

# Bertha Bartlett Public Library

Board Meeting–  
Monday, April 24 2023  
6:30 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier –

- P& L Expenses
- April bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Library Board training: Iowa Trustees Handbook

Five Rules for Library Trustees:

Gilbert Update:

## **New Business:**

- Review of new staff, future staffing needs
- Review job descriptions – Employee policy
- Assign policies for board members to review
- Missing Board notebook, perhaps with Trustees handbook?

## **Old Business:**

@ 7:15-7:30 pm– Architect update – Gary Landhauser via Zoom

## **Adjournment**

**Next** Monthly board meeting: Monday, May 22, 2023, 6:30 p.m.

# Staff Report

Kolleen Taylor

April 2023

Thank you for your understanding during the last few months, as my mother was dying and I had to handle the arrangements for the funeral and family. This has been a difficult period for many reasons, and I'm grateful for the unbelievable support of the staff and members of the community who showed so much compassion for my family. I unfortunately was pretty run down, so I have been sick, and have done some short days to get extra sleep. I am also the Executor for my Mothers estate, so I will be taking some personal time off in the next few weeks.

It seems hard to believe so much can happen in just a month, but this is one to have major ups and downs. I attended the Enhance Iowa grant discussion in Des Moines on April 6, and was very glad to be in the room, as they discussed each project presented, and asked if a representative was in the room for questions. The original recommendation from the staff was that our grant application be approved for \$400,000. They did turn down some of the applicants even though present in the room, and so they had some money left to distribute. Of course, everyone else started asking they fully fund their projects. I was quietly sitting there, and answered a few questions, but as the requests started, two of the members of the committee spoke up noting that there were three projects they were most impressed with, and our building expansion with the performance hall component was one of the three. They said this was exactly the type of project they should be supporting! At that point, our funding increased from \$400,000 to \$460,000. I felt that by being in the room, we attained an additional \$60,000!

We changed hours in Gilbert from 8 a.m. to noon on Wednesdays and added a preschool story time program in Story City on Wednesdays at 10:30 a.m., in addition to our Friday program. These are both being well received. Attendance on Fridays was averaging 28-35 children plus parents, and that is just too large for this age group. Our afterschool programs are continuing, averaging 14 KOOL kids and a half dozen tweens/teens. We are back to closing off the Kinne Wing for the teen/tween group until we have more space. Our requests for small and larger meeting areas continues to increase.

Our volunteer support has also been wonderful this year, and we know we are going to lose our Missionary couple, John and Susan Kertesz, who have come in every week, helping with the Annex, assisting with after school programs, and filling in when needed. Between them and Betty Brown, we are nearly caught up with the obituary index used in genealogy research, a project started many years ago. Also for the first time we have started a complete inventory of our library collection, with volunteer Dee Fiihr and Shelly Gruwell working out the details on this, using our new automation system! Volunteer Cheryl Semler has been steadfast learning more about the processing system taking on new tasks. Because of their work, we are finding lots of corrections we need to make in our cataloging that dates back to the beginning of our automation systems, so searches will be more complete, and items easier to find! The staff would like to do some time of volunteer recognition before the end of May. These individuals have been essential for us to continue to offer good services, keep up with the changing environment, and the Kertesz family will be leaving Story City to return to their home. Board members and Foundation members are also all volunteers, so we might want to consider all these individuals in our discussion, and we have individuals such as our board presidents Chris Feil and Shelley Hart who have spent countless numbers of hours helping with grants and working on the fundraising side of the building project.

If you hadn't noticed, the Annex is no longer. The demolition began on Monday morning, April 17, and the front of the building disappeared mid-day on Thursday. I suspect the work will be done by the time we meet on Monday night, the 24<sup>th</sup>.

Bertha Bartlett Public Library  
Board of Trustees  
Minutes  
March 27, 2023

Chris Feil, board President opened the meeting at 6:35 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Theresa Sens, Duane Fournier, Grant Reimers, Matt Emerson; Mary Kay Solberg as city council representative; Shelly Hart as foundation representative; and Gary Landhauser and Becca Haugen with Emergent Architecture joined the meeting at 7:00 via Zoom.

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

Minutes were reviewed from the February meeting. A motion to approve the minutes as written was made by Matt, seconded by Lynn. All approved.

Citizens Appearance – Nothing to report.

Foundation Report - Shelly gave the foundation report to the board. The foundation is nearing its \$500,000 matching funds goal. Local business Creative Endeavors is hosting a fundraiser, Candles for a Cause, through the month of April. The foundation will continue to work on other promotions and fundraising opportunities. The foundation will be replacing the 100 year banners soon and are discussing what they want them to say.

Financial reports were reviewed by Duane. The library is currently under budget, with Gilbert well under budget.

Duane reviewed the March bills. A motion to approve the financial reports was made by Duane seconded by Theresa. All approved.

Committee Updates – Architect Update. Gary and Becca from the architecture firm reviewed with the Board some items from their meeting with Library Staff last week. We viewed the 3D model of the new space. They will tie up some loose ends then come back to us with final budget numbers. There is another architect meeting April 11. They discussed possible alternates to the plan and other cost-saving possibilities.

Duane reviewed the circulation statistics reports. Circulation is down from this time last year about 300 items, but programming attendance has been strong.

Correspondence - None.

Board Training - None today.

Gilbert Update - No report.

New Business:

Enhance Iowa Grant – The review board has asked for updated project numbers and we expect to receive their final decision in April.

Old Business:

The board discussed whether to renew Bridges/Overdrive, add a Hoopla subscription, or replace Bridges with Hoopla.

Matt moved to renew Bridges. Duane seconded. All approved.

Asbestos abatement of the Tekkipe building has begun. Demolition of the building will commence shortly after abatement is completed.

Next meeting:

Monday, April 24, 2023 at 6:30 pm.

A motion was made by Matt, seconded by Duane to adjourn the meeting at 8:16pm. All approved.

Respectfully  
Theresa Sens, Secretary  
Trustee

**Bertha Bartlett Public Library Cash Flow**  
**March 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	\$ 6,004.31	\$ 39,967.78	\$ 41,015.22	50.65%	Budget: \$124,733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 6,423.15	\$ 42,546.46	\$ 1,203.54	2.75%	YTD:\$82514.24 spent
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 945.29	\$ 6,262.03	\$ 3,279.97	34.37%	Total:
001-4410-6130	IPERS	\$ 11,774.00	\$ 1,173.17	\$ 7,688.19	\$ 4,085.81	34.70%	\$42,218.76 remains
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 404.79	\$ 3,672.00	\$ 12,903.00	77.85%	32.30%
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ 260.52	\$ 239.48	47.90%	3 payroll month
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 293.75	\$ 3,667.98	\$ (1,667.98)	-83.40%	
001-4410-6371	Utilities	\$ 2,200.00	\$ 694.28	\$ 3,502.02	\$ (1,302.02)	\$ (59.18)	
001-4410-6373	Telephone	\$ 1,200.00	\$ 73.99	\$ 242.85	\$ 957.15	79.76%	
001-4410-6408	Insurance-General	\$ 3,900.00	\$ 4,718.00	\$ 4,718.00	\$ (818.00)	-20.97%	
001-4410-6490	Professional Services	\$ 2,000.00	\$ 120.00	\$ 797.00	\$ 1,203.00	60.15%	
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 18.60	\$ 716.76	\$ 1,783.24	71.33%	
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 255.75	\$ 580.30	\$ 419.70	41.97%	
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,349.56	\$ 650.44	32.52%	
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ 33.62	\$ 638.58	\$ 561.42	46.79%	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ 99.38	\$ 1,222.32	\$ 777.68	38.88%	
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	0.00%	
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ 1,088.67	\$ (88.67)	-8.87%	
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 1,527.93	\$ 10,362.18	\$ (1,286.18)	-14.17%	
001-4410-6773	Video	\$ 500.00	\$ 44.94	\$ 612.44	\$ (112.44)	-22.49%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 1,501.96	\$ (501.96)	-50.20%	
		<b>\$ 186,000.00</b>	<b>\$ 22,830.95</b>	<b>\$ 136,117.67</b>	<b>\$ 59,182.33</b>	<b>30.30%</b>	
<b>Deposits to: **</b>							
001-4410-1-458	General Fund		\$ 345.05	\$ 1,657.22			
001-4410-1-447	General Fund	\$ 25,000.00	\$ 11,689.00	\$ 29,857.95			
031-4410-2-470	Donations		\$ 750.00	\$ 1,810.00			
031-4410-4-430	Interest on Deposits		\$ 1,155.63	\$ 7,935.68			
	<b>Total Deposits</b>			\$ 41,260.85			
<b>B. Trust Fund Deposits/Balance</b>							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ (96.88)	\$ 334,099.59			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 212,900.89	\$ (199,717.32)	\$ 13,196.57	Savings Accounts - CD transfer below		
031-0950-4-4300	Interest		1155.63	7935.68			
031-4410-4-4799	Misc. Receipts	\$ -					
031-1143	CD in GNB for \$200,000		\$ 200,000.00	\$ 200,000.00	GNB Bank CD rate of 3.1%		
	Total in Trust			<b>\$ 555,231.84</b>			
<b>Library Trust Expenses</b>							
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		
	<b>Total Library Trust Exp</b>	\$ -	\$ 9,542.40	\$ 9,542.40			



# Bertha Bartlett Public Library

## April 2023 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	4/2/2023	\$539.72	Health Insurance, KT
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	4/24/2023	\$ 306.25	Library cleaning
001-4410-6371	Black Hills Energy	4/24/2023	\$ 446.58	503 & 509 Broad Street
001-4410-6373	Aureon	4/1/2023	\$ 77.33	Telephone
001-4410-6490	Visa	4/6/2023	\$ 67.50	Annual Dues - Iowa Library Association
001-4410-6500	Blank Park Zoo	12/6/2022	\$ 184.16	Summer Program
001-4410-6500	Tim Read/5 Fingers	12/22/2022	\$ 200.00	Summer Program
001-4410-6500	Amazon	4/8/2023	\$ 35.97	bookmarks for programs
001-4410-6772	Center Point Large Print	4/1/2023	\$ 138.42	Books
001-4410-6772	Ingram	3/28/2023	\$ 146.31	Books
001-4410-6772	Ingram	4/4/2023	\$ 78.76	Books
001-4410-6772	Ingram	4/4/2023	\$ 192.68	Books
001-4410-6772	Ingram	4/18/2023	\$ 89.78	Books
001-4410-6772	Baker & Taylor	3/29/2023	\$ 17.07	Books
001-4410-6772	Baker & Taylor	4/5/2023	\$ 33.04	Books
001-4410-6772	Baker & Taylor			Books
001-4410-6772	Amazon	4/8/2023	\$ 92.04	Books
001-4410-6772	Amazon	4/10/2023	\$ 16.50	Book
001-4410-6772	Amazon	4/20/2023	\$ 126.22	Books
	<b>TOTAL - Story City</b>		\$2,818.33	
031-4410-6798	Emergent Architecture	3/20/2023	\$26,071.70	Building plan work
	<b>Gilbert Bills</b>			
033-4410-6490	Visa	4/6/2023	\$ 67.50	Annual Dues - Iowa Library Association
001-4410-6500	Tim Read/5 Fingers	12/22/2022	\$ 200.00	Summer Program
033-4410-6500	Blank Park Zoo	12/6/2022	\$ 180.51	Summer Reading Program
033-4410-6772	Baker & Taylor	4/5/2023	\$ 10.20	Book
033-4410-6772	Ingram	3/28/2023	\$ 46.84	Book
033-4410-6772	Ingram	4/4/2023	\$ 108.10	Books
033-4410-6772	Ingram	4/4/2023	\$ 110.87	Books
033-4410-6772	Ingram	4/18/2023	\$ 100.12	Books
033-4410-6772	Amazon	4/8/2023	\$ 75.24	Books
033-4410-6772	Amazon	4/20/2023	\$ 99.22	Books
	<b>Total - Gilbert</b>		\$ 998.60	

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	Feb. 23	Mar. 22	Mar. 23	Apr. 22	May 22	June 22
City	2402	2197	1929	2012	1671	1657	1411	1762	1750	1712	1296	1680	1399	1453	1521	1402	1583	1695	1540	1045	2469
County	362	438	361	380	246	391	307	294	357	338	381	220	360	322	256	240	414	288	458	393	445
Other	817	1087	890	970	777	693	854	679	853	638	786	607	903	650	763	656	914	958	638	790	932
Gilbert	639	455	439	387	295	196	276	168	250	127	292	136	201	122	201	128	206	207	214	229	540
<b>Total</b>	<b>4220</b>	<b>4177</b>	<b>3619</b>	<b>3749</b>	<b>2989</b>	<b>2937</b>	<b>2848</b>	<b>2903</b>	<b>3210</b>	<b>2815</b>	<b>2755</b>	<b>2643</b>	<b>2863</b>	<b>2547</b>	<b>2741</b>	<b>2426</b>	<b>3117</b>	<b>3148</b>	<b>2850</b>	2457	4386
Open Access	817	1062	890	995	777	657	854	679	853	638	786	607	903	650	763	656	914	958	638	790	932
Adult	1348	1229	1021	1246	975	1107	1030	1129	1113	1153	975	1053	1167	1068	1088	989	1244	1177	1036	1026	1293
Young Adult	197	216	189	203	100	135	65	161	65	139	54	117	115	120	61	125	143	134	127	111	203
Juvenile	2229	2296	1989	1900	1536	1436	1378	1332	1546	1236	1315	1105	1222	1040	1252	1057	1275	1446	1343	1058	2461
Video	0																			0	6
DVD	324	302	349	264	270	180	305	193	391	203	302	2582	254	226	224	179	312	252	241	201	305
Audio	0										59		21		44	0	43		16		4
CD	0	16				2	0	4		3		16		2		0	4	1	1	1	0
CD book	67	56	39	56	40	30	35	30	51	29	11	37	29	48	19	33	23	37	28	24	59
Magazines	18	17	14	34	40	22	17	21	12	18	18	11	13	9	16	7	32	21	26	21	19
Puzzles	1	32	1	25	9	13	6	18	28	31	7	46	26	30	31	30	35	50	31	11	25
Puppets	6	4	11	6	0	2	0	1	0	0		1		3		2		25		0	7
Other	21	9		15	19	10	12	14	4	3	10	5	6	1	5	4	6	5	1	4	43
<b>Total</b>	<b>4211</b>	<b>4177</b>	<b>3613</b>	<b>3749</b>	<b>2989</b>	<b>2937</b>	<b>2848</b>	<b>2903</b>	<b>3210</b>	<b>2815</b>	<b>2751</b>	<b>2643</b>	<b>2853</b>	<b>2547</b>	<b>2740</b>	<b>2426</b>	<b>3117</b>	<b>3148</b>	<b>2850</b>	2457	4425
E-books			406	332	350	299	344	336	303	276	317	276	403	320	346	276	320	396	267	289	322
Downloaded Audio		384	300	375	284	386	293	370	313	359	334	344	334	336	327	379	323	436	351	330	347
Ref.? Asked	213	350	179	106	134	102	139	103	147	102	59	55	70	103	78	98	82	80	82	65	121
Ref.? Answered	213	105	179	106	134	102	139	103	147	102	59	55	70	103	78	98	82	80	82	65	121
Reference-Gilbert	54	32	54		51	44	32	39	37	32	10	39	27	7	19		26	18	29	18	43
<b>PATRONS</b>																					
Programs - children	11	14	2	8	3		4	14	3	7	3	6	4	8	6	8	5	10	7	9	8
Attendance - children	321	373	13	25	26	124	30	178	22	123	23	90	43	134	88	152	43	213	135	106	428
Attendance - adults	113	179	2	6	19		22	64	15	36	21	32	16	43	41	53	32	76	59	35	156



## Bertha Bartlett Public Library 2022-2023 Statistics Report

Programs - StoryX		0	1	2		6		5		6		6		5		6		5			
Attendance - children		0	9	15		41		36		36		20		32		44		28			
Attendance - adults		0	2	2		8		5		7		3		6		8		5			
Programs - Teen/Tweens	3	5	2	4	4	4	2	2	2	4	1	3	3	4	2	4	1	4	3	2	6
Attendance - teens	17	26	4	8	12	23	4	15	8	32	5	23	19	33	15	25	4	19	16	12	54
Attendance - adults	6	6	2	6	2	4	0	2	1	6	0	6	1	5	0	5	1	5	3	3	
Programs - Adult	3	6	3	7	4	7	4	5	5	2	4	6	6	6	5	6	7	7	9	5	6
Attendance - children	4	0	0	5	5	0				0	0	0	0	0	0	1		0	5		31
Attendance - adults	14	41	18	36	22	40	13	25	29	40	28	30	34	31	30	31	46	41	61	37	144
Total Programs	17	21	9	1	11	29	10	21	10	23	8	22	13	23	13	24	13	22	19	16	14
Total Attendance	475	625	355	21	86	272	72	321	75	265	77	232	113	284	174	319	126	363	281	187	547
Gilbert Programs	13	11	1	1	5	1	5		6	0	5	0	3	0	4	2	6	6	4	2	13
Attendance	379	341	306	135	7	13	2		22	0	45	0	29	0	33	18	41	67	30	20	579
Attendance - Adults	108	116		140	9		8		29		28	0	15	0	16	5	24	20	18		192
<b>Hours - Gilbert</b>	81	72	73	80	76	67	70.0	68.0	66.0	87.0	76.0	72.0	68	69.5	68	64	83	76	68	66	78
Total People	818	697	324	758	165	172	172	199	179	139	181	155	171	122	134	88	215	239	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	1.8	2	1.4	2.6	3.1	2.7	3.2	13.2
Gilbert Site Circ.	881	700	594	624	458	325	456	417	409	314	471	404	369	184	369	233	422	481	340	357	794
<b>Hours - Story City</b>	198	187	202		191	191	194	198	193.0	191.0	186.0	169.0	190	191	184	180	209	207	196	195	199
Total People	2301	2665	2117		3341	2889	2199	3187	2029	2377	1781	2011	1813	2143	1728	2154	2541	2470	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	11.2	9.4	12.1	12.2	11.9	10.6	10.3	15.3

## Bertha Bartlett Public Library 2022-2023 Statistics Report

<b>CARDS</b>																					
Issued - Story City	11	25	23	15	15	12	6	15	22	18	5	2	12	7	9	13	16	16	20	12	20
Issued - Gilbert	9	3	6	7	3	3	4	8	1	4	1		0	0	0	2	3	3	3	5	12
Withdrawn	3	0	2		0	0	0	0			0		0		0	1	20	0	16	0	0
renewed - Story City	1	27	40	20	57	29	35	26	27	31	3	1	30	6	24	18	32	25	16	11	43
renewed - Gilbert	11	8	2	10	13	1	(combined)	2	9	1	4		2	0	1	3	0	0	0	11	2
Meeting Room Library	15	9	2	9		11	8	16	9	14	5	19	8	18	10	19	9	19	14	10	9
Meeting Room - Other	2	8	6	14		7	5	16	9	6	5	21	5	15	5	12	12	13	7	7	2
Other meetings				17		16		6		14				6		8		12			
Computer Use	130	96	141	121	106	123	96	93	96	95	80	63	86	71	89	78	111	126	115	91	93
Test Proctoring			0		0	0		0		0	0	0			0	0		0	0	0	
Interlibrary Loans Requested	11	12	14	15	8	15	10	13	25	17	4	12	24	19	15	28	16	19	19	13	11
Interlibrary Loans Sent	27	27	35	37	31	38	31	34	37	32	27	24	35	32	32	34	38	44	24	28	27
Book Club Sets	0		2	2	0	0	2	0	1	1	2	1	2		2	0	0	3	0		0
Microfilm Use			0		0	1	1	0	2		0				0	0		0	0	1	2
Gilbert Computer use	22	41	27	34	37	10	28	7	21	9	13	3	15	10	15	1	16	30	11	8	6
In House Use - Gilbert	464	221	221	155	107		100	15		4	117			48	42	1	77	26	65	70	276

In House Use -  
Story City