

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Thursday, July 19, 2018
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- July bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update –

New Business:

- Open Access Report
- Direct State Aid Report
- Preliminary County Report
- Budget 2019-2020
- Credit Card use

Old Business:

- Community Survey – Strategic planning process
 - Policies to review
 - Patron Policy
 - Patron Registration Policy
 - Policy for media equipment
 - Carpet costs
-
- Adjournment

Reminder

- Next meeting: Thursday, August 23, 6:00 p.m.

STAFF REPORT July 2018

With a short month, getting all the reports completed before this meeting is a bit of a stretch. We have until July 31 for the Open Access Reports and Direct State Aid reports, and the second week of August for the County reports. I will be trying hard to give a tentative report at the board meeting, but will need to finalize these reports over the next two weeks. There just isn't enough time.

I wanted to be sure to get the budget for 2019-2010 into our thinking processes. Although this is 2 years from now, there are a lot of things that may impact us, yet I know Mark will want figures by September.

We have been busy this summer, but it has been noticeable that the kids who went to Roland for Kids Club were absent. We still have 18 toddlers, 168 in the K-4 programs, 45 in Teen/Tween program, 16 adults, and 18 in the Tween Book Club in Story City and 3 in Gilbert. Attendance has been running between 30 and 60 for the programs, in Story City and 50-75 in Gilbert.

Our year end finances were close to budget numbers, knowing there is some work we had hoped to have completed this year that was delayed, like roof repairs. I hated dropping below 50,000 in circulation of our physical materials, but the dip is somewhat offset with the audio book and e-book usage.

Since the board is doing some training every month, it has become apparent that I need to do some re-training/training with staff, so we are now going to do this at each monthly meeting. Since I'm doing open access reports right now, there are lots of errors which I'm trying to figure out how to fix before the report is due. I spent the staff meeting last night walking through this portion of the library card setup to re-teach everyone about how to enter cards, how to figure out which county patrons are living in, and whether they are living in rural areas of Story County. The open access report relies on this information to be accurate, and funding for both the Story County and State of Iowa is important to our budget. It spells out the importance in our Patron registration policy.

I forwarded a nice note from Fran, which is the second time since she visited that she has emailed me. It feels good that she appreciates us so much.

The library foundation met last week, and I'm trying to get with Kate yet this week to discuss some of the potential dates for a small collaboration with the Historical Society and keep the idea of the Storytelling "Festival", alive for another year. After hearing Will Struck, I think he would be marvelous in the schools with all ages of children for a Friday event sometime in November, and adults enjoyed him also. We are just a little time starved right now, and I'm hoping I can finalize some things with a couple of performers and Kate by next meeting.

I've included Credit Card use on the agenda as we did use it extensively in June to get lots of the materials we had in carts and wish lists ordered, and this alarmed our city manager. We don't normally run so much through the credit card, and our staff has already been advised we can't have so much last minute purchasing done next year.

Bertha Bartlett Public Library
Library Board Meeting
Thursday, June 28, 2018
6pm

Meeting convenes at 6p with Cummings, Emerson, Fournier and Taylor in attendance. Citizen Pete Tekippe is also in attendance.

Additions or alternations to the agenda: table policies and community survey from this meeting. Board training moved to end of meeting.

Motion to approve the minutes from the previous meeting made by Cummings, seconded by Fournier. Motion to approve the minutes passes unanimously.

Citizens appearance Pete Tekippie. Board moves in to closed session.

FINANCIAL REPORT:

Treasurer's report: \$20,397.17 remaining in the budget after May bills. There are several outstanding bills for services. Approximately \$6000 remaining in the budget for the year. There is a new server and installation services, payroll may increase. We have funds to spend at the end of the year.

Gilbert, same issue Vande Griende project is underway and awaiting billing. Salaries will be higher in Gilbert next year.

Bills: several outstanding bills of unknown amounts that we are waiting on.

Motion to approve the bills made by Fournier, seconded by Cummings. Motion to approve the payment of the bills passes unanimously.

Circulation report: things have improved from last month. Downloadable audio and e-books have nearly doubled last month.

Correspondence and communication: nice email from Fran regarding her reception and dinner.

Gilbert update: good turnout for programming. The high spot is that they are having comparable crowds to story city. They are having large crowds gather. Circulation could grow.

New business: cost of living adjustments is a recommended 3%. Motion to increase base wage to matrix is made by Emerson, is seconded by Fournier. Passes unanimously.

Two carpeting samples. One is clear leader. Board asks Taylor to get pricing on the one sample.

Old business: community survey tabled to next month. Public input /strategic planning meeting needs to be scheduled following summer. Policies to review is tabled to next month.

Leaking roof - vent on roof is not sealed properly and it's too dangerous to repair without a bucket lift. There has been a reduction in the leak but it is still leaking. Because of recent weather, Waddle has been unable to return to investigate and repair the problem.

Next meeting July 19 at 6pm.

Motion to adjourn made by Cummings, seconded by Fournier. Motion passes unanimously.

Reported by

Matt Emerson

Bertha Bartlett Public Library
June 2018 Cash Flow

Acct #	Story City Expenses	2017-2018			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.70	\$ 41,479.05	-\$345.05	-0.84%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 4,017.72	\$ 46,110.38	\$5,389.62	10.47%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 540.96	\$ 6,602.66	\$484.34	6.83%
001-4410-6130	IPERS	\$ 8,272.00	\$ 643.71	\$ 7,846.09	\$425.91	5.15%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 381.54	\$ 4,530.10	\$869.90	16.11%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 13.63	\$ 911.42	\$388.58	29.89%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 300.00	\$ 11,620.59	-\$3,620.59	-45.26%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	0	0	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 36.15	\$ 1,683.83	\$116.17	6.45%
001-4410-6373	Telephone	\$ 4,187.00	\$ 303.07	\$ 3,672.01	\$514.99	12.30%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ 90.00	\$ 2,149.76	\$680.24	24.04%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 1,487.50	\$512.50	25.63%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 825.45	\$ 2,246.90	-\$246.90	-12.35%
001-4410-6501	Building Supplies	\$ 600.00	\$ 325.10	\$ 622.79	-\$22.79	-3.80%
001-4410-6502	Technology	\$ 2,000.00	\$ 3,576.95	\$ 5,323.78	-\$3,323.78	-166.19%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ 795.70	\$ 1,619.08	\$80.92	4.76%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 268.17	\$ 3,006.82	-\$306.82	-11.36%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 1,050.00	-\$50.00	-5.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 272.04	\$ 1,720.34	-\$220.34	-14.69%
001-4410-6771	Audio	\$ 1,000.00	\$ 599.00	\$ 1,202.06	-\$202.06	-20.21%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	2671.81	\$ 14,123.33	-\$2,123.33	-17.69%
001-4410-6773	Video	\$ 2,000.00	\$ 54.30	\$ 1,394.95	\$605.05	30.50%
001-4410-6774	Online Databases	\$ 2,000.00	\$ 399.50	\$ 887.95	\$1,112.05	55.60%
		\$ 162,360.00	\$ 19,380.50	\$ 161,343.33	\$1,016.67	0.63%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 431.64	\$ 3,615.64	-\$384.36	-9.61%
001-4410-1-4470	General Fund	\$ 20,000.00	\$ -	\$ 24,480.30	\$4,480.30	22.40%
031-4410-2-4705	Donations	\$ 5,000.00	76.00	\$ 11,191.00	\$6,191.00	123.82%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 487.36	\$ 6,298.70	\$3,298.70	109.96%
	Total Deposits		\$ 995.00	\$ 45,585.64	\$13,585.64	
B. Trust Fund Deposits/Balance					\$388,398.42	
031-	Trust in General Fund	\$ 377,416.93	562.7	10981.41	\$388,398.42	
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 8.21	\$ 2,062.24		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 487.36	\$ 210,000.00		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds	\$ 4,000.00				
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment	\$ 4,000.00				
031-4410-6672	Books	\$ 5,000.00				
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library
July 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	07/01/18	\$381.54	Health Insurance - Kolleen - july
001-4410-6150	Benefits, Inc.	07/06/18	\$166.00	Flex benefit annual renewal fee
001-4410-6320	Laura Donaldson	07/19/18	\$100.00	Cleaning
001-4410-6320	Arrow Pest Solutions	06/30/18	\$60.00	Window cleaning
001-4410-6371	Chitty Garbage Service	06/29/18	\$24.25	Trash
001-4410-6371	Black Hills Energy	07/06/18	\$31.35	Gas - heat
001-4410-6373	Aureon	07/01/18	\$422.36	Monthly Phone & Internet bill
004-4410-6500	Kolleen Taylor	07/19/18	\$13.47	Chip Challenge - Teen Program
001-4410-6500	Denise Froehlich	07/18/18	\$36.43	Chip Challenge - Teen Program
001-4410-6506	Access systems leasing			copier lease \$127.00 +
001-4410-6770	Des Moines Register	07/01/18	\$317.03	Subscription - annual
001-4410-6772	Visa	07/06/18	\$13.13	Magazine subscription
001-4410-6772	Cengage	07/02/18	\$36.34	Books
001-4410-6772	Cengage			Books
001-4410-6772	Center Point	07/01/18	\$88.68	LP Books
001-4410-6772	Ingram			Books
001-4410-6772	Baker & Taylor	07/03/18	\$155.30	Books
001-4410-6772	Baker & Taylor	07/13/18	\$128.14	Books
001-4410-6774	Overdrive Inc.	07/05/18	\$343.02	1/2 of library automation software
001-4410-6774	State Library of Iowa	07/01/18	\$30.00	Admin fee for Bridges
001-4410-6774	State Library of Iowa	07/01/18	\$115.43	Gale Database
	TOTAL - Story City		\$2,462.47	
	Gilbert Bills			
033-4410-6230	Kolleen Taylor	07/19/18	\$19.26	Travel to Gilbert, computer work, etc.
033-4410-6506	Story City True Value	07/05/18	\$5.39	bulb for display
033-4410-6774	Overdrive Inc.	07/05/18	\$343.01	1/2 of library automation software
003-4410-6774	State Library of Iowa	07/01/18	\$30.00	Admin fee for Bridges
033-4410-6774	State Library of Iowa	07/01/18	\$115.43	Gale Database
	Total - Gilbert		\$513.09	

Paid in June/not on June's list

001-4410-6772	The Book Farm	06/29/18	\$173.05	Books
001-4410-6774	The Book Farm	06/29/18	\$86.78	Books
001-4410-6772	The Book Farm	06/29/18	\$71.33	Books
001-4410-6408	IMWCA	06/06/18	\$90.00	Workers Compensation Insurance

2017-2018 Monthly Statistics

Bertha Bartlett Public Library

	Jul. 17	Aug. 17	Sept 17	Oct. 17	Nov. 17	Dec. 17	Jan. 18	Feb. 18	Mar. 18	Apr. 18	May 18	June 18	YTD totals
City	2855	2712	2506	2341	2500	1985	2647	2528	2833	2416	2654	3255	31232
County	404	374	324	297	325	338	517	293	510	451	452	578	4863
Other	826	881	762	762	722	571	687	658	764	778	734	1143	9288
Gilbert	315	312	232	265	219	193	215	258	358	254	297	506	3424
Total	4400	4279	3824	3665	3766	3087	4066	3737	4465	3899	4137	5482	48807
Open Access	826	881	762	762	722	571	687	658	764	778	734	1143	9288
Adult	1342	1476	1257	1089	1123	975	1164	1045	1286	1166	1163	1311	14397
Young Adult	256	191	185	117	103	98	189	142	181	187	176	378	2203
Juvenile	1763	1662	1494	1465	1539	1116	1572	1531	1878	1617	1866	2640	20143
Video	12	16	19	13	25	14	10	11	10	11	3	15	159
DVD	795	707	649	762	762	653	821	785	808	699	715	826	8982
Audio	27	24	21	11	6	2	9	15	15	8	16	29	183
CD	17	10	22	27	36	45	48	32	33	23	18	33	344
CD book	88	87	102	88	75	113	138	75	149	97	106	121	1239
Magazines	60	62	42	50	46	40	60	47	43	27	28	47	552
Puzzles	16	18	17	26	30	20	41	32	25	25	12	44	306
Puppets	24	26	15	15	20	11	12	21	36	34	31	34	279
Other	0		1	2	1		2	1	1	5	3	4	20
Total	4400	4279	3824	3665	3766	3087	4066	3737	4465	3899	4137	5482	48807
E-books	287	241	232	229	227	237	278	236	272	257	271	272	3039
Downloaded Audio	246	263	281	271	218	252	312	245	291	262	244	285	3170
Ref.? Asked	110	122	88	111	144	98	127	149	180	113	115	142	1499
Ref.? Answered	110	122	88	111	144	98	127	149	180	113	115	142	1499
Reference-Gilbert	25	33	15	20	37	26	47	41	41	31	67	80	463
PATRONS			15										15
Programs - children	12	0	11	12	10	9	7	11	11	7	5	8	103
Attendance - children	305	0	138	132	57	117	124	84	95	79	125	239	1495
Attendance - adults	80	0	36	52	28	69	55	23	29	20	41	61	494
Programs - StoryX	0	0	2	5	7	7	3	6	4	8	7	0	49
Attendance - children	0	0	19	48	68	85	34	72	39	104	74	0	543
Attendance - adults	0	0	5	13	14	20	7	16	9	20	13	0	117
Programs - Teen/Tweens	3	0	2	2	1	1	2	1	1	2	1	9	25
Attendance - teens	26	0	21	32	9	27	28	24	9	33	6	72	287
Attendance - adults	0	0	2	2	1	2	1	0	1	1	1	9	20
Programs - Adult	6	5	6	6	5	7	5	7	8	6	5	6	72
Attendance - children	0	0	0	0	0	3	22	0	0	0	0	0	25
Attendance - adults	36	34	61	35	33	48	36	38	43	33	28	33	458
Total Programs	21	5	24	23	23	24	16	26	24	23	18	24	251

2017-2018 Monthly Statistics

Bertha Bartlett Public Library

Total Attendance	529	34	238	196	209	371	301		216	185	254	414	2947
Gilbert Programs	13	1	5	6	4	4	1	7	3	6	6	8	64
Attendance	146	16	94	76	52	48	3	78	45	66	96	219	647
Attendance - Adults	49	3	24	22	13	13	2	16	9	15	49	63	192
Hours - Gilbert	68.25	78.75	64	65.5	66	61	65.25	56	66.5	64	75	71.5	801.75
Total People	484	352	271	250	238	197	217	286	282	251	465	664	3957
People/hour	7.1	4.46	4.2	3.8	3.6	3.2	3.3	5.1	4.2	3.9	5	9.3	57.16
Gilbert Site Circ.	562	475	351	358	306	289	344	236	465	345	465	885	5081
Hours - Story City	211	231	21	244	227	220	231	220	257	229	233	217	2541
Total People	3310	3461	3069	3948	2779	2452	3005	2722	3105	3002	3149	664	34666
People/Hour	15.7	15	13.9	16.2	12.2	11.2	14.3	12.38	12.1	13.1	13.5	9.3	158.88
<u>CARDS</u>													
Issued - Story City	27	24	18	10	15	10	9	15	10	10	14	12	174
Issued - Gilbert	2	8	5	4	1	0	0	4	2	2	4	8	40
Withdrawn	42	0	10	0	0	0	0	0	0	0	0	2	54
renewed - Story City	16	17	19	11	15	12	14	27	42	16	16	11	216
renewed - Gilbert	12	5	8	3	1	1	4	7	4	3	8	9	65
Meeting Room Library	8	4	14	16	10	11	10	12	10	11	10	22	138
Meeting Room Other	3	5	6	7	7	9	7	6	10	8	6	3	77
Computer Use	337	528	460	505	503	414	405	555	448	377	359	485	5376
Test Proctoring	2	2	0	0	0	0	1	1	1	2	0	0	9
ILL's Requested	8	5	13	5	10	3	9	32	9	13	12	4	123
ILL's Sent/mailed	23	38	29	24	23	16	28	10	27	22	27	30	297
Book Club Sets	1	6	4	4	2	1	1	1	1	4	0	2	27
Microfilm Use	1	1	2	2	0	5	0	1		0	0	2	14
Gilbert Computer use	15	22	15	12	5	9	11	15	22	13	37	5	181

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa
PATRON POLICY

I. Decorum of Library Patron

It is expected that the library patrons will behave with respect and courtesy to the library staff and other patrons, and that they will observe policies and rules at all times. The staff member in charge will first warn the unruly or disruptive patron and then ask him/her to leave if the disruption continues. The patron who continues his/her disruptive behavior over a period of time may be denied some or all library privileges at the discretion of the librarian. Under these circumstances the librarian will notify the Library Board and a parent if the patron is a minor.

Known sexual predators will be monitored. If staff or patrons complain of inappropriate or offensive behavior a warning will be issued. A second episode will be reported to police.

II. The Unattended Child.

The library does not provide a babysitting service. Preschool children are expected to be accompanied and supervised by a responsible person. Older, unattended children who are disruptive will be dealt with according to the library's stated policy. Toddlers and infants must have an adult caregiver with them at all times. Pre-school children must have a parent or care-giver present in the building. Children under the age of 8 should not be using the public access internet computers without adult supervision. (These can be enforced at the librarians' discretion).

III. No smoking in the library or on library grounds (courtyard, sidewalk).

IV. No pets allowed in the library. An exception will be made for animals that aid the handicapped. Other exceptions may be made at the librarians' discretion.

V. Appeal.

A patron who acts inappropriately, including improper use of the internet, in the library, will receive 2 warnings, upon the third offense the patron will be refused library privileges for a period of time deemed appropriate for the situation.

A patron who feels he/she has been unfairly suspended may file an appeal in writing with the board of trustees, provided they have been received seven days prior to the meeting.

Approved: March 27, 1989

Revised 9/98

Reviewed: 5/2001, 1/2003

Revised : 1/08, 5/10

Reviewed: 5/14

BERTHA BARTLETT PUBLIC LIBRARY PATRON REGISTRATION POLICY

GOAL: the establishment of a numerical identification system for library patrons.

- OBJECTIVES:**
1. To protect the patron's right to privacy within our capacity to do so.
 2. To identify the patron and his/her specific location.
 3. To identify materials borrowed.
 4. To facilitate the return of borrowed materials.
 5. To provide a means of gathering statistical data.
 6. To present efficient service to the patron.
 7. To promote public relations.

In accordance with the traditional belief and practice that all persons should have access to a library, the Board of the Bertha Bartlett Public Library, Story City, upholds the concept of an "open door" policy with discrimination toward none.

Anyone wishing to become a user of the library must file an application for registration and show proof of residency and a photo id. Children under 14 are accepted users of the library on the basis of application for registration by one parent or guardian.

Service area residents are residents of the library's financially supportive tax base, which is Story City, rural Story County, and locals which have contracted for library service. Users of this classification will be issued a library card identifying them as registered patrons of the Bertha Bartlett Public Library. This will validate the patron's identification at any cooperating library for open access.

Cards will be issued to permanent residents of other Iowa locations outside our service area in compliance with the State Library of Iowa Open Access program. The user will be asked to provide an identification card from their home library or provide a valid identification. Bar codes may be placed on the patron's home town library card, if available, otherwise, a new card may be issued.

Visitors of a service area resident may use that resident's library identification card to borrow materials.

Vacationers and campers are welcome to use the library on an in-house basis, but are limited to borrowing paperbacks for use outside the library.

Business and/or institutions where library materials are circulated to a group may be assigned a collective identification number. Day care providers may choose to use their own identification number for the children under their care or request a separate library card for their day care. In doing this, they assume full responsibility for the return of materials borrowed. If the material is to be signed out to the parent of the child, either the operator,

the guardian or babysitter must be able to supply that parent's identification number to promote efficient use of time at the circulation desk.

The library identification card will be renewed every three years for residents within Story City city limits, and every year for residents outside Story City. If the card is lost or severely damaged, the patron will be charged for a replacement card.

The patron will be encouraged to present his/her identification card to the librarian whenever checking out materials.

Approved 6/88
Revised 3/07
Reviewed 11/10
Reviewed 8/14

Bertha Bartlett Public Library
Story City, Iowa

POLICY FOR MEDIA EQUIPMENT

The media equipment is for use in the library only. Any person or group wishing to use this equipment must be briefed by the library staff member.

Library sponsored programming has priority over individual use.

Approved 5/91
Revised 2/99
Reviewed 1/08
Reviewed 11/10
Reviewed 12/14

BERTHA BARTLETT PUBLIC LIBRARY QUESTIONNAIRE

The answers to the following questions will provide insight to the needs of our library members and users. Please help us serve you better by answering this questionnaire. Circle the answers that best describe you as a library user. Thank you!

1. Family:
 - a. Single
 - b. Retired
 - c. Couple
 - d. Family with children (circle appropriate age of children)
 - i. Age 0-5 How many_____
 - ii. Age 6-9 How many_____
 - iii. Age 10-14 How many_____
 - iv. Age 15-18 How many_____
 - v. College Age How many_____
2. How often do you visit the Bertha Bartlett Public Library?
 - a. Several times a week
 - b. Once a week
 - c. Several times a month
 - d. Once a month
 - e. Quarterly
 - f. Several times a year
 - g. Once a year
 - h. Never
3. On the average, how long are your library visits?
 - a. Less than 30 minutes
 - b. 30 minutes to 1 hour
 - c. 1-2 hours
 - d. Over 3 hours
4. What do you do when at the library?
 - a. Find books to check out
 - b. Read magazines/newspapers
 - c. Find videos/DVD's to check out
 - d. Use Computers
 - e. Attend Library activities
 - f. Do volunteer work
 - g. Study/do research
 - h. Buy books from book sale room
 - i. Other: _____
5. What would you like to see more of in your library?
 - a. Fiction
 - b. Nonfiction
 - c. Children's books
 - d. Young Adult books
 - e. Books on tape/CD
 - f. MP3 compatible books
 - g. Downloadable books
 - h. Magazines (name below)
 - i. Newspapers (name below)
 - j. Music CD's
 - k. Video's and DVD's
 - l. Blue Ray videos
 - m. Other _____
6. Which of the following types of library programs have you or your family attended in the past year?
 - a. Preschool story times
 - b. School aged after school programs
 - c. Early dismissal activities
 - d. Family Story Time (evening)
 - e. Teen programs
 - f. Free family movies
 - g. Adult programs
 - h. Adult workshops/classes
 - i. Afternoon Book Club (Bartlett)
 - j. Evening Book Club (Vikings)
 - k. Storytime Express (at Day Cares)
 - l. Other _____

7. Are there conflicts or obstacles which prevent you from participating with programs listed above? Please List so we can avoid future conflicts and offer suggestions to better times:

8. We have 3 Adult programs scheduled for the spring and summer. What day of the week is best for you to attend an adult program, and what type of programs would you like to see?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Afternoon	Evening				

9. Which of the following library services have you or your family used in the past year?

- | | |
|--------------------------------------|-----------------------------|
| a. Recreational reading | i. Meeting Room |
| b. Reference and information | j. Fax machine |
| c. Videos and DVD's | k. Copier |
| d. Magazines | l. Computer/Internet access |
| e. Audio materials (tapes, CD books) | m. Booksale Room |
| f. Music Cd's | n. Website |
| g. Library programs | o. Other _____ |
| h. Inter-library loan | |

10. If you visit or use other are public libraries, which ones do you visit?

- | | |
|--------------------------|--------------------------|
| a. Roland Public Library | d. Nevada Public Library |
| b. Jewell Public Library | e. Boone Public Library |
| c. Ames Public Library | f. Other _____ |

11. Why do you use these other libraries?

- | | |
|-------------------------------|------------------------|
| a. Convenient to my job _____ | Programs offered _____ |
| b. Like materials _____ | Staff _____ |
| c. Hours _____ | Other _____ |

12. Are you happy with the expanded hours of the Bertha Bartlett Public Library

10 a.m. to 8 p.m.:	Monday, Tuesday, Thursday
10 a.m. to 5 p.m.:	Wednesday, Friday, Saturday
1 p.m. to 5 p.m.:	Sundays during school year

Yes: _____ No _____ Comments: _____

13. What one aspect of Bertha Bartlett Public Library needs the most improvement?

14. What would encourage you to use the library more?
