

Bertha Bartlett Public Library

Board Meeting

Monday, November 27, 2023 6:30 p.m.

Opening of Meeting:

Approve Agenda:

Approval of Minutes

Citizens' Appearance – Meet the library staff:

Angie Stover, Shelly Gruwell, Nicole Gelina (children's Librarian unable to attend), Abra Martinson, Laura Loots, Bethany Johannes, Aubrey Elling, Ema Hughes (substitute), and Nichelle Hall (Gilbert Children's Librarian)

Foundation update/discussion of bids – Shelley Hart/Chris Feil

Treasurer's Report: Duane Fournier –

- P& L Expenses
- October bills –

Circulation Report: Duane Fournier

Who- fi and Hoopla

Correspondence/Communications:

- Library Board training: Handbook Training – Tara Turner Community Mapping
- Tuesday, April 30 6-7:30 county wide Trustees training

Gilbert Update:

We have found a Children's Librarian!!
Concerns about pay scale
Changes to schedule

New Business:

- Meeting Room Policy
- Budget proposal to city
- Preliminary Strategic Plan (per request of City Manager)
- Annual Holiday Calendar

Old Business:

- Vote on staff base pay rate and possible library schedule change
- Acoustical Glass wall

Adjournment: Monthly board meeting: Monday, December 18, 2023

Staff Report October 2023

- Tara began fulltime as Director October 18, 2023
- Changes due to Magazine policy change – space in back rooms, in Reference area
- Microsoft grant
- Meeting with Sonia Sundberg (Gilbert City Clerk), and Macy Wing (Administrative Assistant)
 - Requested better communication
 - Institution of competitions
 - Increased wages for Gilbert employees
- Initial budget presentation to SC City Council
- Working with Shelly Hart and Dave Morris to determine exact funding available for construction
- Interviews and hiring of Ema Hughes (substitute) Nichelle Hall (Gilbert Children’s Librarian)
- Laura Donaldson represented the library at Scandinavian Days planning (Theme for library Read, Renew, Repeat) we will be making a float and holding some activities (story time, crafts, etc)
- Bid opening
- Met with Last Word Designs – Interior designers – free consultation regarding library plan (double doors, door location, bathrooms, acoustical glass wall. Suggested changes:
 - Move front doors to double glass doors under peaked roof for front entrance
 - Provide staff kitchen area in office space
 - Provide (preferable locked) space for staff handbags, coats in office area
 - Improve storage space
 - Improve attic access
 - Provide stroller parking space, space for patron coats, strollers
 - Install cameras for better view of new meeting room area
 - Extend desk to allow sight line to new doors in meeting room area
 - Improved lighting throughout building
 - Leave acoustical tile for cost savings
 - Install blocking for door
- Preparations for Christmas Staff “Clean the Attic” day

As you meet with staff at our meeting please consider how you can advocate and help us work with City Council for increased wages

Events in December and January:

November 28 – Book Club 2:00 – The Matrix by Lauren Groff

December 4: Ladies Night at the Library

Join us for a spa night at the library!

Tammy & Cecilia from Massage Roots, Lindsay from Indigo Aura Spa, Briana from Nails by Briana, Erin from Simply Mindful Nutrition and Yoga, Carol Ann with Feldenkrais(R), Heather from Norsemen Story City and Billie from The Mystical Whisk will be providing you with FREE, quick samples of their work!

This event is free, but free will donations are accepted.

December 16: Holiday Open House

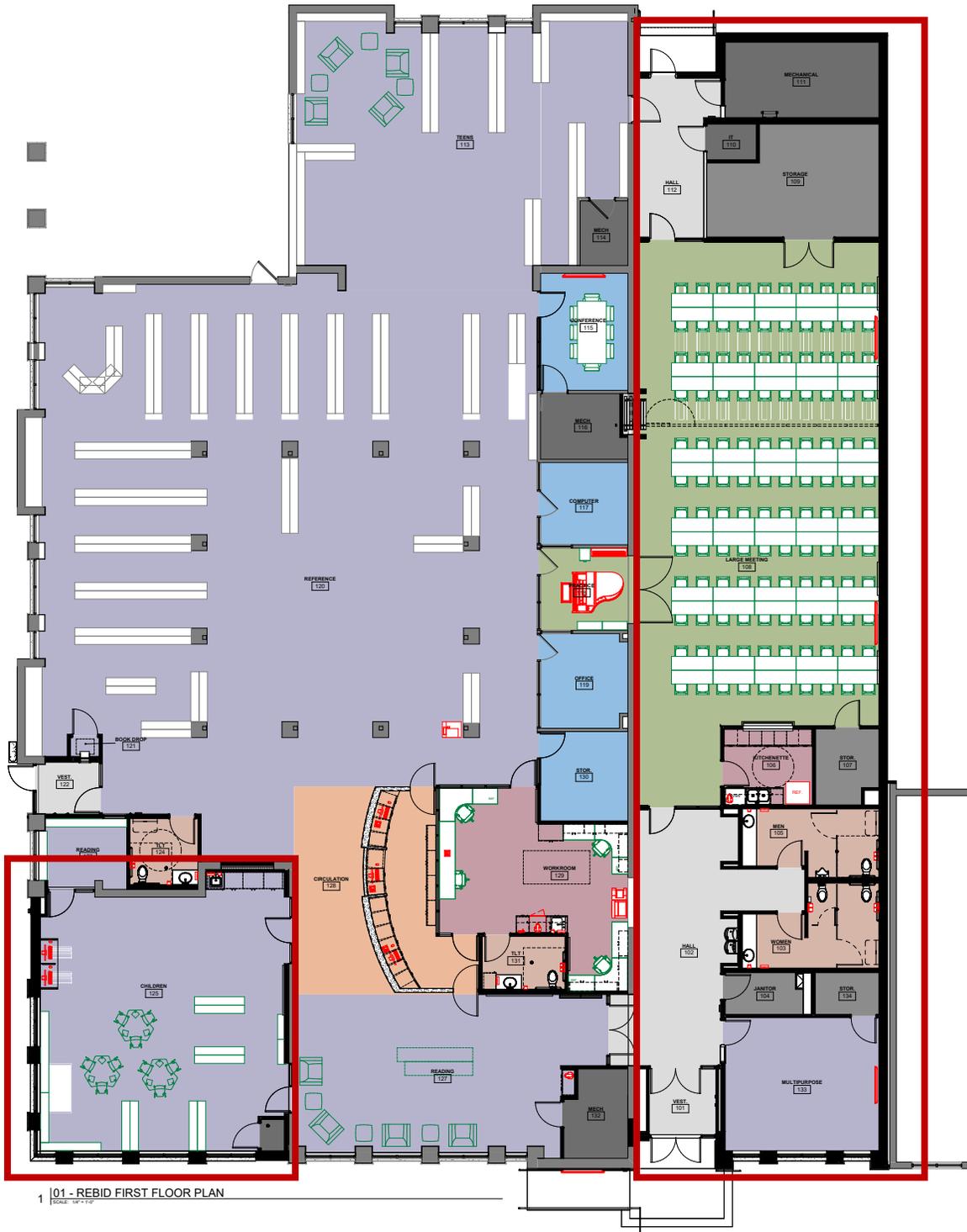
Join us for a holiday open house! Get your picture taken with Santa and/or Mrs. Claus by Benjamin Gruwell Photography. Make an ornament with Story City Historical Society. And enjoy holiday music on the piano.

Staff First Aid Training - December 21, 8 – 12 – Library will open at noon that day (Narcan, AED, etc.)

NO story time/after school programs during the weeks of December 25 and January 1

November 2023 Bids

Contractor	Kingland	Graphite	Grabau
Base bid	\$ 2,007,000.00	\$ 2,175,000.00	\$ 2,100,000.00
Alternate 1- Children's area	\$ 470,000.00	\$ 429,000.00	\$ 427,800.00
Alternate 2 - Circulation Area	\$ 295,000.00	\$ 270,000.00	\$ 273,600.00
Alternate 3- Operable partition	\$ 33,000.00	\$ 43,000.00	\$ 34,809.00
Alternate 4 - Acoustic Ceiling	\$ 52,000.00	\$ 90,000.00	\$ 71,000.00
Alternate 5 - Carpet replacement and paint	\$ 44,000.00	\$ 25,000.00	\$ 41,000.00
Unit Price \$/CY Removal and soil replacement	\$ 125.00	\$ 150.00	\$ 100.00
Total incl all alternates	\$ 2,901,125.00	\$ 3,032,150.00	\$ 2,948,309.00
less alternate 3	\$ 2,868,125.00	\$ 2,989,150.00	\$ 2,913,500.00



NEW ADDITIONS outlined in red = 5,000 square feet | original building = 8,000 square feet

BERTHA BARTLETT PUBLIC LIBRARY MEETING ROOM POLICY

1. Library sponsored activities are given priority. Under adequate notice the library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the library expects to be notified within a reasonable time so that another meeting may be scheduled.
2. The library meeting room is available for group meetings. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The library director is authorized to deny permission to use the library meeting room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. Rooms may be booked a maximum of 6 months in advance. The reservation procedure involves the completion of an application and signature of a responsible party (over 18 years of age). No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.
4. If a key is needed the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.
5. No parties.
6. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. Alcoholic beverages and smoking are not permitted in the building.
7. Plans for decorations must be approved by the library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
8. Permission to use the meeting rooms in no way implies that the library supports the views of the group.
9. In consideration of the Library's granting permission to use the facility, the users promise, covenant, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
10. Everyone using the room except local service organizations (i.e., Boy Scouts, Girl Scouts, etc.), will pay a \$25.00 deposit which is refundable if the room is left in proper order. Fees for using the room are as follows: City of Story City non-profit community groups, no charge. For profit groups \$15 for up to 4 hours, \$25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Saturday; 12 noon - 10 p.m.- Sunday.

Established April 1994
Reviewed 6/04,

Updated 11/07, 10/11,
Updated 12/14,

Reviewed 10/18,
Reviewed 1/22

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10. If refreshments are served, a deposit of \$75 for cleaning will be required upon reservation of the space
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Updated 11/07, 10/11,
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Updated 11/23

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October 2023 Expense Cash Balances - 10/01-10/31/23

Acct #	Story City Expenses	2023-2024 Budget	Month to Date	Beginning balance	year to date calculation	Budget Remaining	% of Funds Remaining
001-4410-6010	Salaries: Full-Time	\$ 67,200.00	\$ 1,104.27	\$ 19,794.28	\$ 20,898.55	\$ 46,301.45	69%
001-4410-6020	Salries; Part-Time	\$ 66,000.00	\$ 6,830.60	\$ 18,512.74	\$ 25,343.34	\$ 40,656.66	62%
001-4410-6110	FICA/Medicare	\$ 10,190.00	\$ 599.74	\$ 2,919.69	\$ 3,519.43	\$ 6,670.57	65%
001-4410-6130	IPERS	\$ 12,574.00	\$ 749.05	\$ 3,116.22	\$ 3,865.27	\$ 8,708.73	69%
001-4410-6150	Insurance-Group Health	\$ 7,225.00	\$ 423.53	\$ 823.64	\$ 1,247.17	\$ 5,977.83	83%
001-4410-6230	Travel/Training	\$ 1,200.00	\$ -	\$ 163.42	\$ 163.42	\$ 1,036.58	86%
001-4410-6320	Building/Grounds	\$ 4,000.00	\$ 584.37	\$ 1,331.98	\$ 1,916.35	\$ 2,083.65	52%
001-4410-6371	Utilities	\$ 4,000.00	\$ 31.50	\$ 94.50	\$ 126.00	\$ 3,874.00	97%
001-4410-6373	Telephone	\$ 1,200.00	\$ 78.28	\$ 236.78	\$ 315.06	\$ 884.94	74%
001-4410-6408	Insurance- General	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	100%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 189.00	\$ 538.00	\$ 727.00	\$ 1,273.00	64%
001-4410-6499	Miscellaneous	\$ -	\$ -	\$ 8.75	\$ 8.75	\$ (8.75)	
001-4410-6500	Programming	\$ 3,000.00	\$ 108.86	\$ 354.21	\$ 463.07	\$ 2,536.93	85%
001-4410-6501	Building Supplies	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	100%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 555.99	\$ 555.99	\$ 1,444.01	72%
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	100%
001-4410-6506	Office Supplies	\$ 2,161.00	\$ 156.82	\$ 1,015.34	\$ 1,172.16	\$ 988.84	46%
001-4410-6507	Misc. Operating Supplies	\$ -	\$ 214.37	\$ 29.63	\$ 244.00	\$ (244.00)	
001-4410-6727	Capital Equipment		\$ -		\$ -	\$ -	
001-4410-6508	PettyCash/Postage	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	100%
001-4410-6770	Magazines	\$ 1,000.00	\$ 61.74	\$ 335.35	\$ 397.09	\$ 602.91	60%
001-4410-6771	Audio	\$ 500.00	\$ -	\$ 31.94	\$ 31.94	\$ 468.06	94%
001-4410-6772	Books (+\$5000)	\$ 10,000.00	\$ 1,523.62	\$ 4,496.94	\$ 6,020.56	\$ 3,979.44	40%
001-4410-6773	Video	\$ 1,000.00	\$ 94.22	\$ 280.94	\$ 375.16	\$ 624.84	62%
001-4410-6774	Online Databases	\$ 1,500.00	\$ -	\$ 501.96	\$ 501.96	\$ 998.04	67%
	SubTotal	\$205,000.00	\$ 12,749.97	\$ 55,142.30	\$ 67,892.27	\$ 137,107.73	67%
Deposits to:							
001-4410-4580	General Fund						
001-4410-1-4470	General Fund	\$ (25,000.00)	\$ (229.30)	\$ (399.70)		\$ (24,600.30)	98%
031-4410-2-4705	Donations	\$ (35,000.00)	\$ (1,374.94)	\$ (3,961.71)		\$ (31,038.29)	
031-4410-4-4300	Interest on Deposits						
	Total Deposits						
B. Trust Fund Deposit/Balance							
		Trust Balance,	Begininning Bala	Activity			
031-4410-1-4590	Fines, faxes, fees	\$ 978.62	\$ 578.92	\$ 399.70	not included in library funds		
031-4410-2-4705	Private source donation	\$ 18,451.22	\$ 18,242.22	\$ 210.00			
031-4410-4-4300	Trust in General Fund	\$339,902.69	\$ 320,235.49	\$ 19,667.20			
031-4410-2-4404	Local Grant						
	GNB Savings Account	\$ 13,277.39	\$ 13,214.21	\$ 13.18			
031-0950-4-4300	Interest	\$ 5,181.33	\$ 1,429.62	\$ 3,751.71	\$ 5,181.33	\$ (181.33)	
031-4410-4-4799	Misc. Receipts						
031-1143	CD in GNB for \$200,000	\$ -	\$ -	\$ -			
333-8762-44300	Library Expansion Fund	\$ (10,844.43)	\$ (10,844.43)				
033-4410-4-4300	Gil per city 10/23		\$ 17,177.75	\$ 28,608.65	\$ 45,726.22		
	Gilbert Fund						
Total in Trust (sans Fees & Gilbert)		\$365,968.20			\$ 411,694.42		

