

Bertha Bartlett Public Library

Board Meeting

Thursday, August 24, 2017
5:30 pm

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- August bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training: New SILO format

Gilbert Update –

New Business:

- New hires
- Furniture in Children's area
- Report updates

Old Business:

- Directors Review
- Adjournment

Reminder

- Next meeting: Thursday, September 28, 2017

STAFF REPORT

We are thrilled to have hired two new staff, with Rachael White joining us as Youth Services coordinator, and Stephen Griffith who will help cover weekends and evenings. Stephen has started with job shadowing a few nights, as we have tried to figure out how to get him trained, as he has another full-time job. He will officially start on the schedule for training the week of August 27, with the first full training day with Denise on September 2. Stephen has a young daughter, and shares custody with her, so his scheduling will be a bit harder, but he has tested very well on library skills, and is very attentive to details. He is a little shy, but he is warming up to the staff and the public, and seems very happy to be brought into the library world.

Rachael graduated from ISU last winter, and has been substitute teaching in the spring at Waukee, Bondurant and Gilbert. This summer she worked as a nanny, and also has worked at a Daycare, volunteers for her church as a vacation bible school teacher, Sunday school teacher, and will be continuing to work with her church with their Preschool program. She has done volunteer work in a library when she was in High School, but this will be her first official library job.

She is enthusiastic and excited and has jumped into the job this week, knowing there is a lot to get done with only a few weeks to plan before the first early dismissal program. Because of the timing, we have delayed our programming to start after Labor Day this year, and she had already made a church commitment for a mission trip the second weekend of September. We are discussing the long-term need for two story times a week, possibly doing a weekend or evening storytime for families occasionally and one during the week. We may start with two as we have in the past, and see how those who attend feel. WE also have a survey that we are going to give out to parents to help us adjust our schedule. We suspect we'll have some wins and misses, but until we try, we don't know what will work the best. We already sense she will fit in well, and that the children will love her. I'm going to try to have her pop into the board meeting briefly so you can all meet her.

Trying to get both of these people trained with our smaller staff is definitely challenging. I'm pretty stretched, with deadlines looming on many fronts, including grants that we could certainly try to achieve. Everyone on staff has been great getting through the summer, but it's obvious we all need a little more time to accomplish the events approaching. I have many thank you letters and acknowledgements that are piling up on my desk, which is deplorable, but we are trying to take care of the people in front of us. With that in mind, I'm HOPING I have everything together enough for the board meeting this month!

I have a Story County Library Association in the morning of the 24th in Maxwell, and will give you any updates on this. I have been invited to join the Story City Kiwanis, and really need to avoid this a bit longer, but in the future may consider. BUT any of you who have some time, this group is meeting next on Wednesday, August 30 between 11:45 a.m. to 12:30....they have been contributors in the past to the library programs, so I'm going to TRY to see how you all feel about this.

The Storytelling Festival is upcoming....a joint project of the library, the historic society and the GCC. I have been a very weak link this year, with so much happening both personally and here at the library. We have tickets to sell, and I have to admin the Thursday night event should be a "don't miss!" event, with the keynote as Eric Hansen, former Story City alum, and our featured teller, Darrin Crow and Tom Milligan, Iowa actor who will do a presentation as Ding Darling, the WWI Cartoonist.

Bertha Bartlett Public Library Meeting

7/27/2017

Present: Feil,Cummings, Emerson, Director Taylor. Two members of the foundation board, Carl Hermanson and Randy Allman.

Meeting convenes at 5:40 pm

Additions or corrections to the minutes: corrections to reflect that the last board meeting was on Wednesday,June 21st.

Minutes

- Motion to approve the minutes made by Emerson, seconded by Cummings. Approved unanimously.
- Citizens appearance: two members of the library foundation present, Carl Hermanson & Randy Allman.
- Presentation to the board of consultant George Lawson's report.
 - -recommends roughly doubling the size of library to meet demands of library up to 2040
 - -reconfiguration of current library footprint to maximize space utilization

Treasurer's report:

Story City:

- -came in \$2226 under budget for 2016-17.
- -several bills that came in at the last minute forced delay in the electrical work that had been quoted and planned.

Gilbert:

- -had \$2310 left over in budget
- bills: a lot of book acquisitions split between the gilbert and story city locations

A motion to pay the bills made by Emerson, seconded by Cummings. Motion approved unanimously.

Circulation report:

Total circulation down slightly for the fiscal year, but still one of the best years on record.

Correspondence and communications:

Received a call from Fran Kinne, who plans to return in the fall again. She enjoyed her visit here in Story City.

Board training:

SIL0 format - interlibrary loan seems to be more difficult. You can get a interlibrary loan from home delivered to the library.

Gilbert update: Gilbert numbers are not where they were last year. Open access has increased from Ames. Increased by 1000 items. Maria did a survey of school children to meet their demands.

New business:

Homeschool request: to use library room for training home schooling parents

A motion to approve use the library meeting room for homeschooling parents to use for a meeting made by Emerson, seconded by Cummings

Old business:

- SRP update: over 300 participants in the reading program with people still signing up.
- Foundation report: Lynn represented us, they have been getting good returns on their investments. they paid for the summer reading program for story city.
- Purchasing more books for Fran's birthday celebration.
- Director's review: need to be returned by Aug 1.
- Children's librarian replacement

Next meeting Thursday, August 24th

Motion to adjourn made by Emerson, seconded Cummings. Unanimously approved. Meeting concludes 7:29 pm

Minutes taken by Matt Emerson.

Bertha Bartlett Public Library

August 2017 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	08/03/17	\$359.40	Health Insurance - Kolleen - july
001-4410-6320	Jessica Iddings	08/18/17	\$227.50	Cleaning of library
001-4410-6320	Arrow Pest Solutions	08/23/17	\$60.00	Window cleaning
001-4410-6371	Chitty Garbage Service	07/31/17	\$25.00	Garbage
001-4410-6371	Black Hills Energy	08/04/17	\$30.93	Gas
001-4410-6373	Aureon	08/01/17	\$299.06	Internet & phones
001-4410-6490	Gatehouse Media	08/01/17	\$400.00	Advertising for job openings
001-4410-6506	Access systems leasing	08/10/17	\$127.00	Copier & copies for August
001-4410-6770	Card Center	08/16/17	\$63.48	Magazines
001-4410-6772	Card Center	08/16/17	\$90.56	Books
001-4410-6772	Cengage	08/02/17	\$36.34	Books
001-4410-6772	Cengage	08/16/17	\$60.72	LP Books
001-4410-6772	Ingram	08/14/17	\$159.72	Books
001-4410-6772	Baker & Taylor	08/01/17	\$155.07	Books
001-4410-6772	Baker & Taylor	08/14/17	\$124.97	Books
001-4410-6773	Card Center	08/16/17	\$121.45	DVD's
	TOTAL - Story City		\$2,341.20	
	Trust account			
031-4410-7490	George Lawson Consulting	08/02/17	\$6,500.00	Space analysis of library
	Gilbert Bills			
033-4410-6500	Card Center	08/16/17	\$12.96	DVD for SRP
033-4410-6770	Card Center	08/16/17	\$39.70	Books
033-4410-6773	Card Center	08/16/17	\$24.83	DVD's
	Total - Gilbert		\$77.49	

Bertha Bartlett Public Library

P L - July 2017

Acct #	Story City Expenses	2017-2018 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.69	\$ 3,190.69	\$37,943.31	92.24%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 2,948.86	\$ 2,948.86	\$48,551.14	94.27%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 459.48	\$ 459.48	\$6,627.52	93.52%
001-4410-6130	IPERS	\$ 8,272.00	\$ 548.28	\$ 548.28	\$7,723.72	93.37%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 453.98	\$ 453.98	\$4,946.02	91.59%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 28.89	\$ 28.89	\$1,271.11	97.78%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 347.50	\$ 347.50	\$7,652.50	95.66%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 55.93	\$ 55.93	\$1,744.07	96.89%
001-4410-6373	Telephone	\$ 4,187.00	\$ 299.41	\$ 299.41	\$3,887.59	92.85%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ -	\$2,830.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$100.00	100.00%
001-4410-6500	Programming	\$ 2,000.00	\$ 6.38	\$ 6.38	\$1,993.62	99.68%
001-4410-6501	Building Supplies	\$ 600.00	\$ -	\$ -	\$600.00	100.00%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	\$ -	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 215.40	\$ 215.40	\$2,484.60	92.02%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 683.27	\$ 683.27	\$816.73	54.45%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,319.04	\$ 1,319.04	\$10,680.96	89.01%
001-4410-6773	Video	\$ 2,000.00	\$ 138.65	\$ 138.65	\$1,861.35	93.07%
001-4410-6774	Online Databases	\$ 2,000.00	\$ 488.45	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 11,184.21	\$ 11,184.21	\$151,175.79	93.11%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 346.36	\$ 346.31	\$3,653.69	91.34.00%
001-4410-1-4470	General Fund					
031-4410-2-4705	Donations	\$ 5,000.00	\$ 515.00	\$ 515.00	\$4,485.00	89.70%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 390.91	\$ 390.91	\$2,609.09	86.97%
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 905.21	\$ 378,322.14		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 0.70	\$ 2,054.73		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00				
Library Trust Expenses						
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			\$ 5,000.00		
031-4410-6798	Capital Project					
	Total Library Trust Exp			\$ 5,000.00		

Bertha Bartlett Public Library

Statistics - July 2017

	Jul. 16	July 17	Aug. 16	Sept 16	Oct. 16	Nov. 16	Dec. 16	Jan. 17	Feb. 17	Mar. 17	Apr 17	May 17	June 17	TOTAL
City	3292	2855	2894	2484	2713	2599	2220	2372	2446	2654	2823	2275	3091	34718
County	567	404	559	349	447	540	358	442	357	545	381	424	625	5998
Other	944	826	765	799	911	975	773	829	850	992	732	980	1056	11432
Gilbert	480	315	326	344	345	225	286	243	268	212	209	271	374	3898
Total	5283	4400	4544	3976	4416	4339	3637	3886	3850	4403	4145	3950	5146	55975
Open Access	944	826	765	799	911	975	773	829	850	992	732	980	1056	11432
Adult	1324	1342	1432	1284	1182	1191	1159	1349	1076	1297	1143	1231	1463	16473
Young Adult	341	256	228	179	166	145	111	82	95	159	194	180	336	2472
Juvenile	2235	1763	1688	1560	1916	1837	1283	1578	1794	1836	1767	1522	2120	22899
Video	14	12	15	8	3	16	13	7	8	4	5	9	6	120
DVD	1048	795	909	729	921	885	823	651	660	791	777	794	833	10616
Audio	35	27	31	12	19	24	31	19	21	31	18	9	42	319
CD	18	17	16	9	21	16	21	19	28	35	29	25	37	291
CD book	125	88	107	110	95	139	119	88	59	116	102	74	168	1390
Magazines	95	60	68	37	34	19	17	40	25	43	30	50	73	591
Puzzles	33	16	27	23	29	30	31	25	32	22	28	13	21	330
Puppets	15	24	23	17	15	16	14	16	28	58	33	40	46	345
Other			0	8	15	21	15	12	24	11	19	3	1	129
Total	5283	4400	4544	3976	4416	4339	3637	3886	3850	4403	4145	3950	5146	55975
E-books	226	287	205	198	194	156	219	255	175	204	162	188	216	2685
Downloaded Audio	156	246	163	151	165	148	171	236	186	208	208	249	228	2515
Ref.? Asked	115	110	144	121	180	131	99	116	121	164	109	103	159	1672
Ref.? Answered	115	110	144	121	180	131	99	116	121	164	109	103	159	1672
Reference-Gilbert	42	25	59	69	53	42	25	14	17	11	24	13	50	444
<u>PATRONS</u>														
Programs - children	15	12	1	14	15	16	11	12	11	13	14	9	14	157
Attendance - children	393	305	12	225	181	123	98	106	108	144	153	95	343	2286

Bertha Bartlett Public Library

Statistics - July 2017

Attendance - adults	126	80	7	79	70	46	37	39	46	61	54	36	99	780
Programs - StoryX	0	0	0	9	10	11	10	10	10	10	10	10	0	90
Attendance - children	0	0	0	68	85	83	83	81	82	83	88	83	0	736
Attendance - adults	0	0	0	11	13	13	14	14	15	14	15	11	0	120
Programs - Teen/Tweens	8	3	1	3	2	2	1	1	3	5	4	1	8	42
Attendance - teens	54	26	64	29	19	18	17	14	17	28	35	26	47	394
Attendance - adults	16		22	3	2	2	2	1	3	6	4	1	8	70
Programs - Adult	8	6	6	7	7	7	6	7	7	8	7	6	8	90
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	0	0	4
Attendance - adults	48	36	114	49	64	103	42	53	50	58	48	30	54	749
Total Programs	31	21	8	31	39	36	26	30	36	41	41	26	30	396
Total Attendance	636	529	140	478	542	388	414	308	321	394	514	312	543	5519
Gilbert Programs	10	13	3	5	5	11	5	6	5	5	6	5	20	99
Attendance	294	146	19	89	89	54	97	129	90	94	96	74	235	827
Attendance - Adults	72	49	3	18	19	11	24	40	19	19	21	26	73	223
Hours - Gilbert	52	68.25	54.5	53.5	55	44	50.5	50.5	48	52.5	48	48.5	74.5	699.75
Total People	614	484	407	272	272	222	234	237	220	308	236	311	644	4461
People/hour	11.8	7.1	7.47	5.1	5.5	5.1	4.6	4.1	4.2	5.9	4.9	6.4	8.7	80.87
Gilbert Site Circ.	580	562	502	455	510	400	323	287	268	308	280	432	722	5629
Hours - Story City	208	211	231	223	241	230	236	237	220	244	227	233	221	2962
Total People	4536	3310	4076	3592	3817	2321	2549	2789	3291	3589	3105	3135	4166	44276
People/Hour	21.8	15.7	17.6	16.1	15.8	10.5	10.8	11.8	14.96	14.7	13.7	13.5	18.9	14.9
<u>CARDS</u>														
Issued - Story City	14	27	17	14	22	13	10	9	14	7	17	13	22	199
Issued - Gilbert	1	2	2	1	2	1	1	0	2	3	2	1	12	30
Withdrawn	0	42	0	0	0	0	0	0	0	0	0	0	0	42
renewed - Story City	32	16	21	14	27	16	3	2	15	22	26	20	16	230
renewed - Gilbert	5	12	14	5	2	8	0	4	5	2	2	3	13	75

Bertha Bartlett Public Library

Statistics - July 2017

Meeting Room Library	35	8	4	15	15	12	9	15	17	17	19	16	21	203
Meeting Room Other	8	3	8	12	13	6	6	5	10	10	12	7	4	104
Computer Use	759	337	813	429	587	488	35	440	524	524	441	384	505	6266
Test Proctoring	0	2	3	0	2	1	1	1	1	1	1	1	3	17
Interlibrary Loans Requested	8	8	11	7	4	13	9	9	12	12	7	6	4	110
Interlibrary Loans Sent	16	23	19	19	14	11	23	29	21	21	19	22	30	267
Book Club Sets	1	1	1	3	0	0	3	1	2	2	2	0	2	18
Microfilm Use	1	1	2	2	2	0	0	0	1	1	2	1	1	14
Gilbert Computer use	35	15	20	18	20	13	4	7	13	13	15	16	25	214

FY 2017-2018 COUNTY FUNDING

Total County Funding 2017-2018 = \$306,000 \$ 275,400 = 90%

LIBRARY	2016-2017 Rural Circ	% of Change	% of Total	Share of 90% of FY2018 Appropriation		11th of 10%	Share of FY2018 Total Appropriation
Ames	52,446	-7%	53.02%	146,010	+	2,782	148,792
Cambridge	1,828	0%	1.85%	5,089	+	2,782	7,871
Collins	2,076	5%	2.10%	5,780	+	2,782	8,562
Colo	6,951	4%	7.03%	19,352	+	2,782	22,134
Huxley	7,102	8%	7.18%	19,772	+	2,782	22,554
Maxwell	2,184	-20%	2.21%	6,080	+	2,782	8,862
Nevada	12,988	-9%	13.13%	36,159	+	2,782	38,941
Roland	4,291	-14%	4.34%	11,946	+	2,782	14,728
Slater	1,602	-27%	1.62%	4,460	+	2,782	7,242
Story City	5,601	-3%	5.66%	15,593	+	2,782	18,375
Zearing	1,853	-50%	1.87%	5,159	+	2,782	7,941
TOTALS	98,922	-8%	100.00%	275,400	+	30,602	306,002

This works out to \$3.09 per loan.

This is an increase of \$.29 per loan.

Municipal funding for loans = \$3.63

This is an increase of \$.27 per loan.

STORY COUNTY STATISTICS FY 2017

	FY17 Total Circulation	FY17 Rural Circulation	FY17 Municipal Circulation	FY17 Municipal Funding	
Ames	1,210,965	52,446	1,158,519	4,133,989	
Cambridge	4,390	1,828	2,562	16,950	***
Collins	14,001	2,076	11,925	20,525	
Colo	22,454	6,951	15,503	59,506	
Huxley	50,150	7,102	43,048	160,000	
Maxwell	6,720	2,184	4,536	24,413	
Nevada	93,576	12,988	80,588	375,679	
Roland	29,405	4,291	25,114	81,500	
Slater	34,633	1,602	33,031	123,799	**
Story City	51,575	5,601	45,974	184,376	*
Zearing	11,638	1,853	9,785	17,089	****
TOTALS	1,529,507	98,922	1,430,585	5,197,826	

Average Cost Per Municipal Circulation = \$3.63

County Funding = \$306,000
 Divided by Total County Circulation of 98,922
 = \$3.09

- * Includes Gilbert Contract
- ** Includes Kelly, Alleman & Sheldahl
- *** Includes Elkhart
- **** Includes McCallsburg