

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Friday, November 22, 2019
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Board Training – Staff Training – checklist used by our library

Treasurer's Report: Duane Fournier –

- P& L Expenses
- November bills
- Budget for 2020-2021

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Staff Changes
- William Craig donation to Trust
- Laminating -

Old Business:

- Update on Story Festival
 - Steering Committee for Building Expansion
 - Discussion on Architects presentations & Site visits
 - Increased requests for meeting room space/Computer Room changes – hire work done?
- Adjournment

Reminder

- Next meeting: December ???

STAFF REPORT

November 2019

The last month has flown by, with the Story Festival taking front and center as a fundraiser and the celebration of 25 years as Bertha Bartlett Public Library. My required role on the Foundation and as Library Director made it necessary to devote the time necessary to make this project successful. We feel we produced a good event, and we didn't lose money, but the weight of the work fell on just a few people. Those who really committed to the project did a wonderful job, but it makes me question the level of commitment from those who should be the most committed.

My thanks to the key foundation members who put in countless hours and supported this project financially on many different levels. Those key members were Shelley Hart, who helped coordinate publicity and designed all the materials used. Christine Semler-Blue coordinated the Saturday night meal and decorations, and Dave and Carol Ann Morris not only opened up their home to our Storyteller, but they also attended every workshop and event, purchasing tickets to all functions, as did I. No one received free tickets to any of our events except our presenters. Other board members who played roles included Paul Wierson, who introduced the Storyteller at each of the schools, conducted a Story Stop and was a Local Lore Storyteller. Randy Allman, who was presiding over Ministerial Association function, providing materials for the Friday night event, and helped Saturday night. Mary Sirna introduced our Local Lore speakers, and our newest board member, Rod Bohner, was initiated by helping both Friday night at the Showcase and Saturday afternoon during the Local Lore and Book Fair.

We only had a handful of sponsors, most notably the Roland Story District School foundation, who with their support, were able to cover the cost of our Storyteller. We think we covered all expenses, and generated positive cash flow in excess of \$1500 (this is an early estimate), which exceeded the last festival where we split revenues with the Historical Society and the GCC, but also had more major sponsors, including city support.

Even though the event dates were announced long in advance and was coordinated closely with the schools and the GCC with the Herald giving us front page billing for four weeks in a row, we were stunned to hear that people were not aware of the event. There are many events and projects coordinated in our community, from schools, churches and business plus other organizations. We tried hard not to hit any other events, so we were disappointed that we had to work so hard to final headcounts for the dinner and many who did not attend the free events.

Some of the feedback we have received is that people do not understand why we need more space. With that in mind, I'm trying to address this in my column in the Herald, but I fear that most of our community no longer read this newspaper. What used to be a weekly column seems to have shifted to a non-paid staff position with contributed news articles and photos, and it has been on the front page so many times, I'm now embarrassed. I don't think my subject merits front page exposure all the time, but I appreciate the effort from the Herald. But communication with everyone seems to be more challenging than ever, and I think we are dependent on the one-on-one explanations more than ever. We need every board member and staff member to be on the same page, telling the same story, and showing solid support.

Staffing has remained a challenge, and we interviewed and have hired a new desk person, Caitlin Hodnefield, who started training last week. Laura is now just covering Gilbert on alternating weekends and during Thursday Storytime in Gilbert, in addition to assisting with the early dismissal programs with the Tweens in Story City. Trisha is giving away her hours periodically, but still fulfilling her outreach program to Bethany Life and Cedar Place. Ema does not see her commitment to her father being completed before Christmas and is also considering an internship overseas after the first of the year. She has tendered her resignation, offering to stay until we have replaced her.

None of this is a surprise, it just is not the best timing, but it has taken a toll on both Denise and I trying to keep everything covered, as our first priority is always to the people who come to use the library on a daily basis. Shelly and Angie have both stepped up to fill in big holes in the schedule to allow us to complete work like preparation for board meetings and cataloging.

We have had to turn down more requests than ever for our meeting room space. With only 6 people attending most board meetings, we could move into the computer lab room, using the conference table IF we had the room redesigned. On the agenda at this month's meeting is to see if we should hire for the removal of the built in computer stations, and clean up the walls so we can use this as an additional meeting room space.

Because of the increased use of the smaller meeting areas, we think we should be tracking how often those are in use. We don't charge for the smaller space or our booksale room, but it is used so often, those wanting to buy books are unable to browse them.

We did receive a bequest from the William Craig Trust upon his death, in the amount of \$10,000 that has to be deposited to the Trust, and will show up in the month of November for additions to the Trust. In addition, Pat Coffie, one of our presenters during the Story Festival, wrote a check to the Library Building Fund in the amount of \$50, in honor of Robert Ahlstrom, who assisted in helping her locate her families original home dwelling in the rural Story City area.

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room
Thursday, October 17th, 2019
6pm

Attendees: Lynn Cummings, Chris Feil, Matt Emerson, Duane Fournier, City Representative Mary Kay Solberg, Secretary Jessica Hensch, Director Kolleen Taylor

Approve Agenda:

Approval of agenda with no alterations or additions.

Approval of Minutes:

Cummings moves to approve the September 2019 meeting minutes. Emerson seconds.
Approved unanimously.

Citizen's Appearance:

None

Board Training – Understanding Community Training (Learning Circuit) – 6:01p – 6:16p

Discussion regarding community engagement. Taylor wanted to share some tools that were presented at a meeting she attended. The idea is to tell the story of our library better to the community as a whole. Taylor provided a worksheet.

Self-Reflection Exercise:

What are the things we do better than any other organization in the community?

- We are open to everyone in the community
- Set the stage for early childhood literacy
- Directly serve more people in the community than most other organizations
- Provide resources for lifelong learning for all demographics
- Provide a lot of free material
- Provide tech support with devices, job searches, troubleshooting tech problems and the “go to” place to utilize when personal devices fail.
- Provide low-cost or free programs to a variety of ages of people

What could our library be doing better?

We could be more involved with other community organizations

What are the things we want the community to know?

We are wearing out our current building – waiting on projects to do it all with the expansion.

Treasurer's Report: Duane Fournier

Quarter of the way through the budget year. So far, Story City is ahead of budget. Many projects have been held waiting for decision about expansion. Gilbert is also ahead of budget.

Bills:

- There are a few blanks in the list due to the meeting be held earlier in the month.
- Taylor will email out the outstanding bills to the trustees
- Fournier motions to approve the October 2019 bills as shown and to email out the rest of the outstanding bills. Cummings seconds. Approved unanimously.

Circulation Report:

- Ahead of numbers from last year
- Gilbert is mostly holding steady as well.

Correspondence/Communications:

Fran has been corresponding with Taylor regarding the Storytelling Festival. She won't be able to fly here, so Taylor is working with her to see if she can be recorded.

Gilbert Update:

Laura is taking other classes so isn't working as many hours. Maria is working in SC more to help out. Rotating a lot of books there to renew the collection. There aren't as many non-fiction browsers in Gilbert as there is in Story City.

New Business:

Setting up Steering Committee;

Mary Kay Solberg and Mark Jackson volunteered to be on the steering committee for the library expansion. Suggested that we take two board members, city council member and three to four members from the community to serve as the "steering committee" in order to increase efficiency. The board would still be updated throughout the whole process and finalize decisions. Discussion regarding possible community members for steering committee. Feil will start contacting community members. Ideally, the committee will be settled by next month.

Discussion of architect presentations

- OPN had a lot of experience with community involvement and integrating the community's ideas for their buildings.
- FEH did well offering up new ideas and discussing ideas the board had.
- Avec design did say that they would do a flat-rate fee.
- Martin Gardner was a certain percentage.
- Taylor will contact them and let them know any contact for service must be a flat-rate.

Site Visits:

- Taylor would like to ask all companies that presented to provide site visit information. It is suggested that we talk to two of them and expand from there, if necessary.
- Taylor suggests seeing what sites we are given, plot them on the map and divide and conquer.

Budget discussion on Monday, October 21st at 7pm with City

- Expansion must be part of this discussion with the council on Monday night.
- Taylor is doing a written report that summarizes some of the highlights from the year, including some of the stats that people like to see.
- Not all budget was spent last year due to the shift of the automation system being paid this fiscal year instead of last.
- We don't need to have the final budget in place on Monday, but we do need to discuss it. The City offered an increase of about \$5,000. This will likely be used for salary increases.
- Taylor understands that the City will need to do a budget adjustment due to the purchase of the building.
- Feil suggests clarifying what our plan is for the next year, i.e., we will be continuing operations while we work on expanding.

Meeting Room Fees:

A council member suggested that the meeting room rates are too low. Rates will remain as they are due to wanting to remain an accessible organization for all members of our community.

Staff hours and job shifts: Some staff are starting to reduce their hours at the library. New staff should be hired at the amount that makes sense on the matrix.

Old Business:

Annual Survey Completed (See digital report) Taylor will send this digitally to the trustees. She got it completed within two weeks of it being released. Great work!

Update on Story Festival & Foundation Update

- Flyers are being passed out.
- Divided up labor for Friday and Saturday night.
- There will also be a book fair on Saturday with 6 different authors
- Nametags for trustees will be provided.

Adjournment: 7:31p

Next meeting: Friday, November 22nd at 6pm

Bertha Bartlett Public Library

P L - October 2019

Acct #	Story City Expenses	<u>2019-2020</u> Budget	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 47,086.00	\$ 3,383.96	\$ 15,227.82	\$ 31,857.18	67.66%
001-4410-6020	Salaries: Part-time	\$ 54,000.00	\$ 4,144.24	\$ 19,050.25	\$ 35,949.75	65.36%
001-4410-6110	FICA/Medicare	\$ 7,750.00	\$ 568.48	\$ 2,578.61	\$ 5,171.39	66.70%
001-4410-6130	IPERS	\$ 9,564.00	\$ 710.65	\$ 3,235.86	\$ 6,329.14	66.17%
001-4410-6150	Insurance - Group Health	\$ 4,600.00	\$ 354.05	\$ 1,582.20	\$ 3,017.80	65.60%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 103.20	\$ 295.01	\$ 1,004.99	77.31%
001-4410-6320	Building/Grounds	\$ 10,000.00	\$ 370.00	\$ 1,770.00	\$ 8,230.00	82.30%
001-4410-6350	Equipment repair/Maint.	\$ -	\$ -	\$ 28.12	\$ (28.12)	0.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 56.54	\$ 226.16	\$ 1,573.84	87.44%
001-4410-6373	Telephone	\$ 4,800.00	\$ 396.68	\$ 1,580.57	\$ 3,219.43	67.07%
001-4410-6408	Insurance-General	\$ 2,300.00			\$ 2,300.00	67.07%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 90.00	\$ 90.00	\$ 1,910.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 21.10	\$ 208.20	\$ 2,291.80	91.67%
001-4410-6501	Building Supplies	\$ 750.00	\$ 50.98	\$ 201.73	\$ 548.27	73.10%
001-4410-6502	Technology	\$ 3,000.00	\$ 28.83	\$ 58.80	\$ 2,941.20	98.04%
001-4410-6505	Cataloging Supplies	\$ 1,800.00	\$ -	\$ 337.93	\$ 1,462.07	81.23%
001-4410-6506	Office Supplies	\$ 3,050.00	\$ 608.53	\$ 1,176.33	\$ 1,873.67	61.43%
001-4410-6508	Petty Cash/Postage	\$ 1,100.00	\$ 75.00	\$ 300.00	\$ 800.00	72.73%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ 650.00	\$ (650.00)	0.00%
001-4410-6770	Magazines	\$ 1,700.00	\$ -	\$ 748.63	\$ 951.37	55.96%
001-4410-6771	Audio	\$ 1,300.00	\$ -	\$ 599.00	\$ 701.00	53.92%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,009.76	\$ 4,740.63	\$ 7,259.37	60.49%
001-4410-6773	Video	\$ 1,500.00	\$ 87.95	\$ 637.43	\$ 362.57	36.26%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 922.26	\$ 77.74	7.77%
		\$ 175,000.00	\$ 12,059.95	\$ 56,245.54	\$ 119,254.46	67.95%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 637.10	\$ 1,204.25	\$ (2,795.75)	-69.89%
001-4410-1-4470	General Fund	\$ 21,500.00				
031-4410-2-4705	Donations	\$ 5,000.00		\$ 609.00		
031-4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 4,689.58	\$ 7,199.32		
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 465,523.30	\$ 3,772.44	\$ 469,295.74		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,070.48	\$ 2.83	\$ 2,073.31		
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					
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library

November 2019 bills

Code	Written To	Date	Amount	Comments/Mileage @ .58/mile
001-4410-6150	Wellmark	11/01/19	\$381.54	Health Insurance - Kolleen
001-4410-6320	Angie Halladay	11/22/19	\$200.00	Cleaning
001-4410-6320	Arrow Pest Solutions	11/22/19	\$60.00	Spraying - last of the year
001-4410-6371	Chitty Garbage Service	11/01/19	\$25.00	Trash
001-4410-6371	Black Hills Energy	11/05/19	\$57.46	Gas - heat
001-4410-6373	Aureon	11/01/19	\$395.80	Telephone
001-4410-6501	D & K Products	10/29/19	\$127.50	Ice Melt, bulk purchase
001-4410-6501	Quill	10/29/19	\$268.63	Building supplies
001-4410-6505	Quill	10/29/19	\$6.39	Cataloging supplies
001-4410-6506	Quill	11/13/19	\$49.36	Office supplies
001-4410-6506	Cyclone Awards & Engravi	11/01/19	\$117.00	Name tags
001-4410-6506	Access Systems	11/21/19	\$132.95	Copier Lease
001-4410-6506	Amazon Capital Services	11/20/19	\$25.27	Office supplies
001-4410-6771	TEI Landmark	10/15/19	\$13.00	Audio books, and audio cd
001-4410-6772	Cengage	11/13/19	\$46.50	LP books
001-4410-6772	Cengage			Books
001-4410-6772	Baker & Taylor	10/18/19	\$61.02	Books
001-4410-6772	Baker & Taylor	11/05/19	\$88.44	Books
001-4410-6772	Baker & Taylor	11/16/19	\$107.48	Books
001-4410-6772	Centerpoint Large Print	11/01/19	\$88.68	Books
001-4410-6772	Centerpoint Large Print	10/11/19	\$88.68	Books
001-4410-6772	Ingram	10/30/19	\$356.82	Books
001-4410-6772	Iowa Poetry Association	11/08/19	\$9.00	Iowa Poetry book
001*4410-6772	Amazon Capital Services	11/20/19	\$182.29	Books through Amazon
001-4410-6773	Amazon Capital Services	10/20/19	\$171.87	DVD's
	TOTAL - Story City		\$3,060.68	
	Gilbert Bills			
033-4410-6505	Quill	10/31/19	\$6.39	Cataloging supplies
033-4410-6506	Quill	10/29/19	\$49.24	Office supplies
033-4410-6772	Ingram	10/30/19	\$36.20	Books
033-4410-6773	Amazon Capital Services	11/20/19	\$19.96	DVD
	Total - Gilbert		\$111.79	

Bertha Bartlett Public Library
2019-2020 Statistics Comparison

	Jul. 18	July 19	Aug. 18	Aug. 19	Sept. 18	Sept. 19	Oct. 2018	Oct. 2019	Nov. 18	Nov. 19	Dec. 18	Dec. 19	Jan. 19
City	2817	3029	2505	2600	2381	2461	2398	2528	2141		2138		2414
County	569	641	453	419	379	412	445	515	364		333		455
Other	1058	953	904	954	956	912	1027	1008	851		977		1139
Gilbert	475	388	423	343	300	270	368	331	357		261		266
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713		3709		4274
Open Access	1058	953	904	954	956	912	1027	1008	851		977		1139
Adult	1396	1455	1409	1365	1254	1188	1319	1394	1174		1261		1425
Young Adult	318	335	245	291	225	183	204	221	153		137		180
Juvenile	2190	2079	1749	1779	1606	1740	1796	1833	1547		1552		1637
Video	9	0	14	8	13	5	12	4	18		11		3
DVD	766	848	637	672	675	742	694	675	594		560		775
Audio	9	20	19	7	18	14	14	9	5		11		24
CD	33	39	18	17	20	12	7	7	19		20		29
CD book	113	138	98	96	82	85	89	115	94		75		91
Magazines	39	60	60	49	51	37	51	56	39		31		49
Puzzles	25	27	19	24	45	34	36	58	53		29		49
Puppets	20	9	15	7	21	11	8	10	14		10		5
Other	1	1	2	1	6	4	8	0	3		12		7
Total	4919	5011	4285	4316	4016	4055	4238	4382	3713		3709		4274
E-books	310	320	348	336	352	324	336	320	314		408		363
Downloaded Audio	315	372	296	343	283	327	288	337	270		249		278
Ref.? Asked	127	158	103	112	93	103	131	161	107		118		130
Ref.? Answered	127	158	103	112	93	103	131	161	107		118		130
Reference-Gilbert	44	58	54	59	53	32	50	39	37		41		32
PATRONS													
Programs - children	19	7	2	0	13	13	11	11	8		8		7
Attendance - children	133	131	59	0	171	132	138	129	86		79		49
Attendance - adults	49	53	20	0	47	47	44	40	40		54		30
Programs - StoryX	0	0	0	0	5	5	5	3	3		4		3
Attendance - children	0	0	0	0	45	45	56	27	29		44		40
Attendance - adults	0	0	0	0	5	8	14	8	6		12		9
Programs - Teen/Tweens	5	6	0	0	2	2	2	2	1		1		1
Attendance - teens	39	51	0	0	29	14	35	24	13		26		15
Attendance - adults	6	9	0	0	2	2	2	4	1		2		1
Programs - Adult	6	5	7	6	5	7	6	5	7		5		5
Attendance - children	1	0	0	2	0	0	0	0	0		0		0
Attendance - adults	62	32	42	39	34	49	37	27	36		34		35
Total Programs	19	18	9	6	25	22	24	21	18		18		15

Bertha Bartlett Public Library
2019-2020 Statistics Comparison

Total Attendance	289	277	121	41	333	241	326	259	211		251		179
Gilbert Programs	10	7	3	2	6	5	5	7	5		4		4
Attendance	245	210	35	32	73	62	67	71	76		55		37
Attendance - Adults	69	61	9	9	27	28	23	24/2T	0		16		11
Hours - Gilbert	70.5	72.5	78	73	64	64	72.5	78	62		60.5		50.5
Total People	704	554	489	403	388	384	378	428	324		244		237
People/hour	10	7.6	6.3	5.52	6.1	6	5.2	5.5	5.2		4		4.3
Gilbert Site Circ.	859	626	654	581	508	507	662	559	569		400		373
Hours - Story City	218	221	235	228	217	220	246	247	228		218		237
Total People	3398	3778	3375	3229	3048	3122	3717	3636	2533		2488		2534
People/Hour	15.6	17	14.4	14.2	14.1	14.2	15.1	14.7	11.1		11.4		11
<u>CARDS</u>													
Issued - Story City	17	12	14	4	16	22	10	5	6		6		7
Issued - Gilbert	11	4	3	0	0	3	8	1	4		2		1
Withdrawn	15	0	31	0	0	0	0	0	1045		0		0
renewed - Story City	14	12	7	13	14	3	9	8	8		5		9
renewed - Gilbert	12	4	7	3	6	1	5	7	4		2		6
Meeting Room Library	15	12	1	2	13	10	14	14	10		10		12
Meeting Room Other	4	2	5	4	3	9	7	8	3		4		8
Computer Use	641	681	753	461	575	402	955	430	755		877		661
Test Proctoring	0	2	0	4	0		0		0		0		0
Interlibrary Loans Requested	8	15	12	12	6	5	12	16	10		18		11
Interlibrary Loans Sent	22	33	24	25	22	29	19	31	14		16		32
Book Club Sets	2	0	4	2	2	4	2	3	1		2		4
Microfilm Use	0	0	2	0	0	0	0	0	2				0
Gilbert Computer use	47	37	37	26	25	28	39	23	29		26		11
In House Use - Gilbert		58	70	64	27	30	34	58					28

In House Use - Story City

New Hire Training Outline

- General Office**
 - Contact List
 - Library Email
 - Employee List
 - Tour
 - Sections
 - Displays
 - Filing
 - Equipment and Supplies
 - Lost and Found
 - Hours
 - Weather Closings
 - Holiday Schedule
 - Holiday Closure Signs
 - Schedules and Coverage
 - Time Sheets
 - Pay Cycle
 - Time Sheets
 - Separate sheets for Story City and Gilbert
 - Building
 - Thermostat
 - Community Room Guidelines
 - Maintenance
 - Posting signs and materials from patrons
 - Snow Removal
 - Emergency Procedures
 - Tornados
 - Illness/Injury
 - Maintenance Issue
 - Supplies
 - Request
 - Location
 - Special Order
 - General

- Recycling

- PO Box

- Opening Procedure**

- Doors

- Signs

- Lights

- Systems

- Login Credentials

- Bookdrop

- Software**

- Alexandria

- General Circulation

- Checking Out

- Renew

- Bookdrop

- Hold

- Reserve

- Alert Notes

- Reference

- Lookup

- Inventory

- Incorrect Copy Information

- Patron

- New Cards

- Verifying Location

- Documentation

- Family Cards

- Renewing Cards

- Verifying Contact Info

- Patron History

- Charges

- Reports:

- In-Stock Holds List

- Daily Report

- Patron Overdue List

- Outstanding Fines

- Issues

- Lost Items
- Repairs
- Offline Mode

Websites

- Online Catalog
 - Patron Access
 - Search
 - Hold/Renew Items
 - Wilbur
- Social Media
 - Facebook
- Google Drive

Hardware

- Desk Computers
- Router
- Public Computer
- WiFi
- AWE
- Printer
- Fax
- Label Writer
 - Changing Paper
 - Troubleshooting
- Laminate Machine

Forms

- Monthly Stats Sheet
- Time Sheet
- ILL
- Open Access
- Patron Request
- Purchases
 - Price List
 - Payment Slips
- Lost Items Returned
- Thinks Item was Returned

Daily Activities

- Manage Circulation

- Check Ins
 - Cleaning Books
 - Checking for Damage
 - Open DVD Cases
 - Read Alert Notes Thoroughly
 - Shelving
 - Shelving Procedures
 - Series
 - Co-Authors
 - Dead Authors
 - Locations/Displays
 - Reading as you shelve
 - Returning Story City items
 - Alert Note - In Transit
 - Handling materials from other libraries
 - Open Access
 - Check Outs
 - Who can check out?
 - Too Many DVDs?
 - Acknowledging Fines
 - Shelf Reading
 - Rotation
 - Schedule
 - Procedure
 - Notes
 - Pulling Rotation
 - Get approval if there's no request
 - Shelving Rotation
 - Reference Questions
 - Update Empty/Outdated Displays
 - Facebook
- Open Access**
 - Pickup Schedule/Van Route
 - Acceptable Packaging
 - Labeling
 - What should/shouldn't go on the van
- Programs**

- Caterpillar
- Story Time
- Late Start/Early Out
- Volunteers
- Bridge to Reading
- Battle of the Books
- Summer Reading Program
- Tax Season**
 - Forms
 - Printing Policies
 - Additional Resources
- Misc. Procedures and Policies**
 - Monthly Meeting
 - Donations
 - Notebook
 - Patron Privacy
 - Handling Inappropriate Patron Behavior
- Closing Procedure**
 - Doors
 - Signs
 - Lights
 - Systems
 - Daily Sheet

Procedure for shelving

1. Please arrive at building early enough to put coat away and be ready to work at the time you are scheduled.
2. Arrange the items in order for each specific shelving area, i.e., New books, YA, etc. Be certain to use book stands to separate different shelving areas. No more should be placed on a cart than you can shelve during your shift. Multiple locations can be on a single cart.
3. Go to the area you are about to shelve. Glance over row quickly for any initial issues, e.g. double runs of a sequence, books upside down or backwards on the shelf.
4. Determine where the item should go. Make sure at least the five items before and after the item you shelve are in the correct spot. If time allows, review entire shelf and first few books on shelves above and below.
5. If there are multiple errors on a shelf, and it seems apparent the problems are widespread, get a cart, and remove the books in the area with the problems, and organize them on the cart!
6. Items on display should always be near where they would normally shelved. Some displays are specialty, such as historic fiction, seasonal, topical, etc., (YA, Computer display, Entrance displays) Do NOT put items to be shelved in display areas, unless instructed to do so (i.e., out of space in children's paperback area)

Rules for shelving: Look at call number (012.324 BRA for nonfiction, F SPI, MF PRU, SF GHO or LP F THI are in fiction) or letter on the spine. If in doubt, look at title page inside the book to get accurate title and author information. This is how the book is cataloged. If the spine label and inside barcode label are not the same, please return it to work area, checked out to processing (#7).

WHEN YOU FIND YOURSELF WITH NOTHING TO SHELVE...

This is how the shelves should look when items are on the shelf. When you have the time, go to the shelves and make sure this is how they look. (This is a visual attempt to show how many books should be on a shelf in relation to the shelf size and other shelves.)

Books on shelves ideally will fill shelves this far:
Top Row: 2/3 to 3/4 full
2nd from top should be 3/4 full
3rd from top: half to 3/4 full
4th from top: 1/2 to 3/4 full
Bottom row: 1/4 full

Shelves should be as neat as possible when you put items away. IF you have time, aligning the spines with the front edge of the shelf is the very best look for the library. Some items are oversized and sometimes aligning the items not possible, but please align those which can meet this expectation.

Shelf reading: You should be doing this every time you shelve; however, if you have extra time, focused shelf reading always needs to be done. The Juvenile area often needs attention, but check to see if others have done this recently. Look at the book title, the call number, and author, and make sure all the items on a shelf are in order

Reference Collections:

These books are non-fiction only, and are identified with an R on its spine label. (R 000.001 ABC for Adult Reference, or J R 000.001 for Juvenile Reference) These books should not be checked out. If you find reference or any other materials lying on the tables, carts or shelves, please re-shelve in the Reference section.

Adult Fiction (F ABC, MF ABC, SF ABC, LP F ABC)

F – Fiction, M – Mystery, SF – Science Fiction, LP- Large Print

1. Alphabetical by author
2. Alphabetical by title within the same author. Ignore initial articles, eg “A”, “An”, “The”, in a title. “The Stand” by Stephen King is filed within King in the “S” area. Nothing comes before something, for example: “The Stand” comes before “Stand by your Man”
3. Roman Numerals in a title count as a letter, not a number.
4. Numbers precede letters, if numbers are spelled out, i.e., six versus 6, the 6 comes before Abnormal, whereas “seven” comes before “six”.
5. Multiple authors: Primary author listed first, disregard secondary author, then shelve alphabetically by last name first, then first name. Some authors co-write with several different people, be certain to check this closely. We have opted to shelve these just by primary author and title.

Adult non-fiction: (000.001 ABC)

1. The call numbers in non-fiction go from the smallest number to the largest. 0-999.999, 150.1 before 160.6
2. Within the identical number, the next order is by author. 150.1 ANE comes before 150.1 GOE
3. Then by title: 150.1 Ane Eggs before 150.1 Ane Trees
4. Finally by edition or year. (Latest year or latest edition is the final one in a sequence Volume 1-10, A-Z, etc.

Example: (Not real titles!)

001.402 AND The World of Flowers
024.306 BAR Computers for Dummies
101.451 ABE Life and Time of Philosophy
101.451 ABE Monthly ideals of Philosophy
101.451 ABE Philosophical Timebombs
101.5 ABE Times are hard: Philosophies of the Ill at Ease
110.01 BEA Motions of Sound

Adult biographies: B Adams: Biographies are alphabetical by SUBJECT (who the book is written about). These are shelved together on the last shelf in Non-fiction.

Paperbacks: (PB ABC) : Alphabetical by author, then by title, REMEMBER all soft-sided books are NOT shelved in the paperbacks, trade paperbacks and some non-fiction and book club editions are usually mixed in with the regular collection. To be shelved with Paperbacks, the book MUST have a PB on the spine label.

Young Adult: (YA ABC): The Young adult area has Hardcover and paperback books, graphic novels, and some graphic novels. The newest or most sensitive YA material is also shelved in YA area. **YA Non-fiction is to be shelved with Adult Nonfiction, as are YA Biographies.**

Juvenile Biographies (J B Adams)

Biographies are alphabetical by SUBJECT (who the book is written about). These are shelved together in the center of the Juvenile area.

Juvenile Fiction (JF ABC)

Alphabetical by author, then alphabetical by title. Juvenile series are in order by series number WHEN EASY to identify. If we only have one or two titles in a series, shelve by author, then title.

Juvenile Non-fiction (J 000.001 ABC)

Same rules apply as for adult non-fiction. Be sure the full call number is considered, as many wrap around the spine and finish on the cover of the book.

Easy (E ABE)

Alphabetical by author.

DVDs – Shelved by genre on white shelves in Gilbert, numerical order behind desk in Story City and sleeves are grouped alphabetically by genre.

STORY CITY ONLY: Music CD's are kept behind the circulation desk, however the folders are organized by categories, these are filed by category, then alphabetical by title of album. Categories are:

Blues	Children	Classical	Country	Holiday	
Inspiration	Instrumental	Miscellaneous	Movie	Rock	Vocal

VIDEOS

These have the same classifications as DVDs.

Finally, we want you to know that we think that shelving is truly the most important job in many ways! You are the last person to handle a book before a customer picks it up and considers checking it out. If you ever find a book on the shelf that is in disrepair, dirty, or damaged, please bring it back with you to the circulation desk, and check out to repairs (4) or processing (7). Some books cannot be easily replaced, but we want our collection to look nice. It shouldn't be on the shelf if it needs some work, or needs to be replaced. You are the final salesman....you help make our jobs and our customers day easier, brighter, and productive.

Thank you for learning our shelving process! It is important for everyone to be able to find the items they want when they come to the library!