

# Bertha Bartlett Public Library

## Board Meeting – ZOOM ONLINE

Meeting ID: 862-2585-4125

Password: 026508

Thursday, May 28, 2020

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training – Walk through of library procedural changes

Treasurer's Report: Duane Fournier –

- P& L Expenses
- May bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Budget 2020-2021 & meeting with City
- Summer Reading program update
- Upgrade staff computers (Kolleen's, Denise, Circulation desk)

### **Old Business:**

- Reopening
- Adjournment

Reminder

- Next meeting: June 25, 6 p.m.

## May 2020 Staff Report

*Submitted by Assistant Director Denise Froehlich*

We resumed patron checkout via lobby delivery on May 4. We had a high volume of returns the first week or so of May, but has now slowed to a steady pace. Patrons are taking full advantage of our online catalog and placing holds through their accounts; an additional number of patrons are happy to call to place holds. We're allowing patrons to pick holds up in the entry way between 12 and 4 pm Monday through Friday. Filling hold requests, getting patrons called and keeping up with the shelving has kept staff very busy in the mornings and into early afternoon. Patrons have been very happy to have any type of access to books and DVDs and many have asked when they can come back into the building to browse for themselves.

We offered the option of getting a digital card during the COVID-19 lockdown, to allow new patrons access only to our online resources (BRIDGES, GALE databases, BrainFuse, etc.) A digital card does not give a patron physical materials check-out privileges. We have had nine patrons submit digital card applications. They have the option of converting to a full access card when the library reopens.

For COVID-19 safety precautions, we have added four sneeze guards to the main Circulation Desk. Our public computers have been separated to allow for proper social distancing. We have four public computers available in the main library and one in the Annex. Two of the computers are in our side study rooms, one is near the copier and one is in the carrels in the middle of the library.

Other COVID-19 safety precautions we've taken include rearranging our displays near the Circulation Desk, moving everything away to allow 6 feet of social distancing, and taping yellow Xs on the floor indicating how close patrons may stand to each other. All puzzles, games, toys and puppets have been removed from the Children's area. The magazines and newspapers have been temporarily relocated to the staff work room; they are still available for check-out and in-house use. The relocation will allow staff to sanitize and quarantine items after use.

We've added notices throughout the library requesting that patrons do not replace any items they pull from the shelf to browse back on the shelf if they choose not to check it out. Instead, we are asking that patrons place items into bins or on carts located around the library. Again, this will allow staff to sanitize and quarantine any items touched.

We are currently in Phase II of our phased reopening plan; we have no more than 3 staff in the library at a time. Staff are still working a limited schedule, in the building from 9 am to 5 pm, with no weekends or evenings. We have managed to clean up a lot of public and work spaces and feel ready to open by appointment (Phase III) as soon as we receive clearance from City Hall. It is our hope to have additional staff return in some capacity in July, as we move into Phase IV of the reopening plan.

Kolleen returned to work briefly for a week at the end of April, before going on medical leave following her toe surgery. She has just returned to work this week (May 26) on a very limited basis. However,

during her stay at home, she was in frequent communication with the staff and kept us notified of developments regarding reopening the library.

For Summer Reading, we've spent a lot of time considering the options. Based on feedback from students and parents, we've decided not to try doing an online system or app for the summer (students are burned out after doing online schooling since spring break). Instead, we're putting together incentive bags with a paper reading log for our 2-12 year-olds. Participants will receive their incentive bag and reading log up front and return completed logs for entries into a grand prize drawing. We'll do a similar challenge for tweens, teens and adults, minus the incentive bags but still offering a grand prize drawing. The goal here was to offer some type of reading challenge and incentive, but limit contact with participants. We've also suspended in-person summer programming at least until August. Maria will continue with the Zoom storytime on Fridays at 10:30 and Kolleen plans to keep doing the same with the Bartlett Book Club.

**Bertha Bartlett Public Library Cash Flow**  
**April 2020**

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2019-2020 Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget remaining</u>	<u>% of funds Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 47,085.00	\$ 3,383.96	\$ 37,223.56	\$ 9,861.44	20.94%
001-4410-6020	Salaries: Part-time	\$ 55,000.00	\$ 3,813.97	\$ 44,495.68	\$ 10,504.32	19.10%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 542.67	\$ 6,138.68	\$ 1,611.32	20.79%
001-4410-6130	IPERS	\$ 9,565.00	\$ 679.49	\$ 7,714.29	\$ 1,850.71	19.35%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 362.59	\$ 3,819.68	\$ 780.32	16.96%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 387.58	\$ 912.42	70.19%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 963.40	\$ 6,129.63	\$ 3,870.37	38.70%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 191.88	\$ 1,449.65	\$ 350.35	19.46%
001-4410-6373	Telephone	\$ 4,800.00	\$ 390.54	\$ 3,933.12	\$ 866.88	18.06%
001-4410-6408	Insurance-General	\$ 2,300.00	\$ 123.00	\$ 2,583.00	\$ (283.00)	-12.30%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 495.00	\$ 660.00	\$ 1,340.00	67.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 30.99	\$ 693.13	\$ 1,806.87	72.27%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 597.86	\$ 152.14	20.29%
001-4410-6502	Technology	\$ 3,000.00	\$ -	\$ 58.80	\$ 2,941.20	98.04%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ -	\$ 430.63	\$ 1,369.37	76.08%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 328.46	\$ 2,618.63	\$ 431.37	14.14%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ -	\$ 375.00	\$ 725.00	65.91%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 1,353.85	\$ 346.15	20.36%
001-4410-6771	Audio	\$ 1,300.00	\$ -	\$ 639.00	\$ 661.00	50.85%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 784.22	\$ 10,558.17	\$ 1,441.83	12.02%
001-4410-6773	Video	\$ 1,000.00	\$ 132.50	\$ 1,462.90	\$ (462.90)	-46.29%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,500.00	\$ 12,222.67	\$ 134,923.22	\$ 40,576.78	23.12%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 185.00	\$ 2,508.63	\$ 1,491.37	
001-4410-1-4470	General Fund	\$ 23,000.00	\$ 10,250.00	\$ 28,619.42	\$ (4,128.05)	
031-4410-2-4705	Donations	\$ -	\$ 110.00	\$ 48,359.00	\$ 48,359.00	
031-4410-4-4300	Interest on Deposits	\$ -	\$ (278.27)	\$ (278.27)	\$ 10,101.38	
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 416,419.03	\$ 60,796.37	\$ 355,622.66		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 6.97	\$ 2,077.45		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00		
031-4410-4-4799	Misc. Receipts	\$ -	\$ 1,528.00	\$ 1,528.00	(Tekipee reimbursement for Property Taxes)	
			Total	\$ 569,228.11		
<b>Library Trust Expenses</b>						
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		\$ 120,000.00	???		
	<b>Total Library Trust Exp</b>		\$ 120,000.00	\$ -	\$ -	



