff

Kolleen would like a handicap spot or a spot for parents with strollers. Library staff and childcare staff have agreed not to park near each other's entrances. Kolleen will reiterate this agreement to staff at their next meeting.

Old Business:

Hoopla bid prices: Hoopla is an alternative to Overdrive – a downloadable audio/e-book program. Its catalog includes movies, tv series, etc. It is based on a formula where there is a charge for each time a product is used. There is no wait for materials for patrons. Story City patrons have been going to Ames just for Hoopla. We can limit the number of checkouts per person or a cap on monthly cost. The board discussed the cost of Hoopla vs Overdrive, and the usability of each. Our Overdrive subscription expires around the end of the fiscal year. The Board wants to see the stats/cost of Overdrive to more accurately compare to Hoopla. Kolleen will bring those numbers to our next meeting.

Rewritten fine policy: A new policy has been written which the board reviewed. Matt moved to approve the revised fine policy as written. Second by Duane. All approved.

Summer programming costs: Kolleen informed the Board of the costs of the summer programming this year, and she will also discuss this cost with the foundation. Participants will be given chains/necklaces for participating. It will be more costly than in past years.

Lunch & Learn Program in 2023: Healthy Wealthy & Wise.

Wednesday was not a good day for the lunch and learn due to many scheduling conflicts. The first program was cancelled. It will be moved to a new day each week, possibly Thursdays. The program will feature local businesses and services.

Upcoming meetings:

The Board has been invited to a Work session with the city council on January 30, 2023, 6:00pm at city hall.

Next meeting:

Monday, February 27, 2023 at 6:30 pm.

A motion was made by Lynn, seconded by Laura to adjourn the meeting at 7:21pm. All approved.

Respectfully

Theresa Sens, Secretary
Trustee

Bertha Bartlett Public Library Cash Flow
January 2023 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	\$ 6,004.29	\$ 31,962.03	\$ 49,020.97	60.53%	Budget: \$124,733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 5,763.51	\$ 33,905.08	\$ 9,844.92	22.50%	YTD:65,867.11 spent
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 892.08	\$ 4,996.66	\$ 4,545.34	47.64%	Total: 58,865.89
001-4410-6130	IPERS	\$ 11,774.00	\$ 1,110.91	\$ 6,116.68	\$ 5,657.32	48.05%	\$70,633 remains 47.2%
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 411.79	\$ 2,862.42	\$ 13,712.58	82.73%	
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ 260.52	\$ 239.48	47.90%	
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 300.00	\$ 2,665.46	\$ (665.46)	-33.27%	
001-4410-6371	Utilities	\$ 2,200.00	888.89	\$ 1,978.13	\$ 221.87	\$ 10.09	
001-4410-6373	Telephone	\$ 1,200.00	\$ 83.30	\$ 89.13	\$ 1,110.87	92.57%	
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	\$ 41.51	\$ 338.98	\$ 2,161.02	86.44%	
001-4410-6501	Building Supplies	\$ 1,000.00	0	\$ 154.55	\$ 845.45	84.55%	
001-4410-6502	Technology	\$ 2,000.00	\$ 109.00	\$ 1,129.36	\$ 870.64	43.53%	
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ -	\$ 556.99	643.01	\$ 53.58	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ -	\$ 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	\$ -	\$ 579.65	\$ 420.35	42.04%	
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 329.12	\$ 7,429.79	\$ 1,646.21	18.14%	
001-4410-6773	Video	\$ 500.00	\$ 40.98	\$ 446.76	\$ 53.24	10.65%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 501.96	\$ 498.04	49.80%	
		\$ 186,000.00	\$ 15,975.38	\$ 102,494.16	\$ 92,805.84	47.52%	\$ -
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	\$ (2,971.16)	\$ 331,225.31			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 212,900.89	\$ (199,717.32)	\$ 13,192.52	Savings Accounts - CD transfer below		
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)			\$ 544,417.83			
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

February 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	Watson	2/16/2023	\$ 377.52	Replace toilet
001-4410-6320	Sabrina Gogerty	1/23/2023	\$ 300.00	Library cleaning
001-4410-6371	Black Hills Energy	2/22/2023	\$ 798.11	503 & 509 Broad Street
001-4410-6373	Aureon	2/1/2023	\$ 77.47	Telephone
001-4410-6502	Visa	2/6/2023	\$ 84.00	Antivirus - 10 computers - Tech Soup
001-4410-6500	Amazon	2/5/2023	\$ 59.18	Programming supplies- Summer Reading
001-4410-6500	Visa	2/6/2023	\$ 300.00	Programming supplies- Summer Reading
001-4410-6501	Ames Lock & Security	1/25/2023	\$ 181.90	Locks
001-4410-6505	Amazon	2/5/2023	\$ 47.97	Cataloging Supplies
001-4410-6505	Amazon	2/19/2023	\$ 18.86	Cataloging Supplies
001-4410-6770	Magazine Subscription Svc	1/20/2023	\$ 509.02	Magazine subscriptions
001-4410-6772	Center Point Large Print	2/14/2023	\$ 138.42	Books
001-4410-6772	Ingram	12/29/2022	\$ (27.60)	Credit memo for books returned
001-4410-6772	Ingram	1/25/2023	\$ 176.86	Books
001-4410-6772	Baker & Taylor	1/16/2023	\$ 32.47	Books
001-4410-6772	Baker & Taylor	1/26/2023	\$ 376.79	Books
001-4410-6772	Baker & Taylor	2/6/2023	\$ 64.97	Books
001-4410-6772	Baker & Taylor	2/14/2023	\$ 366.46	Books
001-4410-6772	Amazon	2/22/2023	\$ 15.68	Books
001-4410-6772	Amazon	2/20/2023	\$ 36.75	Books
001-4410-6772	Amazon	2/14/2023	\$ 67.83	Books
001-4410-6772	Amazon	2/5/2023	\$ 136.97	Books
001-4410-6773	Amazon	2/14/2023	\$ 88.60	dvds
001-4410-6773	Amazon	2/19/2023	\$ 19.15	dvds
001-4410-6773	Amazon	2/5/2023	\$ 12.99	dvds
001-4410-6774	Insignia	2/1/2023	\$ 1,000.00	Library software system
	TOTAL - Story City		\$5,671.91	
	Gilbert Bills			
033-4410-6500	Visa	2/6/2023	\$ 106.20	Programming supplies- Summer Reading
033-4410-6502	Visa	2/6/2023	\$ 30.00	Antivirus - 2 computers - Tech Soup
033-4410-6770	Magazine Subscription Svc	1/20/2023	\$ 22.95	Magazine subscription
033-4410-6772	Baker & Taylor	1/26/2023	\$ 16.53	Book
033-4410-6772	Baker & Taylor	2/14/2023	\$ 15.15	Book
033-4410-6774	Insignia	2/1/2023	\$ 1,000.00	Library software system
033-410-6500	Amazon	2/5/2023	\$ 59.18	Programming supplies- Summer Reading
	Total - Gilbert		\$ 1,250.01	

Approved on this day _____ by _____

Bertha Bartlett Public Library 2022-2023 Statistics Report

	July 21	July 22	Aug. 21	Aug. 22	Sept. 21	Sept. 22	Oct. 21	Oct. 22	Nov. 21	Nov. 22	Dec. 21	Dec. 22	Jan. 22	Jan. 23	Feb. 22	Mar. 22	Apr. 22	May 22	June 22	Totals
City	2402	2197	1929	2012	1671	1657	1411	1762	1750	1712	1296	1680	1399	1453	1521	1583	1540	1045	2469	32489
County	362	438	361	380	246	391	307	294	357	338	381	220	360	322	256	414	458	393	445	6723
Other	817	1087	890	970	777	693	854	679	853	638	786	607	903	650	763	914	638	790	932	15241
Gilbert	639	455	439	387	295	196	276	168	250	127	292	136	201	122	201	206	214	229	540	5373
Total	4220	4177	3619	3749	2989	2937	2848	2903	3210	2815	2755	2643	2863	2547	2741	3117	2850	2457	4386	59826
Open Access	817	1062	890	995	777	657	854	679	853	638	786	607	903		763	914	638	790	932	14555
Adult	1348	1229	1021	1246	975	1107	1030	1129	1113	1153	975	1053	1167	1068	1088	1244	1036	1026	1293	21301
Young Adult	197	216	189	203	100	135	65	161	65	139	54	117	115	120	61	143	127	111	203	2521
Juvenile	2229	2296	1989	1900	1536	1436	1378	1332	1546	1236	1315	1105	1222	1040	1252	1275	1343	1058	2461	28949
Video	0																	0	6	6
DVD	324	302	349	264	270	180	305	193	391	203	302	2582	254	226	224	312	241	201	305	7428
Audio	0										59		21		44	43	16		4	187
CD	0	16				2	0	4		3		16		2		4	1	1	0	49
CD book	67	56	39	56	40	30	35	30	51	29	11	37	29	48	19	23	28	24	59	711
Magazines	18	17	14	34	40	22	17	21	12	18	18	11	13	9	16	32	26	21	19	378
Puzzles	1	32	1	25	9	13	6	18	28	31	7	46	26	30	31	35	31	11	25	406
Puppets	6	4	11	6	0	2	0	1	0	0		1		3				0	7	41
Other	21	9		15	19	10	12	14	4	3	10	5	6	1	5	6	1	4	43	188
Total	4211	4177	3613	3749	2989	2937	2848	2903	3210	2815	2751	2643	2853	2547	2740	3117	2850	2457	4425	59835
E-books			406	332	350	299	344	336	303	276	317	276	403		346	320	267	289	322	5186
Downloaded Audio		384	300	375	284	386	293	370	313	359	334	344	334		327	323	351	330	347	5754
Ref.? Asked	213	350	179	106	134	102	139	103	147	102	59	55	70		78	82	82	65	121	2187
Ref.? Answered	213	105	179	106	134	102	139	103	147	102	59	55	70		78	82	82	65	121	1942
Reference-Gilbert	54	32	54		51	44	32	39	37	32	10	39	27		19	26	29	18	43	586
PATRONS																				
Programs - children	11	14	2	8	3		4	14	3	7	3	6	4		6	5	7	9	8	114
Attendance - children	321	373	13	25	26	124	30	178	22	123	23	90	43		88	43	135	106	428	2191
Attendance - adults	113	179	2	6	19		22	64	15	36	21	32	16		41	32	59	35	156	848

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	53
Attendance - teens	17	26	4	8	12	23	4	15	8	32	5	23	19		15	4	16	12	54	297
Attendance - adults	6	6	2	6	2	4	0	2	1	6	0	6	1		0	1	3	3		49
Programs - Adult	3	6	3	7	4	7	4	5	5	2	4	6	6		5	7	9	5	6	94
Attendance - children	4	0	0	5	5	0				0	0	0	0		0		5		31	53
Attendance - adults	14	41	18	36	22	40	13	25	29	40	28	30	34		30	46	61	37	144	688
Total Programs	17	21	9	1	11	29	10	21	10	23	8	22	13		13	13	19	16	14	270
Total Attendance	475	625	355	21	86	272	72	321	75	265	77	232	113		174	126	281	187	547	4304
Gilbert Programs	13	11	1	1	5	1	5		6	0	5	0	3		4	6	4	2	13	80
Attendance	379	341	306	135	7	13	2		22	0	45	0	29		33	41	30	20	579	1982
Attendance - Adults	108	116		140	9		8		29		28	0	15		16	24	18		192	703
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	1319
Total People	818	697	324	758	165	172	172	199	179	139	181	155	171		134	215	183	217	1029	5908
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	78.90
Gilbert Site Circ.	881	700	594	624	458	325	456	417	409	314	471	404	369		369	422	340	357	794	8704
Hours - Story City	198	187	202		191	191	194	198	193.0	191.0	186.0	169.0	190		184	209	196	195	199	3273
Total People	2301	2665	2117		3341	2889	2199	3187	2029	2377	1781	2011	1813		1728	2541	2078	2009	3048	40114
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	208.2

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	243
Issued - Gilbert	9	3	6	7	3	3	4		1	4	1		0		0	3	3	5	12	64
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	31	3	1	30		24	32	16	11	43	427
renewed - Gilbert	11	8	2	10	13	1	(combined)		9	1	4		2		1	0	0	11	2	75
Meeting Room Library	15	9	2	9		11	8		9	14	5	19	8		10	9	14	10	9	161
Meeting Room - Other	2	8	6	14		7	5		9	6	5	21	5		5	12	7	7	2	121
Other meetings				17		16				14										
Computer Use	130	96	141	121	106	123	96		96	95	80	63	86		89	111	115	91	93	1732
Test Proctoring			0		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	241
Interlibrary Loans Sent	27	27	35	37	31	38	31		37	32	27	24	35		32	38	24	28	27	530
Book Club Sets	0		2	2	0	0	2		1	1	2	1	2		2	0	0		0	15
Microfilm Use			0		0	1	1		2		0				0		0	1	2	7
Gilbert Computer use	22	41	27	34	37	10	28		21	9	13	3	15		15	16	11	8	6	316
In House Use - Gilbert	464	221	221	155	107		100			4	117				42	77	65	70	276	1919

In House Use -
Story City

Library Expansion Project

Mayor & City Council Work Session

January 30, 2023

➤ Discussion on Scope of Project and Budget

The board's scope has been from the beginning to meet the needs of the community. The budget is thus far has been directed by our architect along with the added legal fees.

Chris discussed the budget/scope of the project. What will be built and what we are scrapping. There will be 'alternates' when architect draws up the plan. Discussed some of the 'alternates' with the council. Purpose of having alternates and our 2 main alternates – Children's area and interior renovation. Bid in the summer. Questions from the council were raised about the possibility of removing the second story if bids came in way over budget.

➤ Current Status on Revenue Sources for the Project

We have applied for the CAT grant. We are awaiting a status change from IRS before we apply for other grants. We are continuing to work on corporate and private funding

If we make the first cut we have to give a presentation beginning of March. Second round would be in April so we should find out end of April. 30% of the CAT funds have to go to towns under 10,000 population this year. We are still pursuing corporate funding. Will also apply for other grants. As of today our IRS status has been updated so we can apply for more. Union Pacific and Prairie Meadows are a few that we will apply for now that our IRS status is fixed.

➤ Review Approval Process and Signing of Documents

The trustees board will approve a motion to be sent to city council for final approval, then signed by the mayor. Architect will send info regarding the scope, etc. then there is a public hearing notice, and notice for bidders. Mark and

attorneys will review before setting public hearing. Mark will send copies of attorney bills when they come in.

- Who is on the Design and Building Committee that will work with the architect on the detail plans for bidding the project?

Head librarian, members of the trustees board with advisement from foundation board.

Building committee is Chris Feil, Chris Eisenbrand, Duane, Kolleen, Grant.

How will the process work? Architect will come a few times to work with us. Board and Foundation will meet again to condense some of the ideas. Building committee will take input and will be final step with architect, then bring it to the board for approval.

- Who will provide direction to the architect?

The trustees board will give direction to architect, and the city council will approve major changes to the plans of budget. Do we want to set a dollar amount threshold before we go to council?

Chris will be the person to talk to the architect/point of contact. Council emphasized that it is not ok to have 2 points of contact, there should be only one.

- Discussion on City Plan Review and Building Inspector Fees

It is my hope that they will wave some of the nominal fees. But Mark typically needs to feel like he is getting a deal. This might be something we have to concede Building inspector fees estimate \$9,000. Plan review about \$6,000. Engineer reviews site plan about \$1,000. Total \$26,000 or so. Kolleen included \$26,000 was in the CAT grant application for this. Kolleen's research showed that other libraries have had fees waived by the city since it is a city building.

Council told us that there are fees in all city projects, and they are paid out of the project funds. The City can't waive the fees; Someone has to pay the fees. So where is the funding source for the fees? If included in CAT grant should it be part of the project? City has the General Fund only.

Some cities have their own engineers etc so there aren't fees. We hire an outside firm. Safe Build is who we hire to do this. So the fees can't be waived because they have to be paid. If the city had an engineer etc. on staff, those fees could potentially be waived but since the city hires a private company, they don't have the power to waive the fees.

- Who, with the architect, interact with the contractor?

Trustees board members

Who is the owner representative? The contract says it is the architect but we need someone else here. Kolleen since she is there every day. Grant would be good with his expertise. Maybe Chris.

- Who will informally approve change orders?

Head librarian up to a specific dollar amount, then the board.

We can determine the specific dollar amount after which we need board approval, and then when do we need council approval?

Council needs to approve the change orders. Architect will cc Mark on all change orders and he can send it out to council as needed.

- What if expenditures exceed revenues?

We will cut back on the project scope. We would rather have a smaller finished space. In the future we could phase in more construction if more funds are available.

What is the Foundation's backstop? Any cost overruns will need to be covered by the foundation. The Foundation plans to continue fundraising. They also have some reserve funds because they anticipate some overrun/extra expenditures. There will need to be a written commitment between the foundation and city to avoid misunderstandings down the road.

- Agreement between the Foundation and City.

Not our department

How much of Fran money? We got 1.8 mil from her and 1.5 will be spent on this project. We have raised half a million so far. Fundraising continues.