

Bertha Bartlett Public Library
Board Meeting – Main Meeting Room

May 28, 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
- May bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Dinner with Fran on Thursday, June 13
- Summer Reading Program update
- Wages for 2019-2020
- Furniture
- Fundraising and Grants

Old Business:

- Building update
- Cell phone policy

- Adjournment

Reminder

- Next meeting: June 24, 2019 (Monday?) or June 25 (Tuesday) or June 26 (Wednesday)

STAFF REPORT May 2019

We have been in the last stages of planning for the Summer Reading Program, and I'm very pleased at how much has been handled earlier in the planning year. We did not seek outside funds specifically for the program this year, although we still had specific donations of things like coupons for food as prizes for the summer, but I felt the business community needed a little break because I anticipate we will be talking a lot about bigger fundraisers in the future.

I will be on vacation from May 29 to June 7, leaving in the morning after our board meeting to stay with friends for several celebrations in Alabama. I will be back in time for Scandinavian Days and the parade, which we will have a float in, giving out book marks, and promoting our Summer Reading program. The theme "A Universe of Stories", should be a fun one all summer long.

We received our 3 computers we ordered this past month, and I will try to get them set up before I leave, but it might take us calling in some additional help. This might take us a little over budget, definitely in the areas for technology (only \$356 left), but I think that we have sufficient money left in the General Insurance area (\$691) and office supplies (\$801) that we should be fine. We have ordered the book binding repair system, which should be here by the board meeting, and that can be split with Gilbert AND come out of the cataloging category, so those are in categories with adequate money left at this time. I usually spend June watching our supplies and budget to insure we have enough to get us through the summer, and not go over budget. We are going over budget a little in book purchases, but I anticipate it will be less than \$2,000 into the Trust's commitment of \$5,000. (I could be wrong, but right now that is my guesstimate).

After last month's discussion about purchasing a new rug, versus a rug cleaning service, I researched a bit more with a company who had rugs which seemed reasonable in price. There were price increases starting to hit and sales going on, so I went ahead and purchased a new front entry rug which no longer creeps as we walk on it. The old rug is in the front entryway, and already this combination has cut down the amount of tracking into the main library.

We also had a "surprise" inspection that was looking for anything that would be considered an OSHA infraction, which would amount to significant fines. They found a number of non-working exit signs, and out of compliance issues that prompted me to bring in DDM Electric to start correcting those issues. We still don't have the final report, but we know that some of the issues are ladder storage....need them to be adhered to a wall somewhere, we had to remove the wooden ladder completely, so I put it up for sale at The Tin Chandelier, and we need to visually inspect each of the fire extinguishers and the AED device each month and initial it. This is something I am trying to figure out how to incorporate into a routine.

Also, since City Attorney Fred Larson is closing his office, he offered some items to us....one is a nice conference table with four chairs that would well serve us to use as a media table as recommended in our space study. It could double as use in a small meeting room environment in the future, but at \$500 for table and chairs, far below the recommended media table purchased new...and it fits our décor! I should have photos for the meeting on Tuesday, and have prices for other items we might be able to use either in Gilbert or Story City.

LIBRARY BOARD MEETING

April 25, 2019 6 p.m.

Board members: Feil, Emerson, Cummings and Director Taylor present. Meeting called to order at 6:02.

Agenda updates and modifications. Cell phone policy tabled to next month. Addition of Fran's visit and foundation update and storytelling festival

Approval of minutes from the March 28th meeting: motion to approve the minutes made by Cummings seconded by Emerson. Motion passes unanimously.

Citizens appearance: none.

Board training: Brainfuse

Treasurers report: numbers are even and we have a decent amount of money heading in to the end of the year. Insurance came in under budget with a gain of \$600. Book buying has slowed down because shelves are full and we don't have a lot of space to place new titles. Older books are circulating more than newer books. We will increase hours for some staff, but anticipate coming in under budget on part time salaries. Some money spent on some technology services at Story City. Gilbert may have money left over.

Cleaning services will need to be changed as our current cleaner has left. This will be covered by building and grounds budget. Talyor is exploring having a 2 person crew clean at 5 hours a week.

Fournier arrives at meeting at 6:35.

We will have a large expenditure for the appraisal that will come out of professional services.

Motion to approve the bills made by Cummings and seconded by Fournier. Motion passes unanimously.

Circulation report: up from last month and slightly below from last year at this time but we are up for the year as a whole. Puzzle circulation went from 25 in 2018 to 63 this year and continues to increase. Downloadable audio is down slightly. Programming was off partially due to the weather.

Correspondence and communications: Thank you card from Karen Hermanson and other cards from the family of Carl Hermanson.

Fran sent an email and will be visiting Story City on June 6th through the 15th of June.

Items to consider for purchase:

- Public computer replacements. Motion made to purchase 3 desktops from dell for the quoted amount of \$1800 made by Emerson. Seconded by Cummings. Motion passes unanimously.
- Book repair system. Motion made by Fournier to acquire book repair system discussed in fall 18 for no more than \$1200. Seconded by Emerson. Motion passes unanimously. Feil requests that the costs of this system are split between the budgets of Story City and Gilbert.
- Vacuum cleaner. Tabled to see if the cleaning team brings their own vacuum. We will revisit at later date.
- Entrance rugs. Need to be cleaned at a minimum or replaced. Feil suggests to wait to see what the budget is like in a month and revisit it.

Frans visit: Fran would like another joint meeting with the historical society and the library. Taylor has been in touch with Kate Feil for some initial ideas and are thinking about having it hosted at local restaurant "The Yellow Cup". Potential dates are the 13th or 14th of June following Scandinavian days.

Foundation update: foundation approved buying chromebooks for the library up to \$1200.

Storytelling festival tentatively planned for November 7th 8th and 9th, 2019.

Building update - board moves in to closed session

Feil is willing to visit with Pete and present him with the assessment figures.

Next meeting Tuesday, May 28th 2019 at 6pm.

Motion to adjourn made by Emerson seconded by Fournier and Cummings. Motion passes unanimously.

Recorded by Matt Emerson

Vice President, and acting Secretary

Bertha Bartlett Public Library
P L April 2019

Acct #	Story City Expenses	2018-2019			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 4,928.83	\$ 36,136.06	\$ 6,358.94	14.96%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 6,450.83	\$ 46,554.76	\$ 10,445.24	18.32%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 859.64	\$ 6,219.24	\$ 1,395.76	18.33%
001-4410-6130	IPERS	\$ 9,395.00	\$ 1,074.22	7753.18	\$ 1,641.82	17.48%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 354.05	\$ 3,843.95	\$ 581.05	13.13%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ -	\$ 553.15	\$ 946.85	63.12%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 145.76	\$ 3,290.57	\$ 2,079.43	38.72%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$ 250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 171.10	\$ 1,711.70	\$ 88.30	4.91%
001-4410-6373	Telephone	\$ 4,800.00	\$ 383.96	\$ 3,899.50	\$ 900.50	18.76%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ -	\$ 1,809.00	\$ 691.00	27.64%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 1,250.00	\$ 1,352.50	\$ 647.50	32.38%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 5.87	\$ 94.13	94.13%
001-4410-6500	Programming	\$ 2,000.00	\$ 11.89	\$ 582.87	\$ 1,417.13	70.86%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 113.82	\$ 636.18	84.82%
001-4410-6502	Technology	\$ 2,000.00	\$ 126.00	\$ 1,643.79	\$ 356.21	17.81%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	65.95	\$ 1,634.05	96.12%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 181.98	\$ 1,898.66	\$ 801.34	29.68%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 750.00	\$ 250.00	25.00%
001-4410-6770	Magazines	\$ 1,600.00	\$ -	\$ 1,090.99	\$ 509.01	31.81%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 386.36	\$ 613.64	61.36%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 851.61	\$ 12,505.84	\$ (505.84)	-4.22%
001-4410-6773	Video	\$ 2,000.00	\$ 253.01	\$ 1,188.89	\$ 811.11	40.56%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$ 1,511.55	75.58%
		\$ 168,000.00	\$ 17,117.88	\$ 133,845.10	\$ 34,154.90	20.33%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 515.20	\$ 2,987.08	\$ (1,012.92)	-25.32%
001-4410-1-4470	General Fund	\$ 21,500.00	\$ 9,525.50	\$ 24,910.41	\$ 3,410.41	15.86%
031-4410-2-4705	Donations	\$ 5,000.00	500.00	\$ 15,550.00	\$ 10,550.00	211.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 3,219.23	\$ 10,823.38	\$ 7,823.38	260.78%
	Total Deposits		\$ 13,759.93	\$ 54,270.87	\$ 20,770.87	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 26,366.48	\$ 414,764.90		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 6.90	\$ 2,069.14		
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

May 2019 bills

Code	Written To	Date	Amount	Comments/Mileage for 2019 - .58
001-4410-6150	Wellmark	05/27/19	\$381.54	Health Insurance - Kolleen
001-4410-6230	Denise Froehlich	05/16/19	\$182.82	2 days of travel for 2 day workshop
001-4410-6230	Kolleen Taylor	05/22/19	\$40.54	OOT meetings-Huxley & Des Moines
01-4410-6320	Story City True Value	05/23/19	\$41.36	Batteries and 2 smoke detectors
001-4410-6320	Consolidated Plastics Co.	05/06/19	\$345.00	Rug for entrance
001-4410-6320	Converse Conditioned Air	04/26/19	\$620.00	Annual seasonal service bill/twice per year
001-4410-6320	Angela Halladay	05/23/19	\$500.00	Cleaning
001-4410-6320	Quill	04/26/19	\$115.18	Paper products for building
001-4410-6320	Arrow Pest Solutions	05/24/19	\$60.00	spraying
001-4410-6320	Early Bird Window washin	05/03/19	\$60.00	window washing
001-4410-6371	Chitty Garbage Service	04/30/19	\$25.00	Trash
001-4410-6371	Black Hills Energy	05/03/19	\$71.06	Gas
001-4410-6373	Aureon		\$386.87	Phone & Internet
001-4410-6490	Computer Resource Spec.	05/05/19	\$697.60	Computer assistance
001-4410-6500	Kolleen Taylor	02/02/19	\$8.99	Children's area-magnetic doll/puzzle
001-4410-6500	Visa	05/09/19	\$38.99	Rocket ship for programs/SRP
001-4410-6500	Amazon Capital Services	05/21/19	\$60.77	Program supplies
001-4410-6506	Quill	04/26/19	\$57.66	Office supplies
001-4410-6500	Quill	04/26/19	\$23.57	Plastic bags for Programming incentives
001-4410-6500	Science Center of Iowa	05/01/19	\$150.00	SRP Program on 6/27/19
001-4410-6500	Tim Read	10/31/18	\$175.00	Program for SRP - June 13
001-4410-6505	Demco	05/01/19	\$91.72	Cataloging Materials
001-4410-6505	Cover One	05/14/19	\$489.50	Binding repair machines for books
001-44106505	Amazon Capital Services	05/21/19	\$26.83	Cataloging Materials
001-4410-6506	Access	05/20/19	\$129.83	Copier and copies
001-4410-6771	TEI Landmark	04/26/19	\$18.75	audio books -shipping
001-4410-6772	Cengage	04/26/19	\$23.25	LP Best Sellers/Distribution Plan
001-4410-6772	Cengage	05/22/19	\$60.72	Cozy Mysteries
001-4410-6772	Baker & Taylor	04/23/19	\$63.77	LP Cozy Mysteries
001-4410-6772	Baker & Taylor	05/07/19	\$42.87	Standing order books
001-4410-6772	Baker & Taylor	05/16/19	\$256.72	Standing order books
001-4410-6772	Ingram	05/01/19	\$140.08	books
001-4410-6772	Ingram	05/06/19	\$173.49	Books
001-4410-6772	Center Point Large Print	05/01/19	\$89.88	Large print books
001-4410-6772	Amazon Capital Services	05/21/19	\$128.78	Books
001-4410-6773	Amazon Capital Services	05/21/19	\$187.78	DVD's
	TOTAL - Story City		\$5,965.92	
	Gilbert Bills			
001-4410-6230	Kolleen Taylor	05/22/19	\$103.18	Extra trips to Gilbert, coverage & exit Int.
033-4410-6500	Quill	04/26/19	\$23.56	Plastic bags for Programming incentives
033-4410-6500	Visa	05/09/19	\$38.99	Rocket ship for Program - SRP
033-4410-6500	Amazon Capital Services	05/21/19	\$26.97	program supplies
033-4410-6500	Science Center of Iowa	05/01/19	\$150.00	SRP Program on 6/27/19
033-4410-6500	Tim Read	10/31/18	\$175.00	Program for SRP - June 13
033-4410-6505	Cover One	05/14/19	\$489.50	Binding Repair machine for books

Bertha Bartlett Public Library
May 2019 bills

033-4410-6505	Demco	05/01/19	\$91.73	Cataloging supplies
033-4410-6505	Amazon Capital Services	05/21/19	\$26.82	Cataloging supplies
033-4410-6772	Amazon Capital Services	05/21/19	\$32.26	books
033-4410-6772	Baker & Taylor	05/07/19	\$53.03	Books
033-4410-6772	Baker & Taylor	05/16/19	\$39.19	Books
033-4410-6772	Ingram	05/01/19	\$111.94	Books, including Usborne books
033-4410-6772	Ingram	05/06/19	\$85.75	Books
033-4410-6773	Amazon Capital Services	05/21/19	\$37.98	dvds
	Total - Gilbert		\$1,485.90	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

	Jul. 17	Jul. 18	Aug. 17	Aug. 18	Sept 17	Sept. 18	Oct. 17	Oct. 2018	Nov. 17	Nov. 18	Dec. 17	Dec. 18	Jan. 18	Jan. 19	Feb. 18	Feb. 19	Mar. 18	Mar. 19	Apr. 18	Apr. 19
City	2855	2817	2712	2505	2506	2381	2341	2398	2500	2141	1985	2138	2647	2414	2528	2510	2833	2607	2416	2204
County	404	569	374	453	324	379	297	445	325	364	338	333	517	455	293	431	510	375	451	382
Other	826	1058	881	904	762	956	762	1027	722	851	571	977	687	1139	658	920	764	1170	778	913
Gilbert	315	475	312	423	232	300	265	368	219	357	193	261	215	266	258	255	358	252	254	276
Total	4400	4919	4279	4285	3824	4016	3665	4238	3766	3713	3087	3709	4066	4274	3737	4116	4465	4404	3899	3775
Open Access	826	1058	881	904	762	956	762	1027	722	851	571	977	687	1139	658	920	764	1170	778	913
Adult	1342	1396	1476	1409	1257	1254	1089	1319	1123	1174	975	1261	1164	1425	1045	1298	1286	1388	1166	1223
Young Adult	256	318	191	245	185	225	117	204	103	153	98	137	189	180	142	196	181	202	187	163
Juvenile	1763	2190	1662	1749	1494	1606	1465	1796	1539	1547	1116	1552	1572	1637	1531	1779	1878	1834	1617	1558
Video	12	9	16	14	19	13	13	12	25	18	14	11	10	3	11	4	10	2	11	4
DVD	795	766	707	637	649	675	762	694	762	594	653	560	821	775	785	689	808	770	699	630
Audio	27	9	24	19	21	18	11	14	6	5	2	11	9	24	15	19	15	18	8	7
CD	17	33	10	18	22	20	27	7	36	19	45	20	48	29	32	8	33	9	23	7
CD book	88	113	87	98	102	82	88	89	75	94	113	75	138	91	75	44	149	87	97	103
Magazines	60	39	62	60	42	51	50	51	46	39	40	31	60	49	47	10	43	20	27	24
Puzzles	16	25	18	19	17	45	26	36	30	53	20	29	41	49	32	54	25	63	25	47
Puppets	24	20	26	15	15	21	15	8	20	14	11	10	12	5	21	12	36	10	34	47
Other	0	1		2	1	6	2	8	1	3	0	12	2	7	1	3	1	1	5	2
Total	4400	4919	4279	4285	3824	4016	3665	4238	3766	3713	3087	3709	4066	4274	3737	4116	4465	4404	3899	3815
E-books	287	310	241	348	232	352	229	336	227	314	237	408	278	363	236	315	272	342	257	338
Downloaded Audio	246	315	263	296	281	283	271	288	218	270	252	249	312	278	245	228	291	279	262	318
Ref.? Asked	110	127	122	103	88	93	111	131	144	107	98	118	127	130	149	86	180	134	113	134
Ref.? Answered	110	127	122	103	88	93	111	131	144	107	98	118	127	130	149	86	180	134	113	134
Reference-Gilbert	25	44	33	54	15	53	20	50	37	37	26	41	47	32	41	29	41	45	31	57
<u>PATRONS</u>					15															
Programs - children	12	19	0	2	11	18	12	11	10	8	9	8	7	7	11	9	11	9	7	11
Attendance - children	305	133	0	59	138	216	132	138	57	86	117	79	124	49	84	56	95	64	79	75

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

Attendance - adults	80	49	0	20	36	52	52	44	28	40	69	54	55	30	23	36	29	43	20	35
Programs - StoryX	0	0	0	0	2	5	5	5	7	3	7	4	3	3	6	3	4	6	8	6
Attendance - children	0	0	0	0	19	45	48	56	68	29	85	44	34	40	72	18	39	89	104	63
Attendance - adults	0	0	0	0	5	5	13	14	14	6	20	12	7	9	16	6	9	17	20	16
Programs - Teen/Tweens	3	5	0	0	2	2	2	2	1	1	1	1	2	1	1	1	1	0	2	2
Attendance - teens	26	39	0	0	21	29	32	35	9	13	27	26	28	15	24	7	9	6	33	2
Attendance - adults	0	6	0	0	2	2	2	2	1	1	2	2	1	1	0	1	1	0	1	4
Programs - Adult	6	6	5	7	6	5	6	6	5	7	7	5	5	5	7	6	8	8	6	6
Attendance - children	0	1	0	0	0	0	0	0	0	0	3	0	22	0	0	0	0	19	0	42
Attendance - adults	36	62	34	42	61	34	35	37	33	36	48	34	36	35	38	44	43	80	33	1
Total Programs	21	19	5	9	24	25	23	24	23	18	3	18	16	15	26	19	24	22	23	25
Total Attendance	529	289	34	121	238	333	196	326	209	211	371	251	301	179		168	216	310	185	256
Gilbert Programs	13	10	1	3	5	6	6	5	4	5	5	4	1	4	7	4	3	5	6	5
Attendance	146	245	16	35	94	73	76	67	52	76	52	55	3	37	78	50	45	55	66	55
Attendance - Adults	49	69	3	9	24	27	22	23	13	0	16	16	2	11	16	13	9	19	15	18
Hours - Gilbert	68.25	70.5	78.75	78	64	64	65.5	72.5	66	62	61	60.5	65.25	50.5	56	54.5	66.5	66	64	66.5
Total People	484	704	352	489	271	388	250	378	238	324	197	244	217	237	286	224	282	288	251	319
People/hour	7.1	10	4.46	6.3	4.2	6.1	3.8	5.2	3.6	5.2	3.2	4	3.3	4.3	5.1	4.1	4.2	4.4	3.9	5
Gilbert Site Circ.	562	859	475	654	351	508	358	662	306	569	289	400	344	373	236	436	465	442	345	399
Hours - Story City	211	218	231	235	231	217	244	246	227	228	220	218	231	237	220	216	257	235.5	229	236
Total People	3310	3398	3461	3375	3069	3048	3948	3717	2779	2533	2452	2488	3005	2534	2722	2266	3105	3025	3002	2850
People/Hour	15.7	15.6	15	14.4	13.9	14.1	16.2	15.1	12.2	11.1	11.2	11.4	14.3	11	12.38	10.5	12.1	12.8	13.1	12.3
<u>CARDS</u>																				
Issued - Story City	27	17	24	14	18	16	10	10	15	6	10	6	9	7	15	6	10	4	10	10
Issued - Gilbert	2	11	8	3	5	0	4	8	1	4	0	2	0	1	4	1	2	4	2	5
Withdrawn	42	15	0	31	10	0	0	0	0	1045	0	0	0	0	0	1	0	0	0	0
renewed - Story City	16	14	17	7	19	14	11	9	15	8	12	5	14	9	27	5	42	11	16	6
renewed - Gilbert	12	12	5	7	8	6	3	5	1	4	1	2	4	6	7	6	4	4	3	7

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

Meeting Room Library	8	15	4	1	14	13	16	14	10	10	11	10	10	12	12	10	10	11	11	12
Meeting Room Other	3	4	5	5	6	3	7	7	7	3	9	4	7	8	6	7	10	17	8	11
Computer Use	337	641	528	753	460	575	505	955	503	755	414	877	405	661	555	585	448	748	377	782
Test Proctoring	2	0	2	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	2	2
Interlibrary Loans Request	8	8	5	12	13	6	5	12	10	10	3	18	9	11	10	9	9	12	13	8
Interlibrary Loans Sent	23	22	38	24	29	22	24	19	23	14	16	16	28	32	32	26	27	19	22	35
Book Club Sets	1	2	6	4	4	2	4	2	2	1	1	2	1	4	1	4	1	5	4	2
Microfilm Use	1	0	1	2	2	0	2	0	0	2	5		0	0	1	1		1	0	1
Gilbert Computer use	15	47	22	37	15	25	12	39	5	29	9	26	11	11	15	18	22	19	13	22
In House Use - Gilbert				70		27		34						28		3		31		16

In House Use - Story City

BERTHA BARTLETT PUBLIC LIBRARY
Story City, IA

CELL PHONE POLICY

The use of cell phones in the library can often prove disruptive to patrons. In order to preserve the library's mission and goals, we ask that all patrons observe the following courtesies inside the library building.

As pertains to patrons:

1. Cell phones should be set to ring quietly or to vibrate when entering the library.
2. Patrons should terminate their cell phone use when approaching the Circulation Desk. Doing so ensures prompt service. If the call is not terminated, patrons may be asked to step aside until the call is done.
3. Patrons using cell phones will be asked to move away from the public computers or other patrons using the library's services. Staff may allow patrons to use cell phones at the computers in the side computer room if the situation warrants it.
4. Patrons may not use cell phones at a volume that is disruptive to others.
5. Library staff may require that patrons engaged in cell phone conversations move to the front foyer near the entry doors or the Book Sale room or leave the building so as not to disturb others. Enforcement of these rules for all cell phone user may take the form of any of the following actions:
 - a. Staff members are authorized to issue a verbal warning to patrons using a mobile phone in the library in a manner that does not follow cell phone policy.
 - b. If the offender refused to cooperate, they will be asked to leave as quickly and quietly as possible.
 - c. Acting abusively with verbal or physical threat or failing to cooperate with staff will result in immediate suspension of library privileges.

As pertains to staff:

Library staff are allowed to have their personal cell phones in the library. The ringer should be set to ring quietly or to vibrate when entering the library. Staff should find a private, quiet place to make or answer calls. Personal cell phone calls should be made during break or lunch times to the maximum extent possible.