

# Bertha Bartlett Public Library

## Board Meeting – Main Meeting Room

Monday, November 26, 2018  
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Election of officers:

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- November Bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Changing system of ordering magazines – see attachment-annual or bi-annual invoicing for this
- Design suggestion from Ken Jones

### **Old Business:**

- Strategic Plan discussion & approval
- Updated quote for bookshelves
- Policy Reviews:
  - Emergency Procedures Policy
  - Finance Procedures and Policy
  - DVD's change policy to allow for interlibrary loans of DVD's
  - Bylaws
  - City Ordinance
- Adjournment

### Reminder

- Next meeting: Thursday, December 27, 2018 OR prior to December 19
- Library closings for Holidays: Closed December 24 & 25 (city closes at noon on the 24<sup>th</sup>), Close at 5 p.m. on December 31, Closed New Years' Day

## STAFF REPORT

### November 2018

We are focused on getting things completed for the final accreditation process, which includes not only a percentage of new materials onto the shelves, but also a percentage of items weeded from our collection. Denise and I have been talking through where some of this needs to occur and will be working on this throughout November and December. Periodic purging of our collection is required to be at least 3% on average over a 3 year period, for us that would be approximately 1600 books and items. At this point we are at a bit over 1,000 items for this fiscal year, and we have worked at both Gilbert and Story City. The diverse use of our collection becomes very apparent during this process, and when we finish we may be adjusting our standing orders and collection again.

The way the holidays are falling this year always impacts not only circulation, but also the way we get our jobs done during the month. Thanksgiving is very early this year, so many of our bills may come after the board meeting. Perhaps by the time we meet, I'll have a better grip on this.

December will be more interesting, as I have eye surgery on December 19, and I will be taking a few days off extra to adjust to the routine I have to establish, plus I'm not supposed to drive for at least 24 hours. Since night driving is the most impacted by the condition of my eyes now, I am not going to push it immediately after the procedure. December 24 is a Monday, and the City closes at noon on Christmas eve. We have not been opening for just two hours on that day, but this year this will hit a payroll period.

You will notice there isn't a credit card bill this month at all. With the changes to the Amazon Invoicing system, and curtailing the automatic renewals for our magazines, we actually have a credit balance. It was so much easier this month, with fewer charges on it, that I didn't even do a spread sheet. So maybe this is the best way to go. I'm also cautioning Denise and other staff that Amazon has become pretty dominant in the market, so they may not always be the best value.

Case in point, we are looking at a magazine service to handle the magazine orders. It takes a lot of time to keep up with the magazine cataloging and also keeping the orders straight. We often get overlapped issues, and credits applied too early, so we are attaching a proposal for the magazine subscriptions for the year. This amount does not include the newspaper subscriptions....all charged in the same category. We apparently can choose to pay the subscriptions annually, biannually or quarterly. This would free up a little time for both me and Shelly, who manages the magazines and catalogs them every week. Most of the magazines are the same price or cheaper with only one real exception, and we have been very ingenious about getting an unbelievably low price for People magazine. I'm attaching the list to the board packet and the proposal.

Be prepared to discuss the final changes to the strategic plan. I'm hoping to get this attached to our board packet so everyone can review this. We had a mini-meeting to pull together the results from the Community meeting we held earlier, and adjusted our plan to accommodate those and the results from the Technology Assessment data we had. Part of the recommendation from that Edge Assessment was to have a plan, so that should definitely be included. So after this meeting the last steps for accreditation should be the actual checklist (which will be released in December to do online), and the ADA disability assessment that we talked about at the last meeting. Duane and I can pull that together sometime in December or January. The deadline for accreditation is the end of February, but I'd like to complete it as soon as possible and get that off the desk for another 3 years.

Please bring calendars to the board meeting so we can decide when we need to meet in December, AND if I'm not able to attend (due to surgery) , so I can alert Denise so she can make plans to attend.

# Bertha Bartlett Public Library

## Board of Trustees meeting

### 10/29/18

Attending were Matt Emerson, Chris Feil, Duane Fournier, Lynn Cummings , Mary Kay Solberg (City council representative), and Library Director Kolleen Taylor

The meeting was called to order by President Chris Feil at 6:00 p.m. There were no changes made to the agenda. Introductions were made to Council Woman Mary Kay Solberg who joined us as the city appointee for the first time.

Elections of officers were tabled at Feils request that we have all members present before elections be held.

Minutes of the September meeting were reviewed. One change was noted in reference to the invoices submitted to the city on monthly bills. It will now read: (Paragrah 4, Change to) Taylor has always made copies of all invoices to be kept at the library before sending to City Hall for payment, but he ceased making copies of all the individual charged for the credit card in the past two years. She is reinstating that step, so copies of EVERYTHING will be kept in the Bills file at the library if there is a problem with a lost invoice. This is in reference to the Auditors referencing that we were requesting reimbursement without invoices.

A motion was made to approve the minutes by Fournier and seconded by Emerson, passed unanimously.

Citizens' appearance: Mary Kay Solberg, as city representative, was recognized and was asked if there was any information that needed to be shared.

Treasurers' Report: Treasurer Fournier noted that the budgets in both Story City and Gilbert are on pace for the budget year. Magazines are always high due to the timing of the annual renewals.

Bills: The copies of the invoices were distributed to the board members. Taylor noted that there are many invoices for Cengage, a Large Print book supplier. She commented they are trying to adjust collection in large print for a shift in readership. There was a question about the refund for the APC backup noted as a credit. Taylor explained they had purchased a new battery backup to supplement the frequent power outages, but the new one didn't work and was returned to Staples. There wasn't one available in the same size, so they gave a credit for the difference in cost. There were questions on the mileage reimbursement which seemed high. Taylor explained the category was for mileage and training, and that the months of September and October have the majority of the training opportunities, and the cost also includes conference registration in addition to mileage. Taylor also noted that the Amazon Invoicing system has been implemented and the first invoices were on the list of tills. This will cycle on a 30 day payment cycle. Taylor has noted that the invoicing system is complex with shipments not coinciding with invoices.

There was a motion made by Fournier to approve the payment of bills, seconded by Cummings. Passed unanimously

Circulation Report: Circulation is up, particularly in Open Access, which are those patrons who live outside the city and county. Some of this is due to the increases in circulation in Gilbert. We receive reimbursement from the state for the use of our library by those not paying taxes to the city. Both juvenile books and dvd's have also increased. In programming, we have had some programs that have dwindled in participation, such as Family Story Time. That program will not be continued due to low participation.

Correspondence and communications: Taylor indicated we have received some general thank you notes from several patrons for providing assistance while in the library.

Gilbert Update: The Preschool Story Times are doing well on Thursday mornings. The Early dismissals on Wednesday numbers are good, Donaldson and Taylor help cover desk during the programs on those days.

New Business:

Quote for moving bookshelves through Ken Jones Library Services was at \$21,800 anticipating a 2 week period to complete the job. Taylor noted she had just gotten an email prior to meeting that stated that that number seemed too high, but she didn't have a new quote yet. He had noted that libraries usually close during this process. Taylor didn't think we could be closed for 2 weeks to the public.

Headphones versus earbuds: Headphone damage continues, and Taylor thought we might want to consider having earbuds on hand for sale to the public, and only issue headphones when no other options. Suggested perhaps the Foundation would be willing to make initial bulk purchase.

Old Business

Budget: Fournier pointed out the Department Head salaries listed in the budget are much higher than Library Director salary. Taylor was hired in April 2007. Part time salaries in budget were in consideration of the first quarter of this year. Building and Grounds was set at \$10k. Carpeting will come out of trust funds at a cost of @ \$15,000. Remaining budget is in line with previous expenditures.

Gilbert Budget: Salaries brought in line with department heads, FICA & IPERS. Money was moved out of the technology budget.

A motion was made to approve the proposed budget to submit to the city for approval made by Fournier, seconded by Emerson. 2019-2020 budget recommendation passed unanimously.

Annual Survey: Completed and ready for review. Taylor noted that this report is comprised mostly from the summary of the statistics we compile and present monthly.

Strategic Plan: Taylor indicated that it would be best to have a committee review the materials and help write the plan instead of having the entire board work on it. Feil indicated he would set this up for a Wednesday afternoon.

ADA Requirements/Board Training: As one step of the Accreditation process, Taylor presented the checklist areas that we need to choose from to focus on for Accreditation. She reviewed the four categories. This process will include some measurements she felt needed more expertise than she had. Fournier and Taylor will select the area of planning for the next meeting.

Policies for review:

- Fine policy amended to include \$5.00 for Children's paper backs and board books
- Reference Policy amended to include a paragraph on internet sources
- Collection Development: Under priorities and limitation, change from Central Iowa Service area to State Library of Iowa. Under Selection Tools – delete just Booklist magazine, include Review publications such as Booklist, Library Journal, School Library Journal or Kirkus Reviews.
- Computer Policy: Include Earbuds may be available for purchase, and cleaned up the verbage on the printing charges as noted.
- Magazines: Remove Time Magazine

The Weeding policy, Gifts Policy, Controversial Materials Policy and DVD/Video Policy had no changes after review.

A motion was made that the policies reviewed and revised be approved by Cummings, seconded by Fournier.

The next meeting will be held Monday, November 26 at 6 p.m.

A motion was made to adjourn by Fournier, seconded by Cummings, motion passed unanimously.

Recorded by:

Matt Emerson, Vice President  
Secretary Pro-tem

## Bertha Bartlett Public Library

P L -October 2018

Acct #	Story City Expenses	2018-2019 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 4,928.82	\$ 14,786.49	\$27,708.51	65.20%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 6,516.07	\$ 18,808.21	\$38,191.79	67.00%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 864.50	\$ 2,531.00	\$5,084.00	66.76%
001-4410-6130	IPERS	\$ 9,395.00	\$ 1,080.43	\$ 3,131.66	\$6,263.34	66.67%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 381.54	\$ 1,692.16	\$2,732.84	61.76%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ 278.93	\$ 475.61	\$1,024.39	68.29%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 354.97	\$ 1,204.97	\$4,165.03	77.56%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 58.19	\$ 227.24	\$1,572.76	87.38%
001-4410-6373	Telephone	\$ 4,800.00	\$ 388.32	\$ 1,577.30	\$3,222.70	67.14%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ -	\$ -	\$2,500.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$100.00	100.00%
001-4410-6500	Programming	\$ 2,000.00	\$ -	\$ 260.99	\$1,739.01	86.95%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 103.06	\$646.94	82.26%
001-4410-6502	Technology	\$ 2,000.00	\$ (45.00)	\$ 932.79	\$1,067.21	53.36%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	0	0	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 216.14	\$ 837.09	\$1,862.91	69.00%
001-4410-6507	Misc Operating Supplies		75	300	\$700.00	70.00%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00				
001-4410-6770	Magazines	\$ 1,600.00	\$ 67.32	\$ 774.00	\$826.00	51.63%
001-4410-6771	Audio	\$ 1,000.00	\$ 25.75	\$ 25.75	\$974.25	97.43%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,381.50	\$ 5,397.91	\$6,602.09	55.02%
001-4410-6773	Video	\$ 2,000.00	\$ 157.17	\$ 335.88	\$1,664.12	83.21%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 168,000.00	\$ 16,729.65	\$ 53,890.56	\$114,109.44	67.92%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 278.54	\$ 976.58	\$3,023.42	75.59%
001-4410-1-4470	General Fund	\$ 21,500.00			\$21,500.00	100.00%
031-4410-2-4705	Donations	\$ 5,000.00				100.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 911.16	\$ 3,032.63	\$32.63	1.09%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 377,416.93	\$ 3,029.83	\$ 391,428.25		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 2.80	\$ 2,065.04		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00		
<b>Library Trust Expenses</b>						
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					
	<b>Total Library Trust Exp</b>			\$ 5,000.00		
		<b>Budget</b>				



## Bertha Bartlett Public Library

### November 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .54/mile
001-4410-6150	Wellmark	10/01/18	\$381.54	Health Insurance - Kolleen - October
001-4410-6320	Laura Donaldson	11/19/18	\$180.00	Cleaning
001-4410-6320	DDM Electric	11/14/18	\$317.78	Replaced ballasts, and additional for future
001-4410-6320	D & K Products	11/07/18	\$87.50	Ice melt split with 3 other city departments
001-4410-6371	Chitty Garbage Service	10/31/18	\$25.00	Trash pickup
001-4410-6371	Black Hills Energy	11/05/18	\$58.42	Gas bill
001-4410-6373	Aureon	11/01/18	\$386.13	Telephone & Internet service
001-4410-6502	Computer Resource Specialis	11/10/18	\$585.00	Computer work on public computers/server
001-4410-6500	Kolleen Taylor	11/19/18	\$14.50	Keva Brain Builders for Tween Program
001-4410-6506	Access systems leasing	11/23/18	\$129.83	Copier
001-4410-6772	Centerpoint	11/01/18	\$88.68	books
001-4410-6772	Iowa Poetry Association	10/15/18	\$9.00	Books
001-4410-6772	Cengage	11/07/18	\$134.35	Books
001-4410-6772	Cengage	11/15/18	\$65.80	Books
001-4410-6772	Baker & Taylor	10/30/18	\$154.97	Books
001-4410-6772	Baker & Taylor	10/31/18	\$224.68	Books
001-4410-6772	Baker & Taylor	11/02/18	\$63.55	Books
001-4410-6772	Baker & Taylor	11/07/18	\$54.71	Books
001-4410-6772	Baker & Taylor	11/12/18	\$90.92	Books
001-4410-6772	Ingram	10/30/18	\$276.33	Books
001-4410-6772	Ingram	10/25/18	\$8.02	Books
001-4410-6772	Amazon Capital Services	11/11/18	\$29.72	Books through Amazon Marketplace
001-4410-6772	Amazon Capital Services	11/07/18	\$16.81	Books through Amazon Marketplace
001-4410-6773	Amazon Capital Services	11/14/18	\$39.92	DVD's through Amazon
001-4410-6773	Amazon Capital Services	11/13/18	\$36.06	DVD's through Amazon
	TOTAL - Story City		\$3,459.22	
<b>Gilbert Bills</b>				
033-4410-6230	Kolleen Taylor	11/19/18	\$19.62	Trip with Denise to weed in Gilbert, train Maria
033-4410-6230	Maria Hartt	10/31/18	\$20.20	Training - Safety Program in Nevada
033-4410-6772	Ingram	10/30/18	\$110.34	Books
033-4410-6772	Ingram	10/25/18	\$8.02	Book for Gilbert
033-4410-6772	Baker & Taylor	10/31/18	\$43.67	Book for Gilbert
033-4410-6772	Baker & Taylor	11/02/18	\$18.20	Book for Gilbert
033-4410-6773	Amazon Capital Services	11/07/18	\$19.96	DVD's
033-4410-6773	Amazon Capital Services	11/11/18	\$14.96	DVD for Gilbert
	Total - Gilbert		\$254.97	

**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		Dec. 17		Jan. 18		Feb. 18		Mar. 18
City	2855	2817	2712	2505	2506	2381	2341	2398	2500		1985		2647		2528		2833
County	404	569	374	453	324	379	297	445	325		338		517		293		510
Other	826	1058	881	904	762	956	762	1027	722		571		687		658		764
Gilbert	315	475	312	423	232	300	265	368	219		193		215		258		358
<b>Total</b>	<b>4400</b>	<b>4919</b>	<b>4279</b>	<b>4285</b>	<b>3824</b>	<b>4016</b>	<b>3665</b>	<b>4238</b>	<b>3766</b>		<b>3087</b>		<b>4066</b>		<b>3737</b>		<b>4465</b>
Open Access	826	1058	881	904	762	956	762	1027	722		571		687		658		764
Adult	1342	1396	1476	1409	1257	1254	1089	1319	1123		975		1164		1045		1286
Young Adult	256	318	191	245	185	225	117	204	103		98		189		142		181
Juvenile	1763	2190	1662	1749	1494	1606	1465	1796	1539		1116		1572		1531		1878
Video	12	9	16	14	19	13	13	12	25		14		10		11		10
DVD	795	766	707	637	649	675	762	694	762		653		821		785		808
Audio	27	9	24	19	21	18	11	14	6		2		9		15		15
CD	17	33	10	18	22	20	27	7	36		45		48		32		33
CD book	88	113	87	98	102	82	88	89	75		113		138		75		149
Magazines	60	39	62	60	42	51	50	51	46		40		60		47		43
Puzzles	16	25	18	19	17	45	26	36	30		20		41		32		25
Puppets	24	20	26	15	15	21	15	8	20		11		12		21		36
Other	0	1		2	1	6	2	8	1		0		2		1		1
<b>Total</b>	<b>4400</b>	<b>4919</b>	<b>4279</b>	<b>4285</b>	<b>3824</b>	<b>4016</b>	<b>3665</b>	<b>4238</b>	<b>3766</b>		<b>3087</b>		<b>4066</b>		<b>3737</b>		<b>4465</b>
E-books	287	310	241	348	232	352	229	336	227		237		278		236		272
Downloaded Audio	246	315	263	296	281	283	271	288	218		252		312		245		291
Ref.? Asked	110	127	122	103	88	93	111	131	144		98		127		149		180
Ref.? Answered	110	127	122	103	88	93	111	131	144		98		127		149		180
Reference-Gilbert	25	44	33	54	15	53	20	50	37		26		47		41		41
<u>PATRONS</u>					15												
Programs - children	12	19	0	2	11	18	12	11	10		9		7		11		11
Attendance - children	305	133	0	59	138	216	132	138	57		117		124		84		95

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

Attendance - adults	80	49	0	20	36	52	52	44	28		69		55		23		29
Programs - StoryX	0	0	0	0	2	5	5	5	7		7		3		6		4
Attendance - children	0	0	0	0	19	45	48	56	68		85		34		72		39
Attendance - adults	0	0	0	0	5	5	13	14	14		20		7		16		9
Programs - Teen/Tweens	3	5	0	0	2	2	2	2	1		1		2		1		1
Attendance - teens	26	39	0	0	21	29	32	35	9		27		28		24		9
Attendance - adults	0	6	0	0	2	2	2	2	1		2		1		0		1
Programs - Adult	6	6	5	7	6	5	6	6	5		7		5		7		8
Attendance - children	0	1	0	0	0	0	0	0	0		3		22		0		0
Attendance - adults	36	62	34	42	61	34	35	37	33		48		36		38		43
Total Programs	21	19	5	9	24	25	23	24	23		3		16		26		24
Total Attendance	529	289	34	121	238	333	196	326	209		371		301				216
Gilbert Programs	13	10	1	3	5	6	6	5	4		5		1		7		3
Attendance	146	245	16	35	94	73	76	67	52		52		3		78		45
Attendance - Adults	49	69	3	9	24	27	22	23	13		16		2		16		9
<b>Hours - Gilbert</b>	68.25	70.5	78.75	78	64	64	65.5	72.5	66		61		65.25		56		66.5
Total People	484	704	352	489	271	388	250	378	238		197		217		286		282
People/hour	7.1	10	4.46	6.3	4.2	6.1	3.8	5.2	3.6		3.2		3.3		5.1		4.2
Gilbert Site Circ.	562	859	475	654	351	508	358	662	306		289		344		236		465
<b>Hours - Story City</b>	211		231	235	231	217	244	246	227		220		231		220		257
Total People	3310		3461	3375	3069	3048	3948	3717	2779		2452		3005		2722		3105
People/Hour	15.7		15	14.4	13.9	14.1	16.2	15.1	12.2		11.2		14.3		12.38		12.1
<u>CARDS</u>																	
Issued - Story City	27		24	14	18	16	10	10	15		10		9		15		10
Issued - Gilbert	2		8	3	5	0	4	8	1		0		0		4		2
Withdrawn	42		0	31	10	0	0	0	0		0		0		0		0
renewed - Story City	16		17	7	19	14	11	9	15		12		14		27		42
renewed - Gilbert	12		5	7	8	6	3	5	1		1		4		7		4

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

Meeting Room Library	8	4	1	14	13	16	14	10	11	10	12	10
Meeting Room Other	3	5	5	6	3	7	7	7	9	7	6	10
Computer Use	337	528	753	460	575	505	955	503	414	405	555	448
Test Proctoring	2	2	0	0	0	0	0	0	0	1	1	1
Interlibrary Loans Requested	8	5	12	13	6	5	12	10	3	9	32	9
Interlibrary Loans Sent	23	38	24	29	22	24	19	23	16	28	10	27
Book Club Sets	1	6	4	4	2	4	2	2	1	1	1	1
Microfilm Use	1	1	2	2	0	2	0	0	5	0	1	
Gilbert Computer use	15	22	37	15	25	12	39	5	9	11	15	22

In House Use - Gilbert

70

27

34

In House Use - Story City

## BERTHA BARTLETT PUBLIC LIBRARY BYLAWS

### I. Library Board

A. According to the requirements of Ordinance # 115.03, City of Story City, the library board of Bertha Bartlett Public Library, Story City, shall consist of five members to be appointed from time to time by the Mayor, with the approval of the City Council. All members of the board shall be bona fide citizens and residents of the City.

1. Term of Office. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

B. The general powers and duties of the Bertha Bartlett Public Library Board are outlined in Ordinance # 115.06, City of Story City.

C. The Board shall exercise its powers and duties by:

1. Hiring of Personnel. To employ a library director, and authorize the library director to employ such assistance and employees as may be necessary for the proper

management of the Library, and fix their compensation; provided however, that prior to such employment, the compensation of the library director, assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

2. Removal of Personnel. To remove the library director, by two-thirds (2/3) vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency, or inattention to duty, subject however, to the provisions of Chapter 70 of the Code of Iowa.

3. Rules and Regulations. To cooperate with the library director in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment.

4. Record of Proceedings. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.

5. Expenditures. Assisting in the preparation of and seeking adequate support for the annual budget.

6. Building. To maintain and operate the physical plant.

7. Goals. Developing long-range goals for the library and working toward their achievement.

## II. Officers

A. The officers of the Board shall consist of a President, a Treasurer and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, providing that none serves more than three terms in the same office.

B. The duties of all officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

### III. Meetings

A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other place as the Board determines.

B. The Annual Meeting will be held in July each year.

C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

D. A quorum at any meeting shall consist of three (3) or more members.

E. Order of business:

Approval of Agenda

Roll Call

Approval of minutes of previous meeting

Citizen's appearance

Financial report and approval of expenditures

Correspondence and communications

Committee reports

Unfinished business

Report of the library director

New business

Adjournment

F. An agenda for Board meetings shall be prepared and posted by the library director in cooperation with the President of the Board.

G. All meetings of the Board are open to member of the public who wish to observe. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Library Director.

H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

#### IV. Committees

A. The Board may appoint such special committees as may be needed from time to time.

#### V. The Library Director

A. The Library Director shall be the executive director of the policies adopted by the Board.

1. Purchases. To select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures,

stationary, and supplies for the Library within budgetary limits set by the Board.

2. Staff. To recruit, train, and assign members of the Library staff.

3. Reports. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.

4. Board Meetings. The Library Director shall be in attendance at all meetings of the Board except those at which his/her tenure or salary is to be discussed or decided. Assistant Librarians and other employees are encouraged to attend.

#### VI. Amendment to Bylaws

A. Amendments to these By-laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance (48 hours) of the meeting.

Adopted 6/27/1988;

Reviewed 1/05

Reviewed 10/2011

Reviewed 10/2015

Reviewed 10/2018

**BERTHA BARTLETT PUBLIC LIBRARY**  
Story City, Iowa  
**EMERGENCY PROCEDURES POLICY**

In case of an emergency, call 911. If possible, use paging system to notify of patrons of type of emergency. Meeting room, bathrooms and Kinne wing need to have someone notify patrons using those areas if at all possible. Ask all patrons to come to circulation desk or to leave the building.

**FIRE:** In case of fire, evacuate the building immediately. Check all areas of the library including the meeting room and bathrooms. Call 911. Fire extinguishers are located by the entrance to the library, the meeting room entrance and the emergency exit to the North. Fire alarms are located in the furnace room and the book drop room.

**TORNADO:** If you are working at the library and the Emergency Alert system warns with the siren for a sighted tornado, alert all patrons immediately and give them a choice to leave or take cover. If time, please post a sign and switch the open sign to closed, but **DO NOT** lock the building if you stay inside. You have two choices:

- 1) We have a key to the front door of City Hall, and you can immediately lock the library up and go to the basement of City Hall. Please post the appropriate sign which will inform people that you have evacuated to City Hall.
- 2) Move to the inner portions of the library. The rooms that have no outside walls are the men's and women's bathrooms, staff bathroom and break room and kitchenette. Try to take a cell phone with you if you have one. If you are uncomfortable, call the business number of the police department (733-2646) and tell the person or the machine who you are, where you are and how many people are with you. 911 is the other choice which will dispatch emergency assistance.

**GAS LEAK:** Evacuate the building immediately and call the gas company from a phone outside the library. Our gas service is provided by Black Hills Energy and their emergency number is 1-800-694-8989

**BOMB THREAT:** In case of a bomb threat, evacuate the building, lock the door and call 911.

**MEDICAL EMERGENCY:** Call 911 and use basic first aid techniques as needed. If there is blood or fluids present, plastic gloves are located in the workroom area. Do not begin assistance until those are in place. Hard candy is available in the staff drawer by the sit down station, and in the medical kit for seizures or diabetics.

**FLASHERS:** Call 911 for police help. Be able to identify the person.

**PROBLEM PATRONS:** If you feel you are at risk from a patron, call the non-emergency number for the Story City police, or a board member or other staff. The non-emergency number for the police is 733-2646 for the office. If you get an answering machine, contact Story County dispatch non-emergency and they will locate a local officer. That number is 733-4305.

Approved: 1/1990

Revised: 10/1998

Reviewed 5/2001, 2/2003, 1/08, 10/11, 12/14,

Revised 11/18

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**FINANCE PROCEDURES AND POLICIES**

**Fines, Faxes, Copies:** At the end of the month, or at any point during the month the cash in the drawer exceeds \$200, cash is counted and recorded on a Cash Receipts report, then taken to a bank for verification, with coinage and bills reduced to a minimum number of currency. All money and report is then given to the city clerk.

**Petty Cash:** When petty cash is depleted turn in all receipts for petty cash to the city clerk and request a warrant be issued in the amount of \$75.00. All receipts should be attached to a summary of expenses and identified as to what was purchased and the reason for purchase.

**Line Budget:** The Library Director will review and create a list all invoices/bills to be paid, using city assigned account numbers. Copies of that list are to be distributed to each board member. Copies of all bills to be paid are made and brought to board meetings for discussion. Original bills are processed by the librarian and given to the city clerks office to review and cut checks. After the board approves the bills, the list of approved bills are signed off by an officer of the board. The librarian is to deliver an approved copy of the list of bills to the clerks office.

**Postage:** The library may charge the interlibrary loan user up to \$1.00 per item to offset postage and handling.

**Gifts:** All checks and contributions written to the Bertha Bartlett Public Library must be turned over to the city clerk for the general fund or the Library Trust and Agency fund. Expenditures of these monies are to be made according to the resolution passed in October 1984, allowing gifts and donations to be spent without reducing the city support of the budget. Checks and contributions written to the Bertha Bartlett Public Library Foundation should be recorded and turned over to the Treasurer of the Foundation.

**Charges:** Money received due to charges for lost books is to be maintained by the library to replace books.

**Lost books:** If a lost book has been paid for and then is returned, the patron's money is refunded out of the lost materials fund, if replacement copy has not been purchased.

Adopted 8/1988

Revised 11/01, 6/04, 1/08

Updated 12/11, 12/14

Revised 11/18

## PRICE QUOTATION

**MAGAZINE SUBSCRIPTION SERVICE AGENCY**  
 5248 STATE ROAD 54, NEW PORT RICHEY, FLORIDA 34652-6049  
 MAILING: P.O. BOX 217, ELFERS, FLORIDA 34680-0217  
 TOLL FREE: 1-800-368-7922  
 TOLL FREE FAX: 1-800-889-2004

PRICE QUOTATION No.: 1106-60  
 DATE: 11/06/18  
 LOCAL: (727) 847-7462  
 FAX: (727) 849-2896  
 EMAIL: info@mssa-fl.com

**QUOTE TO:**

Bertha Bartlett Public Library  
 Shelly Gruwell  
 503 Broad Street  
 Story City, IA 50248

T: 515-733-2685  
 EM: shelly@storycity.lib.ia.us

**SHIP TO:**

Bertha Bartlett Public Library  
 Attn: Kolleen Taylor, Library Director  
 503 Broad Street  
 Story City, IA 50248

T: 515-733-2685  
 EM: shelly@storycity.lib.ia.us

LINE ITEM	QTY	SUBSCRIPTION TITLE	TERM	UNIT PRICE	TOTAL PRICE
0001	-	American Girl		<i>CEASED PUBLICATION</i>	
0002	1	Annals of Iowa	1Yr.	\$24.95	\$24.95
0003	1	Atlantic Monthly (#0004841573)	1Yr.	\$11.97	\$11.97
0004	1	Better Homes & Gardens	1Yr.	\$5.99	\$5.99
0005	1	Boys' Life	1Yr.	\$10.95	\$10.95
0006	1	Bloomberg Businessweek (#32561870)	1Yr.	\$37.97	\$37.97
0007	1	Consumer Reports (#0028722304)	1Yr.	\$20.00	\$20.00
0008	-	Family Circle		<i>EXPIRES 03/2020</i>	
0009	-	Family Handyman		<i>EXPIRES 03/2020</i>	
0010	1	Food & Wine	1Yr.	\$19.95	\$19.95
0011	1	Food Network Magazine	1Yr.	\$12.00	\$12.00
0012	1	Glamour (#1162600496)	1Yr.	\$9.49	\$9.49
0013	1	Good Housekeeping (#864065669)	1Yr.	\$11.40	\$11.40
0014	1	House Beautiful (#870520988)	1Yr.	\$11.40	\$11.40
0015	1	Iowa History Journal	1Yr.	\$18.95	\$18.95
0016	1	Iowa Outdoors (#217919)	1Yr.	\$15.00	\$15.00
0017	1	Iowa Sportsman	1Yr.	\$15.00	\$15.00
0018	1	Iowan	1Yr.	\$24.00	\$24.00
0019	1	Midwest Living	1Yr.	\$9.47	\$9.47
0020	1	Money	1Yr.	\$11.21	\$11.21
0021	1	Mother Earth News (#10043610467)	1Yr.	\$12.95	\$12.95
0022	1	Motor Trend (#007303860)	1Yr.	\$8.50	\$8.50
0023	1	National Geographic	1Yr.	\$19.00	\$19.00
0024	1	National Geographic for Kids	1Yr.	\$15.00	\$15.00
0025	1	National Geographic Traveler	1Yr.	\$10.00	\$10.00
0026	1	O, the Oprah Magazine	1Yr.	\$12.00	\$12.00
0027	1	Our Iowa (#348300)	1Yr.	\$19.98	\$19.98
0028	1	Parents	1Yr.	\$5.99	\$5.99
0029	1	People (#8581784780)	1Yr.	\$99.95	\$99.95
0030	1	Popular Mechanics	1Yr.	\$11.40	\$11.40
0031	1	Practical Homeschooling	1Yr.	\$22.50	\$22.50
0032	1	Prevention	1Yr.	\$25.00	\$25.00
0033	1	Rachael Ray Everyday	1Yr.	\$6.99	\$6.99
0034	1	Real Simple	1Yr.	\$17.91	\$17.91
0035	-	Seventeen		<i>CEASED PUBLICATION</i>	

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**MAGAZINE SUBSCRIPTION SERVICE AGENCY**  
5248 STATE ROAD 54, NEW PORT RICHEY, FLORIDA 34652-6049  
MAILING: P.O. BOX 217, ELFERS, FLORIDA 34680-0217  
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**FAX: (727) 849-2896**  
**EMAIL: info@mssa-fl.com**

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Bertha Bartlett Public Library  
Shelly Gruwell  
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Story City, IA 50248

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EM: shelly@storycity.lib.ia.us

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Attn: Kolleen Taylor, Library Director  
503 Broad Street  
Story City, IA 50248

T: 515-733-2685  
EM: shelly@storycity.lib.ia.us

LINE				UNIT	TOTAL
ITEM	QTY	SUBSCRIPTION TITLE	TERM	PRICE	PRICE
0036	-	Smithsonian (#29362123940)		<i>EXPIRES 12/2020</i>	
0037	1	Sports Illustrated for Kids	1Yr.	\$27.50	\$27.50
0038	1	Time	1Yr.	\$30.00	\$30.00
0039	1	Wired	1Yr.	\$8.55	\$8.55
<b>TOTAL AMOUNT DUE:</b>					<b><u>\$622.92</u></b>

**SALESPERSON: Joseph Urso**

**WE WILL MATCH OR HONOR ANY CURRENT LOWER PRICE FROM A PUBLISHER OR ANOTHER AGENCY.**

**PLEASE CONFIRM SHIPPING ADDRESS TO ENSURE PROPER DELIVERY.**

**YOUR ORDER WILL BE PROCESSED UPON RECEIPT OF PAYMENT OR PURCHASE ORDER.**

**PLEASE ALLOW 8-12 WEEKS FOR YOUR FIRST ISSUE OF ANY NEW OR EXPIRED SUBSCRIPTIONS.**

**PLEASE RETURN ONE COPY OF RENEWAL NOTICE WITH PAYMENT OR PURCHASE ORDER.**

**PLEASE CONTACT OUR OFFICE WITH ANY QUESTIONS.**

**THANK YOU FOR YOUR TIME AND CONSIDERATION.**

STORY CITY, IOWA

TITLE IV - CULTURE AND RECREATION

CHAPTER 115  
LIBRARY

115.01	Purpose	115.08	Non-Resident Use
115.02	Public Library	115.09	Expenditures
115.03	Library Trustees	115.10	Annual Report
115.04	Qualifications of Trustees	115.11	Injury to Books or Property
115.05	Organization of the Board	115.12	Theft
115.06	Powers and Duties	115.13	Notice Posted
115.07	Contracting with Other Libraries		

115.01 PURPOSE. The purpose of this chapter is to provide for the appointment of a City Library Board of Trustees, and to specify that Board's powers and duties.

115.02 PUBLIC LIBRARY. The public library for the City shall be known as the Story City Public Library. It shall be referred to in this chapter as the Library.

115.03 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of five members. All members are to be appointed by the Mayor with the approval of the Council.

(Code of Iowa, Sec. 392.5)

115.04 QUALIFICATIONS OF TRUSTEES. All members of the board shall be bona fide citizens and residents of the City.

(Code of Iowa, Sec. 392.5)

115.05 ORGANIZATION OF THE BOARD. The organization of the board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.

(Code of Iowa, Sec. 392.5)

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a non-resident Trustee shall be vacated if such member moves permanently from the County or into the

STORY CITY, IOWA

City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

(Code of Iowa, Sec. 392.5)

3. Compensation. Trustees shall receive no compensation for their services.

(Code of Iowa, Sec. 392.5)

4. Meetings. Trustees shall meet monthly at a time and place set by the Trustees.

115.06 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.

(Code of Iowa, Sec. 392.5)

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

(Code of Iowa, Sec. 392.5)

3. Charge of Affairs. To direct and control all affairs of the Library.

(Code of Iowa, Sec. 392.5)

4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

(Code of Iowa, Sec. 392.5)

5. Removal of Personnel. To remove the librarian, by a two-thirds (2/3) vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency or inattention to duty, subject however, to the provisions of Chapter 70 of the Code of Iowa.

(Code of Iowa, Sec. 392.5)

STORY CITY, IOWA

6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.

(Code of Iowa, Sec. 392.5)

7. Use by Non-Residents. To authorize the use of the Library by non-residents and to fix charges therefor.

(Code of Iowa, Sec. 392.5)

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with code and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

(Code of Iowa, Sec. 392.5)

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

(Code of Iowa, Sec. 392.5)

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bill of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

(Code of Iowa, Sec. 392.5)

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

(Code of Iowa, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and

STORY CITY, IOWA

protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

(Code of Iowa, Sec. 392.5)

115.07 CONTRACTING WITH OTHER LIBRARIES. The Board shall have power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

(Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

(Code of Iowa, Sec. 392.5)

115.08 NON-RESIDENT USE. The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to non-residents on the same terms and conditions as to residents of the City, or County, or upon payment of a special non-resident Library fee.

(Code of Iowa, Sec. 392.5)

2. Depository. By establishing depositories of Library books or other materials to be loaned to non-residents.

(Code of Iowa, Sec. 392.5)

3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to non-residents.

(Code of Iowa, Sec. 392.5)

STORY CITY, IOWA

4. Branch Library. By establishing branch libraries for lending books or other Library materials to non-residents.  
(Code of Iowa, Sec. 392.5)

115.09 EXPENDITURES. All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

(Code of Iowa, Sec. 384.2 & 392.5)

115.10 ANNUAL REPORT. The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

(Code of Iowa, Sec. 392.5)

115.11 INJURY TO BOOKS OR PROPERTY. It shall be unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

(Code of Iowa, Sec. 716.1)

115.12 THEFT. No person shall take possession or control of property of the library with the intent to deprive the Library thereof.

(Code of Iowa, Sec. 714.1)

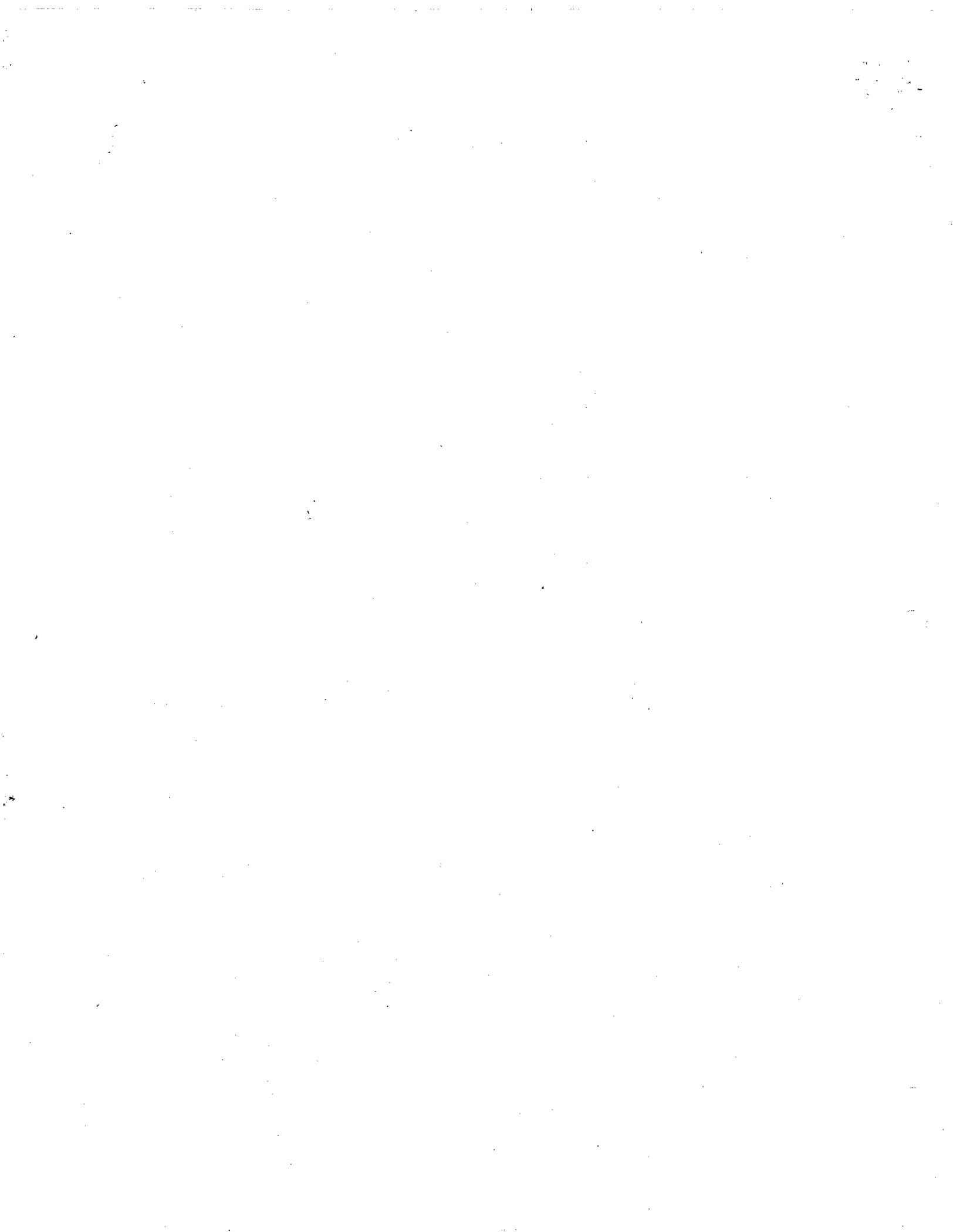
115.13 NOTICE POSTED. There shall be posted in clear public view within the Library a notice stating:

1. Failure To Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)



10/30/2018

**LFI Proposal QT-1161 For:**  
**Bertha Bartlett Public Library**  
**Story City, IA**

Library Furniture International  
1945 Techny Rd, #10  
Northbrook, IL. 60062  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>MOVING QUOTE</b>						

**Proposal to Move Shelving, Materials and Furniture for Recarpeting of the Library.**

All items being moved will remain onsite.

**TOTAL**

**\$ 15,695.00**

**QUOTATION TERMS**

- \* quotes are valid for 60 days
- \* quotes are based on stated quantities; any change in quantity may require re-quoting
- \* prices include standard materials/finishes unless otherwise noted
- \* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote
- \* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

**PAYMENT TERMS**

\$0 deposit; balance due upon completion

**TO ACCEPT THIS QUOTE:**

- \* sign and date below as formal acknowledgement of the quote terms
- \* please forward a deposit if one is required per the quote terms
- \* please fax back to LFI at 847-564-9337 and we will begin processing your order
- \* LFI will coordinate and schedule in-bound freight of your order.
- \* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.
- \* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.

Quote Created by LFI  
10/30/2018 at 9:09 AM  
KJ

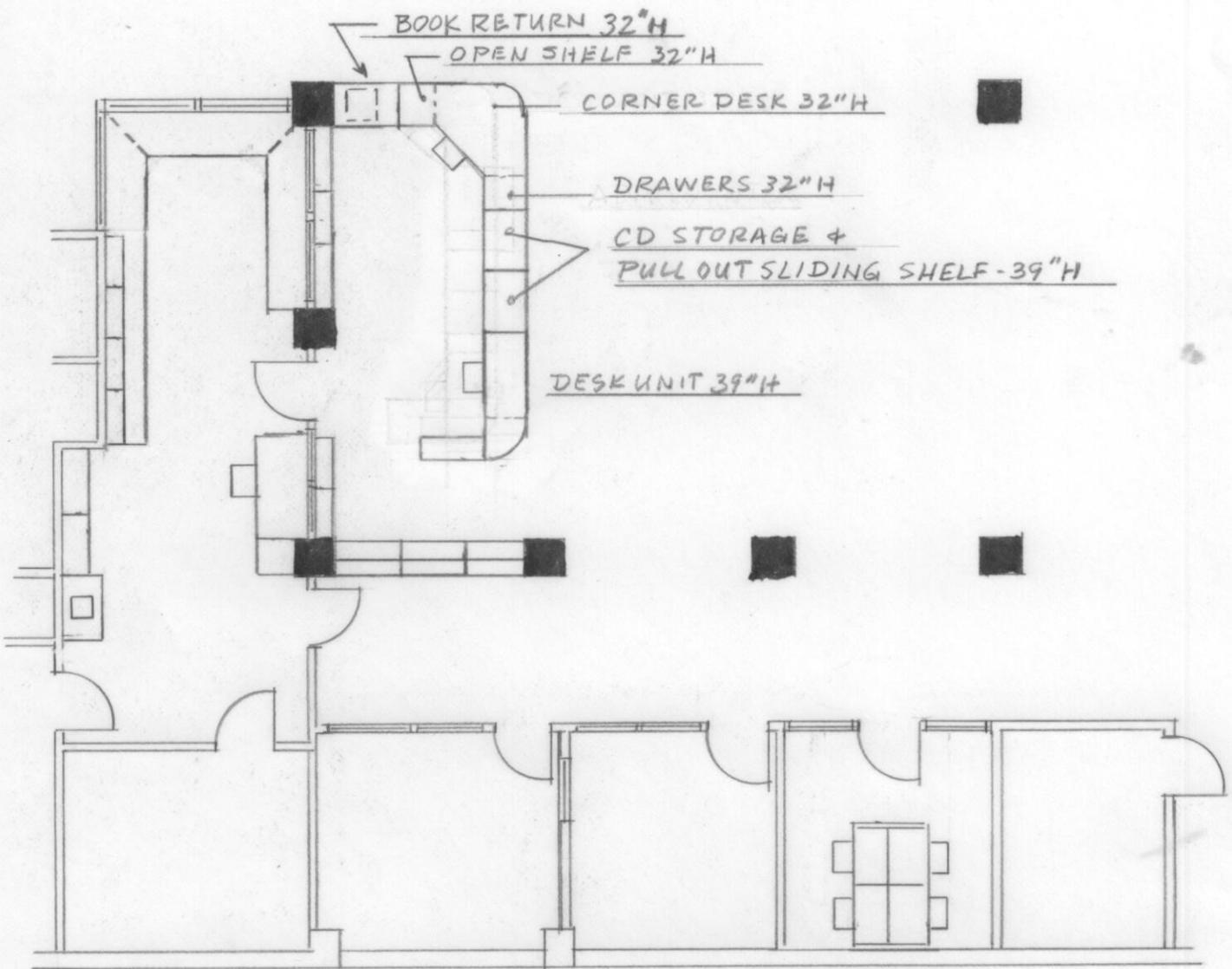
Proposal for:  
Kolleen Taylor  
515-733-2685  
kolleen@storycity.lib.ia.us

10/30/2018

**LFI Proposal QT-1161 For:**  
**Bertha Bartlett Public Library**  
**Story City, IA**

Library Furniture International  
1945 Techny Rd, #10  
Northbrook, IL. 60062  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				* Factories and freight carriers will require digital photography of any damage related issues.		
				Signature	Date	
				TOTAL	\$	15,695



BERTHA BARTLETT PUBLIC LIBRARY  
 STORY CITY IOWA  
 PROPOSED: CIRCULATION DESK  
 BY: KEN JONES - LFI 11-3-18  
 SCALE: 1/8" = 1'-0"

**PRICE QUOTATION**

**MAGAZINE SUBSCRIPTION SERVICE AGENCY**  
5248 STATE ROAD 54, NEW PORT RICHEY, FLORIDA 34652-6049  
MAILING: P.O. BOX 217, ELFERS, FLORIDA 34680-0217  
TOLL FREE: 1-800-368-7922  
TOLL FREE FAX: 1-800-889-2004

PRICE QUOTATION No.: 1106-61  
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LOCAL: (727) 847-7462  
FAX: (727) 849-2896  
EMAIL: info@mssa-fl.com

**QUOTE TO:**

**SHIP TO:**

Bertha Bartlett Public Library  
Shelly Gruwell  
503 Broad Street  
Story City, IA 50248

T: 515-733-2685  
EM: shelly@storycity.lib.ia.us

Bertha Bartlett Public Library  
Gilbert Branch  
503 Broad Street  
Story City, IA 50248

T: 515-733-2685  
EM: shelly@storycity.lib.ia.us

LINE	ITEM	QTY	SUBSCRIPTION TITLE	TERM	UNIT PRICE	TOTAL PRICE
	0001	1	National Geographic for Kids	1Yr.	\$15.00	\$15.00
	0002	1	Sports Illustrated for Kids	1Yr.	\$22.46	\$22.46
<b>TOTAL AMOUNT DUE:</b>						<b>\$37.46</b>

**SALESPERSON: Joseph Urso**

**WE WILL MATCH OR HONOR ANY CURRENT LOWER PRICE FROM A PUBLISHER OR ANOTHER AGENCY.**

**PLEASE CONFIRM SHIPPING ADDRESS TO ENSURE PROPER DELIVERY.**

**YOUR ORDER WILL BE PROCESSED UPON RECEIPT OF PAYMENT OR PURCHASE ORDER.**

**PLEASE ALLOW 8-12 WEEKS FOR YOUR FIRST ISSUE OF ANY NEW OR EXPIRED SUBSCRIPTIONS.**

**PLEASE RETURN ONE COPY OF RENEWAL NOTICE WITH PAYMENT OR PURCHASE ORDER.**

**PLEASE CONTACT OUR OFFICE WITH ANY QUESTIONS.**

**THANK YOU FOR YOUR TIME AND CONSIDERATION.**

# Magazine Subscriptions 2018

Magazine	Expiration Date	Account Number	Price	Comments	Amazon
American Girl	1/1/2019		\$ 19.95	1 yr (6 issues)	YES
Annals of Iowa	FALL 2019		\$ 24.95	1 yr (4 issues)	No
Atlantic	1/1/2019	0004841573	\$ 29.95	1 yr. (10 issues)	No
Better Homes and Gardens	5/1/2019		\$ 5.99	1 yr (12 issues)	Yes
Boy's Life	8/1/2019		\$ 24.00	1 year (12 issues)	Yes
Bloomberg Businessweek	7/1/2019	32561870	\$ 60.00	1 yr (50 issues)	no
Consumer Reports	2/1/2019	0028722304	\$ 29.00	1 yr (13 issues) auto-renew	no
Family Circle	3/1/2020		\$ 9.98	1 year (12 issues)	Yes
Family Handyman	3/1/2020		\$ 10.00	11 issues	Yes
Food & Wine	3/1/2019		\$ 19.95	1 year (12 issues)	Yes
Food Network Magazine	9/1/2019		\$ 12.00	1 year	Yes
Glamour	9/1/2019	1162600496	\$ 19.26	1 yr (auto-renew)	No
Good Housekeeping	12/1/2018	864065669	\$ 34.97	1 yr (12 issues) auto-renew	no
House Beautiful	Dec 2018/Jan 2019	870520988	\$ 27.87	1 yr (12 issues) call to renew	No
Iowa History Journal	12/1/2018		\$ 18.95	1 yr	no
Iowa Outdoors	6/7/2019	217919	\$ 15.00	1 yr (6 issues)	No
Iowa Sportsman	12/1/2018		\$ 15.00	1 year	No
Iowan	Mar/Apr 2019		\$ 24.00	1 yr	No
Midwest Living	8/1/2019		\$ 9.99	1 yr (6 issues)	Yes
Money	10/1/2019		\$ 11.21	1 yr (11 issues)	Yes
Mother Earth News	8/1/2019	10043610467	\$ 12.95	1 yr (6 issues) auto-renew	No
Motor Trend	8/19/2019	007303860	\$ 14.00	1 yr	No
National Geographic	10/1/2019		\$ 19.00	1 yr (12 issues)	Yes
National Geographic Kids	8/1/2019		\$ 15.00	1 yr (10 issues)	Yes
National Geographic Traveler	11/1/2018		\$ 10.00	1 year (6 issues)	Yes
Oprah Magazine	9/1/2019		\$15.00	1 yr auto renew on	Yes
Our Iowa	12/1/2018	348300	\$ 19.98	1 yr (6 issues)	no
Parents	11/1/2019		\$ 5.99	1 yr (12 issues)	Yes
People	9/3/2019	8581784780	\$ 51.48	1 yr (52 issues) auto-renew	no

Popular Mechanics	11/30/2018		\$ 12.00	1 yr	yes
Practical Homeschooling				5 issues/12 months	
Prevention	11/1/2019		\$ 36.00	12 issues	no
Rachael Ray Everyday	4/1/2019		\$ 6.99	1 yr (10 issues, 12 months)	Yes
Real Simple	9/1/2019		\$ 17.91	1 yr	Yes
Seventeen	4/1/2019		\$ 10.00		Yes
Smithsonian	12/1/2020*	29362123940	\$ 24.00		No
Sports Illustrated Kids	11/1/2019		\$ 29.95	1 yr.	Yes
Time	2/1/2019		\$ 30.00	1 yr/52 issues	Yes
Wired	12/1/2019		\$ 19.99	1 yr/12 issues	Yes
			\$ 772.26		

Bertha Bartlett Public Library - Gilbert Branch

**Magazine Subscriptions 2018**

National Geographic Kids	9/1/2018		\$ 15.00	1 yr	Yes
Sports Illustrated Kids	10/1/2018		\$ 22.46	1 yr. 6 issues	Yes

**Bertha Bartlett Public Library**  
*Long Range Plan (5 year)*  
**November 2018**

**Mission Statement:**

The Bertha Bartlett Public Library will strive to meet the needs of the community by offering access to information, education, recreation and communication services and materials for its patrons. The library will continuously improve its materials and services.

**Goal 1: All age groups in the Story City and the surrounding community will have programs or activities available which can assist in growth and development at their appropriate levels.**

Objective 1. Establish infant lap sit program.

- Activity 1: Meet weekly during Pre-school story-time during 2012.

Objective 2. Explore working with City Parks and Recreation Department or other groups to establish play activities for pre-school children.

- Activity 1: Co-sponsor two activities annually with Parks and Recreation Center starting in the 2012-2013 fiscal year.

Objective 3. Explore avenues to engage Teens

- Activity 1: Establish a Teen Board working with high school and build a relationship with Library Trustees by attending one meeting a year by the close of 2020.
- Activity 2: Schedule one large project during year to attract teens, (i.e., Harry Potter event, Hunger Games, etc., lock-in) annually.

Objective 4. Offer an average of 1 adult program every quarter

- Activity 1: Use free or local resources up to 4 programs each year
- Activity 2: Schedule 1 programs annually using Humanities Iowa speakers
- Activity 3: Bring in a speaker or program which educate about different cultures at least one time per year.

Objective 5. Experiment with school age story-time opportunities and increase participation.

- Activity 1: Schedule one weekend or evening per quarter for a family storytime event
- Activity 2: Establish gaming days annually, using both board games and electronic games )

Objective 6. Reinvigorate patrons who have lost privileges due to fines.

- Activity 1: Schedule one amnesty day every other year starting in 2019 to allow patrons to return "lost" or long overdue materials.
- Activity 2: Establish a program to "read down" fines to reconnect readers to library.

## **Goal 2: Improve communications on existing programs and services.**

Objective 1: Improve all avenues of existing social media and other technology resources that might be available.

- Activity 1: Establish online links that tells how to sponsor a book or series.
- Activity 2: Explore opportunities to advertise library events on a splash page for Bridges and other online resources.
- 

Objective 2: Have all staff involved with preparing news and informative press releases, meet with key community leaders.

- Activity 1: Write a column describing explaining how to purchase a book as a memorial or in honor of someone, how to regularly participate with suggestions.
- Activity 2: Have staff members participate by writing columns, press releases, help present at schools and civic clubs

## **Goal 3: Build awareness in the community of library services and technology resources we have, and develop and promote how we are improving our technology services.**

Objective 1. Write a Technology Plan for computer replacement

- Activity 1: Establish budget for 3 year plan for computer replacement in 2020
- Activity 2: Explain to community through a brochure how these improvements can help them, and distribute them at churches, food pantry and schools.

Objective 2: Establish Strategic community partnerships and strengthen our existing relationships to further the technological development of Story City

- Activity 1: Communicate and write articles for the Chamber of Commerce to explain training opportunities we have available for employers and employees
- Activity 2: Work with school administration to insure our technology works well with student equipment provided and expected by teachers.

## **Goal 3: Set fundraising goals to address building maintenance and expansion of existing facility.**

Objective 1: Engage foundation to establish long term fundraising goals

- Activity 1: Institute a new type of annual fundraiser for the foundation.
- Activity 2: Increase fundraising by 10% annually starting in 2019

Objective 2: Reestablish Friends of the library to assist with fundraising and projects.

- Activity 1: Establish an ex-officio presence on foundation and/library board in 2020
- Activity 2: Establish active membership in Friends of 25 members by the close of 2020

Objective 3: Explore and pursue other available properties.

- Activity 1: Establish list of options for growth sites by end of 2019
- Activity 2: Review current market prices of area properties by mid 2020

Objective 4: Explore and create alternate uses of the existing space.

- Activity 1: Explore feasibility and options for growth by January 2020
- Activity 2: Establish ideals versus practical growth by January 2020

**Goal 4: Improve relations and services to branch libraries.**

Objective 1: Monitor weekly circulation statistics in Gilbert

- Activity 1: Increase circulation at branch location by 5% each year.

Objective 2: Increase hours of service based on circulation

- Activity 2: Based on survey, add 1 hour for every 200 items circulated weekly starting in June 2020

Objective 3: Seek additional funding to address increases in services

- Activity 1: Establish branch “Friends” organizations by close of 2020
- Activity 2: Establish city trust to deposit funds for local library use in 2019
- Activity 2: Develop relationship with schools and librarians in Gilbert by 2020