

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

July 24, 2019

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training -

Treasurer's Report: Duane Fournier –

- P& L Expenses
- July bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Letter of Intent for Grant, Program previous to meeting
- Architects
- State Reports completed: (will not be printed out for everyone, but received digitally)
 - Open Access
 - Interlibrary Loan
 - Direct State Aid

Old Business:

- Summer Reading Program update
- Cell phone policy
- Adjournment

Reminder

- Next meeting: August

STAFF REPORT

July 2019

This summer seems to be more unpredictable than most years, with peak checkouts and activity coming at surprising times. We've had very few quiet days, and just a few slow periods during the days....but this is good and we are quite pleased.

We have had fewer attending programs in Story City than we have in Gilbert lately, and that is predominantly due to the participation of the local Kids Club. Story City has had fewer enrolled in Kids Club, with less than 20 in the local program, while Gilbert has two different groups with an average of 40 attending our programs. And they walk from the Intermediate school, even last Thursday when temperatures were in the mid-90's.

Some program changes we made this year have met with positive responses. Two of the prize levels were created by staff and volunteers, with simple "Stem" projects they can do at home. This accounted in part for the slightly lower expenses in our Programming Budget. And last week, Ema had an ISU professor come in to talk about spatial comparisons of the planets, but he could only do the program in Story City. We had a dozen in Story City.....Ema repeated his program at Gilbert with 48 kids! It was very well received both places, and she made clay to create the planets in the proper size proportions using food coloring to represent the different planets. It was also one of our messiest programs!!!

We've had a few building repairs this summer and asked Dean VandeGrind to fix some doors that were falling off cabinets in both Story City and in Gilbert. Our back rooms are quite messy at the moment, as we need to get through our programming before some items can be put away. I am hoping this can be accomplished soon, as even I'm feeling buried everywhere I turn!

I began contacting Architects In my free time, and have written a Letter of Intent for the Story County Community Foundation Grant, which I hope is approved at the meeting. The deadline for this grant is July 31....as is 3 of the State reports. I have completed the state reports, finalizing the last ones on the 22nd. I will just be facing the Story County report, due in a few weeks, then the Annual Survey which is due October 1. In between I usually write a report for the City of Story City, City of Gilbert and the Story County Supervisors for presentation at their meetings.

Since last month was the end of the year, final invoices were needed, and the board approved up to \$2,000 over the list of bills presented. Unfortunately, the \$750 bill from Fred Larson wasn't received until Saturday, June 30, and so it is in this months list of bills again. So we had just a bit over \$2,000 left in the Story City budget.

**Bertha Bartlett Public Library
Library Board Meeting 6/26/19**

Meeting called to order at 6:12 PM by Feil. Emerson, Feil, Fournier, Cummings and Director Taylor in attendance.

Agenda alterations: None.

Approval of the minutes. Motion made by Fournier, seconded by Cummings. Motion passes unanimously.

Citizens' Appearance: None.

Board Training:

Building checks and inspections, Taylor says that regular inspections of the fire system and defibrillator need to be worked in to a regular occurrence.

Treasurer's Report: 11% of budget left to spend. \$19,000 left to spend for Story City and the current bills are approximately \$8000 outstanding with payroll at approximately \$8000 outstanding. Building inspection report ran approximately \$300 for a thorough report.

Gilbert: \$8312 left in budget, and June bills will be around \$7000. So we are coming in around \$1000 under budget. Summer programs didn't incur any labor charges from Story City staff working on programming and will need to be corrected in the future.

Bills: There are some outstanding bills that have yet to be submitted for some furniture in the amount of \$750 that was procured from Fred Larson. Taylor is encouraged to request an email copy of the bill. There are some outstanding bills for books that are due to come in. Fournier motions to approve the bills as presented, and allocate up to an additional \$2000 for bills that will arrive in the next two days. Seconded by Cummings. Motion passes unanimously.

Circulation Report: Close to end of year numbers. As of today we are at 49,817 for the year. We are hoping to hit 50,000 for the year. We've surpassed last years' total by approximately 1000.

Correspondence and Communications: Fran canceled her visit but is planning to return soon. Three additional letters from a local family including a generous donation of \$600. There may be additional gifts from the family in the near future.

Gilbert Update: Attendance is as high as Story City. Preschool program is exceeding Story City's attendance. One staff member is handling programming, one handles the books. They have been having celebrity readers of local teachers coming in to read books. Very good

turnouts for preschool storytimes. Numbers have reached as high as 36. Circulation is climbing slowly.

New Business: All Iowa Reads "This Blessed Earth" is seeking sponsors for the programing. Book deals with agricultural life and is a valued read according to Taylor. We have a chance to bring the author to the library as a part of the program. He will be in town during the Storytelling Festival. If we can't get him as a part of the program Taylor would like to see if we can get an appearance independently. She is seeking approval to approach the Foundation to seek support.

Storytelling Festival: Judge Story Players met with members of the Foundation Board they are going to meet on Friday Night of the event. Focus will be local stories, present written stories, oral stories, performance stories, visual stories (photography) and music storytelling. Saturday will be a book fair to support the Foundation. November 8-9. Saturday will also feature a dinner. Seeking good Storytellers with a local connection.

Old Business: Wages for 2019-2020 - Taylor referred to the previously approved pay matrix currently there is only one employee who needing to be reclassified in the matrix and will need adjustment. All other pay increases will fall in line with the wage matrix and accompanying 3% increase. Wage increases are presented by Taylor. Motion to approve the recommended wage changes made by Cummings, seconded by Fournier. Motion passes unanimously. Director's salary tabled to end of meeting.

Building Update: Presentation of Building Inspection from Jeff Spencer. Presentation and review of Real Estate Contract for the purchase of property at 509 Broad Street. Fournier makes a motion to forward the Real Estate Contract to the City of Story City for review and approval. Seconded by Cummings. Motion passes unanimously.

Summer Reading Program Update: We are going hard and heavy. Get the kids signed up!

Cell Phone Policy: Tabled for Staff Review.

Discussion of Director's Compensation: Fournier makes a motion to approve an initial increase of 3% for 2019-2020, and an addition 2% following a grant application and award.

Next meeting scheduled for July 24th 6PM.

Motion to Adjourn made by Fournier

Respectfully submitted,

Matt Emerson, Vice President
Acting Secretary

Bertha Bartlett Public Library
P L June 2019

Acct #	Story City Expenses	<u>2018-2019</u>			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 3,285.88	\$ 42,707.82	\$ (212.82)	0.50%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 4,662.65	\$ 55,381.18	\$ 1,618.82	2.84%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 598.92	\$ 7,378.86	\$ 236.14	3.10%
001-4410-6130	IPERS	\$ 9,395.00	\$ 750.35	9206.78	\$ 188.22	2.00%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 354.05	\$ 4,552.05	\$ (127.05)	2.87%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ -	\$ 776.51	\$ 723.49	48.23%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 570.00	\$ 5,602.11	\$ (232.11)	4.32%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$ 250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 46.38	\$ 1,854.14	\$ (54.14)	-3.01%
001-4410-6373	Telephone	\$ 4,800.00	\$ 386.75	\$ 4,673.12	\$ 126.88	2.64%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ -	\$ 1,852.00	\$ 648.00	25.92%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 2,050.00	\$ (50.00)	-2.50%
001-4410-6499	Miscellaneous	\$ 100.00	\$ 20.00	\$ 25.87	\$ 74.13	74.13%
001-4410-6500	Programming	\$ 2,000.00	\$ 50.46	\$ 1,090.65	\$ 909.35	45.47%
001-4410-6501	Building Supplies	\$ 750.00	\$ 1,166.88	\$ 1,280.70	\$ (530.70)	-70.76%
001-4410-6502	Technology	\$ 2,000.00	\$ 3,046.36	\$ 4,690.15	\$ (2,690.15)	-134.51%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	674	\$ 1,026.00	60.35%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 260.66	\$ 2,346.81	\$ 353.19	13.08%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 225.00	\$ 1,050.00	\$ (50.00)	-5.00%
001-4410-6770	Magazines	\$ 1,600.00	\$ 303.88	\$ 1,394.87	\$ 205.13	12.82%
001-4410-6771	Audio	\$ 1,000.00	\$ 152.07	\$ 557.18	\$ 442.82	44.28%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,258.35	\$ 14,743.07	\$ (2,743.07)	-22.86%
001-4410-6773	Video	\$ 2,000.00	\$ 65.81	\$ 1,442.48	\$ 557.52	27.88%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$ 1,511.55	75.58%
		\$ 168,000.00	\$ 17,204.45	\$ 165,818.80	\$ 2,181.20	1.30%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 699.14	\$ 3,686.22	\$ (313.78)	-7.84%
001-4410-1-4470	General Fund	\$ 21,500.00	\$ -	\$ 24,910.41	\$ 3,410.41	15.86%
031-4410-2-4705	Donations	\$ 5,000.00	100.00	\$ 15,650.00	\$ 10,650.00	213.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00				
	Total Deposits		\$ 799.14	\$ 44,246.63	\$ 13,746.63	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 28,020.61	\$ 416,419.03		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 8.24	\$ 2,070.48		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 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

July 2019 bills

Code	Written To	Date	Amount	Comments/Mileage for 2019 - .58
001-4410-6150	Wellmark	07/27/19	\$381.54	Health Insurance - Kolleen
001-4410-6320	Angela Halladay	07/25/19	\$450.00	cleaning
001-4410-6320	Early Bird Window washin	07/15/19	\$60.00	Exterior windows
001-4410-6320	Larson Law Office	06/30/19	\$650.00	Furniture
001-4410-6371	Chitty Garbage Service	07/01/19	\$25.00	trash
001-4410-6371	Black Hills Energy	07/05/19	\$31.54	gas
001-4410-6373	Aureon	07/01/19	\$390.23	telephone
001-4410-6501	Quill	07/16/19	\$28.95	Disinfecting wipes for books & cleaning
001-4410-6501	Quill	07/15/19	\$121.80	Paper supplies for building
001-4410-6506	Amazon Capital Services	07/24/19	\$11.99	Extension cord
001-4410-6506	Access	07/22/19	\$218.25	Copier
001-4410-6770	Daily Freeman Journal	07/01/19	\$184.60	newspaper subscription
001-4410-6770	Ames Tribune	07/15/19	\$199.00	newspaper subscription
001-4410-6772	Des Moines Register	07/25/19	\$365.03	newspaper subscription
001-4410-6772	Cengage	07/16/19	\$21.74	books
001-4410-6772	Cengage	07/16/19	\$60.72	books
001-4410-6772	Cengage	06/26/19	\$68.25	books
001-4410-6772	Cengage	07/18/19	\$47.23	books
001-4410-6772	Ingram	06/26/19	\$96.54	books
001-4410-6772	Ingram	07/02/19	\$87.97	books
001-4410-6772	Ingram	07/10/19	\$264.38	books
001-4410-6772	Ingram	07/19/19	\$129.90	books
001-4410-6772	Ingram	07/18/19	\$372.13	books
001-4410-6772	Baker & Taylor	07/09/19	\$82.60	books
001-4410-6772	Center Point Large Print	07/12/19	\$88.68	books
001-4410-6772	Amazon Capital Services	07/24/19	\$62.20	books
001-4410-6773	Amazon Capital Services	07/24/19	\$146.02	DVD's
001-4410-6774	Companion Corporation	7/10/2019	\$399.50	Library Automation system
	TOTAL - Story City		\$5,045.79	
Gilbert Bills				
033-4410-6320	Quill	07/15/19	\$28.95	Disinfecting wipes for books & cleaning
033-4410-6320	Larson Law Office	06/30/19	\$75.00	Book Case
033-4410-6506	Visa	07/09/19	\$10.82	Office supplies for books
033-4410-6772	Baker & Taylor	07/09/19	\$23.75	Books
033-4410-6772	Ingram	07/02/19	\$43.65	books
033-4410-6772	Ingram	07/10/19	\$58.01	Books
033-4410-7722	Ingram	06/26/19	\$190.45	Books
033-4410-6772	Ingram	07/19/19	\$70.00	Books
033-4410-6772	Ingram	07/18/19	\$501.59	Award Books
033-4410-6772	Amazon Capital Services	07/24/19	\$53.85	Books
033-4410-6773	Amazon Capital Services	07/24/19	\$48.27	DVD's
033-4410-6774	Companion Corporation	07/10/19	\$399.50	Library Automation system
	Total - Gilbert		\$1,503.84	

Approved on this day _____ by _____

**Bertha Bartlett Public Library
Statistics Report 2018-2019**

	Jul. 18	Aug. 18	Sept. 18	Oct. 2018	Nov. 18	Dec. 18	Jan. 19	Feb. 19	Mar. 19	Apr. 19	May 19	June 19	Totals
City	2817	2505	2381	2398	2141	2138	2414	2510	2607	2204	2297	3137	29549
County	569	453	379	445	364	333	455	431	375	382	453	537	5176
Other	1058	904	956	1027	851	977	1139	920	1170	913	742	1246	11903
Gilbert	475	423	300	368	357	261	266	255	252	276	268	426	3927
Total	4919	4285	4016	4238	3713	3709	4274	4116	4404	3775	3760	5346	50555
Open Access	1058	904	956	1027	851	977	1139	920	1170	913	742	1246	11903
Adult	1396	1409	1254	1319	1174	1261	1425	1298	1388	1223	1277	1368	15792
Young Adult	318	245	225	204	153	137	180	196	202	163	195	354	2572
Juvenile	2190	1749	1606	1796	1547	1552	1637	1779	1834	1558	1409	2448	21105
Video	9	14	13	12	18	11	3	4	2	4	3	2	95
DVD	766	637	675	694	594	560	775	689	770	630	668	901	8359
Audio	9	19	18	14	5	11	24	19	18	7	20	28	192
CD	33	18	20	7	19	20	29	8	9	7	3	32	205
CD book	113	98	82	89	94	75	91	44	87	103	104	125	1105
Magazines	39	60	51	51	39	31	49	10	20	24	62	54	490
Puzzles	25	19	45	36	53	29	49	54	63	47	12	23	455
Puppets	20	15	21	8	14	10	5	12	10	7	7	10	139
Other	1	2	6	8	3	12	7	3	1	2		1	46
Total	4919	4285	4016	4238	3713	3709	4274	4116	4404	3775	3760	5346	50555
E-books	310	348	352	336	314	408	363	315	342	338	367	358	4151
Downloaded Audio	315	296	283	288	270	249	278	228	279	318	337	328	3469
Ref.? Asked	127	103	93	131	107	118	130	86	134	134	109	86	1358
Ref.? Answered	127	103	93	131	107	118	130	86	134	134	109	86	1358
Reference-Gilbert	44	54	53	50	37	41	32	29	45	57	36	56	534
PATRONS													
Programs - children	19	2	18	11	8	8	7	9	9	11	10	6	118
Attendance - children	133	59	216	138	86	79	49	56	64	75	69	207	1231
Attendance - adults	49	20	52	44	40	54	30	36	43	35	35	116	554
Programs - StoryX	0	0	5	5	3	4	3	3	6	6	5	0	40
Attendance - children	0	0	45	56	29	44	40	18	89	63	51	0	435
Attendance - adults	0	0	5	14	6	12	9	6	17	16	11	0	96
Programs - Teen/Tweens	5	0	2	2	1	1	1	1	0	2	2	5	22
Attendance - teens	39	0	29	35	13	26	15	7	6	2	32	58	262
Attendance - adults	6	0	2	2	1	2	1	1	0	4	4	9	32
Programs - Adult	6	7	5	6	7	5	5	6	8	6	5	7	73
Attendance - children	1	0	0	0	0	0	0	0	19	42	0	7	69
Attendance - adults	62	42	34	37	36	34	35	44	80	1	32	46	483
Total Programs	19	9	25	24	18	18	15	19	22	25	22	18	234
Total Attendance	289	121	333	326	211	251	179	168	310	256	234	447	3125
Gilbert Programs	10	3	6	5	5	4	4	4	5	5	6	9	66
Attendance	245	35	73	67	76	55	37	50	55	55	70	260	976
Attendance - Adults	69	9	27	23	0	16	11	13	19	18	22	84	279
Hours - Gilbert	70.5	78	64	72.5	62	60.5	50.5	54.5	66	66.5	71.5	71.5	788
Total People	704	489	388	378	324	244	237	224	288	319	223	614	4432
People/hour	10	6.3	6.1	5.2	5.2	4	4.3	4.1	4.4	5	3.9	8.6	67.1
Gilbert Site Circ.	859	654	508	662	569	400	373	436	442	399	454	684	6440
Hours - Story City	218	235	217	246	228	218	237	216	235.5	236	223	208	2717.5

Bertha Bartlett Public Library
Statistics Report 2018-2019

Total People	3398	3375	3048	3717	2533	2488	2534	2266	3025	2850	3076	4198	36508
People/Hour	15.6	14.4	14.1	15.1	11.1	11.4	11	10.5	12.8	12.3	13.8	20.2	162.3
CARDS													
Issued - Story City	17	14	16	10	6	6	7	6	4	10	9	12	117
Issued - Gilbert	11	3	0	8	4	2	1	1	4	5	0	5	44
Withdrawn	15	31	0	0	1045	0	0	1	0	0	0	0	1092
renewed - Story City	14	7	14	9	8	5	9	5	11	6	8	20	116
renewed - Gilbert	12	7	6	5	4	2	6	6	4	7	7	11	77
Meeting Room Library	15	1	13	14	10	10	12	10	11	12	12	10	130
Meeting Room Other	4	5	3	7	3	4	8	7	17	11	4	5	78
Computer Use	641	753	575	955	755	877	661	585	748	782	676	775	8783
Test Proctoring	0	0	0	0	0	0	0	0	0	2	1	1	4
Interlibrary Loans Request	8	12	6	12	10	18	11	9	12	8	10	11	127
Interlibrary Loans Sent	22	24	22	19	14	16	32	26	19	35	18	29	276
Book Club Sets	2	4	2	2	1	2	4	4	5	2	3	1	32
Microfilm Use	0	2	0	0	2		0	1	1	1	1	1	9
Gilbert Computer use	47	37	25	39	29	26	11	18	19	22	14	10	297
In House Use - Gilbert		70	27	34			28	3	31	16	35	38	282

In House Use - Story City



Story County Community Foundation facilitates and promotes private giving through the establishment of endowments, acts as a resource for nonprofit endowment building, and awards grants for the betterment of Story County.

Major Grant - Intent to Apply

Intent to Apply forms must be submitted electronically by 5:00p on July 31, 2019
Grant Award is a maximum of \$25,000

In order to screen for the most viable projects and limit the number of organizations investing their time applying, an *Intent to Apply* Form is required for anyone interested in applying for a Major Grant of up to \$25,000. The allocation committee will review the forms and invite applicants to submit a full application requesting funding. If selected, these applications will be due by 5:00 p.m. on **September 30, 2019**. *Do not submit support materials with this form. The Intent to Apply is not binding and does not enter into the review of a subsequent application.*

Organization: Bertha Bartlett Public Library Foundation

Contact person: Kolleen Taylor

Position in organization: Library Director and Board Member of Foundation

Applying agency address: 503 Broad Street

City, State, Zip: Story City, Iowa 50248

Phone number: 515-733-2685

Email: kolleen@storycity.lib.ia.us

Type of applying organization: 501(c)(3) non-profit organization
 local government: type Public Library

Federal tax identification number of organization: 42-6005262-001

Fiscal sponsor information is only needed if different than the applying organization.

Name of fiscal sponsor (if different than applying organization): City of Story City

Federal tax identification number of fiscal sponsor: 42-6005262-001

Fiscal agency address: 504 Broad Street

City, State, Zip: Story City, Iowa 50248

Phone number: 515-733-2121

Email: scaadmin@storycity.net

Project name: Bertha Bartlett Public Library Building Purchase for Expansion Project

Approximate total cost of proposed project: \$ 120,000

Approximate amount to be requested: \$ 25,000

Sources for additional funding required for the project: \$ 95,000 - City of Story City/Library Trust Building Fund

Matching funds (if any): \$ unknown at this time. The Library Foundation is coordinating the 2019 StoryFestival in November with hope this will generate funds specifically for this project.

Brief description of the project and who will benefit: The Bertha Bartlett Public Library has negotiated a price to purchase the adjacent building to the library in January of 2020. After doing a building use study in 2017, it was determined we needed to have additional square footage to adequately serve our patrons, and after approaching the city on every other option, it was determined this is the only viable choice.

All our patrons will benefit, as our

Applications must be submitted electronically to skamp@storycountyfoundation.org by 5:00p on July 31, 2019

Authorized Project Representative

Date

Printed name: _____

For more information on the Major Grant process, please contact
Sunni Kamp, Executive Director at 515-232-9200 or skamp@storycountyfoundation.org



STATE LIBRARY OF IOWA

DES MOINES OFFICE

1112 E. GRAND AVENUE
DES MOINES, IA 50319
800.248.4483

June 24, 2019

Bertha Bartlett Public Library
Kolleen Taylor
503 Broad St.
Story City, IA 50248-1133

Dear Kolleen Taylor:

Congratulations to you and your community! The Bertha Bartlett Public Library has met the conditions for state accreditation as outlined in *In Service to Iowa: Public Library Standards, Sixth Edition*. The accreditation of your library is valid for three years through June 30, 2022.

Achieving accreditation requires significant, ongoing local commitment to provide high quality public library service. As an accredited library you are being recognized for efforts in all areas of library operations including governance and funding, staffing, library collection, services, public relations, access, and facilities.

To publicly acknowledge this accomplishment, enclosed is a Certificate of Accreditation signed by the Governor, Lieutenant Governor, the chairperson of the Iowa Commission of Libraries, and the State Librarian. We will also send you a news release via email that you can customize for your library and send to local media to announce this accomplishment to your community.

Best wishes to you as you continue to deliver high quality library services to your community.

Sincerely,

Michael Scott,
State Librarian

Enclosure

INTERLIBRARY LOAN REIMBURSEMENT REPORT FORM

FY19 – JULY 1, 2018 – JUNE 30, 2019



Reporting Library Bertha Bartlett Public Library

Contact Person Kolleen Taylor

E-mail Address kolleen@storycity.lib.ia.us Phone 515-733-2685

This report is due July 31, 2019.

INSTRUCTIONS FOR COUNTING LOANS

1. **Report only those interlibrary loans that were done outside OCLC and SILO** during FY19 (July 1, 2018-June 30, 2019). To simplify your reporting the State Library will obtain your ILL statistics from OCLC and SILO and add these to any other loans you report. If all of your ILL were done through OCLC and SILO you do not need to submit an Interlibrary Loan Reimbursement report.
2. For each item loaned to other libraries include verification such as an ALA ILL form, an entry on the Interlibrary Loan transaction log, or a report from an ILL management system such as Iliad or CLIO.
3. Do not include OCLC or SILO loans.
4. Do not count bulk loans. Loans of multiple copies for a book discussion group are not considered bulk loans and may be included for Interlibrary Loan reimbursement.
5. A photocopy of an article is counted as 1 item regardless of the number of pages in the article.
6. Loans made to special libraries are not included.
7. Institution libraries listed in the *Iowa Library Directory* are included.

251 **Number of ILL Transactions Not Including OCLC and SILO**

ASSURANCE AND EVALUATION

I certify that for the transactions reported above my library followed the Interlibrary Loan Reimbursement guidelines as stated in the FY19 Terms of Agreement.

Signed Kolleen K. Taylor

Date July 17, 2019

Return to: ILL Reimbursement, State Library of Iowa, 1112 E Grand Ave, Des Moines, IA 50319.
FAX: 515-281-6191. E-mail: toni.blair@iowa.gov.



**STATE LIBRARY
OF IOWA**

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INTERLIBRARY LOAN TRANSACTION LOG
 FY19 – JULY 1, 2018 TO JUNE 30, 2019



Library Name and City Bertha Bartlett Public Library-Story City

Page 1

Title of item	Number of items (for example, if you sent 8 copies of the same title enter 8 here)	Date sent	Requesting library
Blue Bottle Club	9	8/3/18	Lake City Public Lib.
One Thousand White Women	8	8/1/18	Hubbard Public Library
Me Before You	10	8/29/18	Churdan Public Lib.
The Shunning	12	7/12/18	Evansdale Public Lib.
The Glass Castle	6	7/12/18	Storm Lake Public Lib.
The World is Flat	10	8/3/18	Oskaloosa Public Lib.
Hidden Figures	10	8/18/18	Kendall Young Lib. Webster City
Me Before You	10	7/20/18	Kendall Young Lib.
The Alice Network	8	9/15/18	Sanborn Public Library
We Were the Lucky Ones	9	9/12/18	Eagle Grove Memorial Lib.
Hidden Figures	9	9/20/18	Eagle Grove Memorial Lib.
The Alice Network	8	11/25/18	Huxley Public Library
The Story of Edgar Sawtelle	8	10/8/18	Huxley Public Library
The Story of Edgar Sawtelle	15	2/6/19	Johnston Public Library
At Home in Mitford	15	11/15/18	Rock Rapids Public Lib
The Shunning	12	10/30/18	Krabbenhoft Public Lib
The Paris Wife	10	2/5/19	Bellevue Public Library
We Were the Lucky Ones	8	2/8/19	J.J. Hands Public Library
Hidden Figures	4	12/17/18	Carroll Public Library
The Blue Bottle Club	8	3/6/19	Churdan Public Library
The Alice Network	8	5/2/19	Drake Library-Grinnell
Dear Mr. Young	Total Page 1	197	

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Updated 6/27/2019

INTERLIBRARY LOAN TRANSACTION LOG

FY19 – JULY 1, 2018 TO JUNE 30, 2019



Library Name and City Bertha Bartlett Public Library - Story City

Page 2

Title of item	Number of items (for example, if you sent 8 copies of the same title enter 8 here)	Date sent	Requesting library
The Greatest Generation	6	2/1/19	Hampton Public Library
The Alice Network	8	2/14/19	Woodward Public Lib.
We Were the Lucky Ones	8	3/25/19	Woodward Public Lib.
Below Stairs	10	4/18/19	Hubbard Public Lib.
The Greatest Generation	12	6/21/19	Krabbenhof Public Lib.
Where'd You Go Bernadette	10	6/27/19	Hubbard Public Lib.
total Page 2	54		
Total Page 1	197		
Total Page 2	54		
Grand Total	251		

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