

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Monday, October 29, 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
- October Bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Quotes for moving bookshelves/
- Headphones vs. ear buds: Purchase and resell ear buds??? (example)
- Policy Reviews/Board Training:
 - Interlibrary Loan – reviewed
9/16- revised, changes attached
 - Fine Policy
 - Reference Policy
 - Meeting Room Policy
 - Computer Policy
 - Collection Development Policy
 - Weeding Policy
 - Gifts Policy
 - Controversial Materials Policy
 - Magazine Policy
 - DVD/Video Policy
 - Internet Use Policy
 - Emergency Procedures Policy
 - Finance Procedures and Policy

Old Business:

- Budget 2019-2020
- Annual Survey
- Strategic Plan discussion
- Adjournment

Reminder

- Next meeting: Thursday, November 29, 2018
- Meeting with AUDITORS at city hall during council meeting – November 5, 7 pm

STAFF REPORT

October 2018

We had no major repercussions with closing the library on the 8th to allow the entire staff attend the problem patron training held in Nevada. We had some excellent summaries of types of mental illnesses that people have, who often are challenging interactions. Patti Treibel Leeds was the opening presenter, (Executive Director of Central Iowa Community Services-Emergency Assistance, and she gave us some good simple solutions for handling those situations that might be challenging, and also talked about another training she does on de-escalation. She would be willing to come and do that for us also, and we might be able to do this in conjunction with our normal staff meeting times. I'm going to be seeking some thoughts from the board?

We also heard from the Story County Sheriff's department, as Deputy Kyle D. Schultz talked through the way the department managed calls both day and night and assured the smaller communities that they had a plan for getting to them within 10 minutes even if they had cars at other ends of the county.

The Police Chief from Story City, Matt Sporleder, will be meeting with the Staff at the next staff meeting on Thursday November 4, to determine if there are any issues, questions or concerns that might concern our library staff. After the presentation to the county librarians, we know we are in a better position than many, but it will be helpful to develop a better relationship with the police department.

This agenda will be heavily focused on policies, with only a few items left to consider for the November meeting, and I'm hoping to have everything done by the December meeting for Accreditation. As soon as I complete that, I am also up for certification, and I'll be filing the Continuing Education credits I've compiled over the last 3 years. This is where the Iowa Library Association meetings help tremendously as there are two full days of sessions where we are brought good information about best practices, changes in the library world, and techniques for management, patron involvement, etc.

Thanks to several Library Foundation members, we had enough candy for the Trick or Treat night on October 25. We estimate over 700 people walked through our doors between 4:30 and 7 p.m. Circulation is never great on the Trick or Treat night, but it certainly brings a lot of people into the library to get a glimpse of what we have to offer.

Both Ema and Denise have been to specific training related to their jobs. Since I had completed the survey for the Technology program Echo, I had Denise attend the meeting to discuss it's application. The main recommendation is to use the results as a comparative of where we are today, identify areas to include in our Long Range plan, and compare it in the next year or two.

Ema has been taking a class on Early Literacy, and Storytimes through Webjunction, which was approved at the last board meeting. Each component includes a worksheet that summarizes what has been learned from the online class. She has worked through the first level of six, which will involve as a total approximately 12 hours of her time.

This is the first bill period that has also included the Pay by Invoice system. The learning curve has been a little higher than I anticipated, as there isn't a quick conversion from using the invoices from the packages to the actual invoice produced. But this might have been the objection the auditors had....the enclosures didn't indicate that it was an actual invoice, but more of a packing slip. I will have to print out the invoices to make this work, so there will be a bit more paper involved and an additional step or two in figuring out the bills each month.

Personally I'm going to an eye surgeon this week, as my vision in my left eye has gotten much worse, and it appears the pressure reading is high...indicating an initiation of Glaucoma. Because I also have a cataract growing rapidly, they are going to try to take the cataract off and see if it improves the pressure. I don't know how this will impact my work days, but this will probably all take place in the next month. I'm anticipating a few days off after the surgery, depending on what the surgeon does and finds when this is completed. I'll know more after my meeting this week with the surgeon on risks and recovery.

LIBRARY BOARD MEETING THURSDAY SEPT. 27, 2018

Feil, Cummings, Fournier and Emerson present along with Director Taylor. Meeting convenes at 6:02pm.

Alterations or modifications to agenda. Two additions: Story County grant application and your services training. Motion to approve amended agenda made by Cummings. Seconded by Fournier. Motion is approved unanimously.

Election of officers tabled.

Approval of the minutes: review of monthly bills. Taylor has made modifications to invoices and is now making copies of each bill before they are sent to city hall for payment. Further discussion of review and signing of each bill, Fournier states that each bill needs to be presented to the treasurer but this can be changed to Secretary /President if we deem appropriate. Fournier says that the city is not sending a liaison to board meetings. Perhaps this would be good. Changes to last months' minutes: none. Cummings motions to approve the minutes, seconded by Emerson. Motion passes unanimously.

Treasurer's report - Fournier - magazines are lumpy, so are databases. We've only used 25% of our budget. Online databases has spent over half for Gilbert location. We spent 92% of our budget at Gilbert last year, Taylor says that we've had changes in salaries and benefits at the Gilbert location.

Bills: motion made by Cummings to approve the bills, seconded by Fournier. Motion passes unanimously.

2019-2020 budget discussion: staffing changes and hourly wage changes have increased request salaries from 17-18 but is lower than what was budgeted for 18-19. Gilbert incorporates 3.5% salary increases. Gilbert numbers are improving well.

Circulation report: Gilbert numbers have improved. Some cards have been removed for non-use. Taylor says that once 9999 cards have been issued, patrons will have to be reassigned to an inactive number.

Correspondence / communications: positive comments about the column.

Board training: Edge technology assessment

Gilbert update: Laura is going Thursday morning for story times. She feels comfortable working alone. Gilbert has been busier with early dismissal programs. The extension service is coming to do some programming for after school.

New business:

Carpeting quotes from Petersons floors \$15,852 for public areas and \$2588 for the non-public areas. Does not include moving of furniture which is an expense that needs to be explored. Feil suggests that we have an idea about moving expenses before acting on carpeting quotes.

Story County Safe Library training on October 8. Fournier motions to close the library on the morning of October 8 to allow all staff to attend safety training. Seconded by Emerson. Motion is approved unanimously.

City council meeting on October 15th board members are encouraged to attend.

Youth services training - Showcase & Webjunction - highlights programs and people who that help with the summer reading program. Webjunction is a program paid by Microsoft for training for story time programs. Ema wants to participate. Board agrees that she should take the training.

Old business:

Budget 2019 - 2020 previously discussed.

Audit issues - visiting with city council on October 15 to discuss procedures regarding invoices and credit card usage.

Community survey - Community meeting Sept 29 with advisor from the State Library board from 10 - noon. Should we consider revising our mission statement?

Re-evaluate our 5 year long range plan to see where our progress is being measured.

Carpet costs already covered in new business.

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

Next meeting Thursday Oct 25 at 6pm.

SUBMITTED RESPECTFULLY BY MATT EMERSON

Corrections to minutes:

1). 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.

Bertha Bartlett Public Library
P L -September 2018

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2018-2019</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u> <u>remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 3,326.75	\$ 9,857.67	\$32,637.33	76.80%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 4,163.85	\$ 12,292.14	\$44,707.86	78.43%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 563.73	\$ 1,666.50	\$5,948.50	78.12%
001-4410-6130	IPERS	\$ 9,395.00	\$ 701.62	\$ 2,051.23	\$7,343.77	78.17%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 381.54	\$ 1,310.62	\$3,114.38	70.38%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ 181.96	\$ 196.68	\$1,303.32	86.89%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 320.00	\$ 850.00	\$4,520.00	84.17%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 57.10	\$ 169.05	\$1,630.95	90.61%
001-4410-6373	Telephone	\$ 4,800.00	\$ 383.16	\$ 1,188.98	\$3,611.02	75.23%
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	\$ 170.67	\$ 260.99	\$1,739.01	86.95%
001-4410-6501	Building Supplies	\$ 750.00	\$ 103.06	\$ 103.06	\$646.94	86.26%
001-4410-6502	Technology	\$ 2,000.00	\$ 977.79	\$ 977.79	\$1,022.21	51.11%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	0	0	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 280.75	\$ 620.95	\$2,079.05	77.00%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 225.00	\$775.00	77.50%
001-4410-6770	Magazines	\$ 1,600.00	\$ 78.59	\$ 706.68	\$893.32	55.83%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ -	\$1,000.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,774.77	\$ 4,016.41	\$7,983.59	66.53%
001-4410-6773	Video	\$ 2,000.00	\$ 113.08	\$ 178.71	\$1,821.29	91.06%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 168,000.00	\$ 13,653.42	\$ 37,160.91	\$130,839.09	77.88%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 310.69	\$ 698.04	\$3,301.96	82.55%
001-4410-1-4470	General Fund	\$ 21,500.00	\$ -	\$ -	\$21,500.00	
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ -	\$5,000.00	100.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 684.77	\$ 2,121.47	\$878.53	29.28%
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 2,119.42	\$ 390,517.84		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 2.05	\$ 2,064.29		
031-0950-4-4300	Interest (CD's)	\$ 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		
		Budget				

Bertha Bartlett Public Library

October 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .54/mile
001-4410-6150	Wellmark	10/01/18	\$381.54	Health Insurance - Kolleen - October
001-4410-6230	Kolleen Taylor	10/17/18	\$219.62	Mileage for Training Meetings/Conference
001-4410-6230	Denise Froehlich	10/24/18	\$59.31	W.Des Moines-Edge & Safety Training
001-4410-6320	Laura Donaldson	10/19/18	\$160.00	Cleaning
001-4410-6320	Arrow Pest Solutions	09/28/18	\$60.00	Spraying - library building
001-4410-6320	Arrow Pest Solutions	10/26/18	\$60.00	Spraying - library building
001-4410-6320	Story City True Value	10/19/18	\$14.97	Lithium batteries for thermostats
001-4410-6320	Early Bird Window Washing	09/29/18	\$60.00	cleaning windows
001-4410-6371	Chitty Garbage Service	09/18/18	\$25.75	Trash pickup
001-4410-6371	Black Hills Energy	10/05/18	\$32.44	Gas bill
001-4410-6373	Aureon	10/01/18	\$388.32	Telephone & Internet service
001-4410-6502	Visa	10/09/18	-\$45.00	APC Power Backup & Typewriter
001-4410-6506	Amazon Capital Services	10/10/18	\$30.36	Lithium batteries for door counter
001-4410-6506	Visa	10/09/18	\$10.82	chlorox wipes
001-4410-6506	Access systems leasing	10/22/18	\$174.96	Copier
001-4410-6770	Visa	10/09/18	\$67.32	Magazines/
001-4410-6770	Prevention Magazine	09/19/18	\$36.00	Magazine yearly subscription
001-4410-6771	TEI Landmark Audio	10/12/18	\$12.76	audio books shipping & handling
001-4410-6771	Amazon Capital Services	10/06/18	\$12.99	audio book to replace incomplete book
001-4410-6772	Centerpoint	10/01/18	\$88.68	books
001-4410-6772	Cengage	09/19/18	\$22.39	Books
001-4410-6772	Cengage	09/24/18	\$48.28	Books
001-4410-6772	cengage	09/25/18	\$27.29	Books
001-4410-6772	Cengage	10/03/18	\$53.88	Books
001-4410-6772	Cengage	10/08/18	\$79.77	Books
001-4410-6772	Cengage	10/08/18	\$22.39	Books
001-4410-6772	Cengage	10/09/18	\$15.40	Books
001-4410-6772	Cengage	10/10/18	\$21.00	Books
001-4410-6772	Cengage	10/18/18	\$44.08	Books
001-4410-6772	Cengage	10/18/18	\$56.67	Books
001-4410-6772	Cengage	10/19/18	\$21.00	Books
001-4410-6772	Baker & Taylor	09/28/18	\$168.51	Books
001-4410-6772	Baker & Taylor	10/08/18	\$177.51	Books
001-4410-6772	Baker & Taylor	10/17/18	\$105.46	Books
001-4410-6772	Ingram	10/10/18	\$132.16	Books
001-4410-6772	Visa	10/09/18	\$12.99	Books through Amazon Marketplace
001-4410-6772	Gabe Flynn	10/03/18	\$75.00	NF books @\$5.00 ea bought at ILA
001-4410-6772	Amazon Capital Services	10/18/18	\$139.13	Books through Amazon Marketplace
001-4410-6773	Amazon Capital Services	10/28/18	\$54.91	DVD's through Amazon
001-4410-6773	Amazon Capital Services	10/18/18	\$157.17	DVD's through Amazon
	TOTAL - Story City		\$3,285.83	
Gilbert Bills				
033-4410-6230	Kolleen Taylor	10/17/18	\$196.40	Split with Story City/Conference & Training mileage
033-4410-6230	Denise Froehlich	10/24/18	\$35.86	Training -Edge/WDM & Safety Training
033-4410-6506	Amazon Capital Services	10/18/18	\$30.36	Lithium batteries for door counter
033-4410-6772	Amazon Capital Services	10/18/18	\$32.84	Books purchased through Marketplace
033-4410-6772	Baker & Taylor	09/28/18	\$16.80	Book for Gilbert
033-4410-6772	Baker & Taylor	10/08/18	\$42.48	Book for Gilbert
033-4410-6772	Baker & Taylor	10/17/18	\$16.77	Books
033-4410-6773	Amazon Capital Services	10/18/18	\$70.83	DVD's
033-4410-6772	Visa	10/09/18	\$57.26	Books for Gilbert - series The Amulet
033-4410-6770	Visa	10/09/18	\$37.46	Magazines-Sports Illustr. & Nat. Geo - Kids
	Total - Gilbert		\$537.06	

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

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

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

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

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

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

In House Use - Gilbert

70

27

In House Use - Story City

Policy Changes:

To Review:

- Computer Policy
- Weeding Policy
- Gifts Policy
- Controversial Materials Policy
- DVD/Video Policy

Updates

Fine Policy:

Full Replacement: Add children's paperbacks - \$5.00 & Board Books - \$5.00

Reference Policy:

I. Internet Sources:

- a. Help direct patron to established, unquestionable sites, using resources like the Gale Database, Credo Reference or Ebscohost sources, or peer reviewed publications whenever possible. If locating information for patron reference question, be sure to include the site location where you found the answer.

Collection Development Policy:

II. Priorities and Limitations:

- a. Under other sources, changed from Central Iowa Library Service Area to State Library of Iowa. Explanation: (Central Iowa Library Service Area does not official exist any more)

IV. Section E: Reviewing Tools:

- a. Changed first item on list from "Booklist" to recognized reviewing publications, such as Booklist or Library Journal, School Library Journal, Kirkus. These publications do not need to be purchased, as many are accessible via the Internet.

Computer Policy:

Cleaned up wording, and if earbuds are approved by board, will change wording as noted. (See underlined area.)

Magazine Policy:

Removed the magazine "Time" from the list of those kept for 5 years. We no longer subscribe due to the cost of the magazine.

November Board meeting documents to review

- Emergency Policies and Procedure
- Finance Policy
- Bylaws review
- Strategic Plan: Need committee to write/review Kolleen's efforts

December Board meeting – everything else including final online report.

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

COLLECTION DEVELOPMENT POLICY

I. 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.

II. PARAMETERS OF THE COLLECTION

A. The library adds books, DVD's, compact discs, audio books, periodicals, and large print books. Paperbacks are added mainly through donations.

B. Nonfiction is purchased to meet all age requirements. Attention is given to areas where students need information for reports. Encyclopedias are updated as needed. Text books are not purchased.

C. Fiction is added monthly for adults and children. The library tries to keep a good supply of the best sellers as well as well-known authors. The library tries to maintain a balanced collection.

D. Computer hardware and software is available for patron use.

III. Priorities And Limitations

Duplicate copies are accepted by the library. Due to budget limitations, the library may not have all the books needed to fill patron demands.

Other sources:

1. Interlibrary loan.
2. Reference requests — State Library of Iowa, Ames Public Library
3. Heartland Area Education Association 11
4. Open Access, Access Plus

IV. SELECTION

A. The library subscribes to the general principles embodied in the "Freedom to Read," "Freedom to View," and "The Library Bill of Rights" prepared by the American Library Association. The library ascribes to the accepted principles of intellectual freedom.

B. The primary objective in selecting materials for purchase is to collect items of contemporary significance and/or permanent value. Patrons are an essential part of the library and their suggestions and comments are encouraged. The library will try to purchase patron suggestions from the Suggestion Box if it is content appropriate, financially feasible, and provides balance or depth to the collection.

1. Materials must meet the following criteria:
 - a. Authority and competency of the author.
 - b. Accomplishment of its purpose.
 - c. Fundamental objectivity.
 - d. Clarity, honesty, and accuracy of its presentation.
 - e. Relation to the existing collection.
 - f. Relative importance in comparison with other books on the subject.
 - g. Timeliness of the subject matter.
 - h. Literary quality.
 - i. Cultural value.
 - j. Historical relevance
 - k. Evaluation in the established and widely-accepted reviewing sources.

C. Adult Material and the Young Reader

1. The library recognizes that some material is controversial and may offend some readers. Material selection, therefore, is not based on anticipated approval or disapproval, but primarily on:

- a. The merits of the material in relation to the varied needs and interests of the community's citizens, and
- b. The need to balance the library's collection.

2. To label or sequester material because of its potential controversial nature is an act of censorship. The library, therefore, does not restrict access to the library materials except for the express purpose of protecting material from mutilation or theft.

3. Young adults (Jr. & Sr. High) and children (Preschool thru 6th) may use both the children's and the adult collections. A minor's parents or guardians are responsible for the library use of their children. Children's and young adult collections are developed and maintained for the convenience of minors and their parents or guardians.

D. Responsibility for Selection of Library Materials

The library board of trustees endorses the Material Selection Policy which serves as the guidelines for purchases. The board of trustees delegates this responsibility to the librarian. If questions arise concerning policy, the librarian will direct the

matter to the board of trustees for resolution.

E. Selection Tools

- a. Booklist magazine.
- b. Des Moines Sunday Register.
- c. New York Times Book Review.
- d. Workshops.
- e. Children's Catalog.
- f. Fiction Catalog.
- g. Amazon reviews and other Internet reviewing sources
- h. Requests from patrons

V. EVALUATION OF COLLECTION FOR WITHDRAWAL

The staff continually examines the collection. Items will be withdrawn when they meet any of the following criteria:

1. Out of date.
2. Poor condition.
3. Questionable because of newer materials.
4. Circulation patterns.
5. Community interests.
6. Availability of newer or more valid materials.
7. Books or materials of local history are exceptions and will not be pulled unless better copies are located.
8. Books or materials with desirable titles that are withdrawn because of condition or loss will be considered for replacement as the budget allows.

Adopted 3/89
Revised 3/07
Reviewed 11/10
Revised 7/14
Revised 10/18

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IA

Computer Usage Policy

Public Computer policy

To use the library's public computer(s):

- Patrons and Guests must sign in (print clearly) at the Circulation Desk and log-in through Time Limit Manager. Guests need to note which city they live in.
- Sign in for 60 minute time frames, may be extended if no one is waiting at the discretion of the librarians on duty. Patrons can log in a second time if no one is waiting for computers.
- Children under 8 should be accompanied by a responsible person, and will be asked to leave if disruptive.
- The charge for printing is 10 cents for an 8-1/2 x 11" page for black and white copies your paper or ours. The cost increases for larger sized pages, proportionately, in addition color copies increase to 50 cents per page for 8-1/2 x 11" paper, and proportionately for larger sized pages. (See list of pricing attached to this policy)
- The number of people per station should not interfere with other patrons. The staff on duty will decide if the number of people at a single station is creating a problem for other library users. Neither children or adults should share chairs.
- Headphones are available at the circulation desk in plastic bags by the sign-in sheets. (consider purchase of earphones in lieu of Headphones...if approved this will read "a limited number of headphones are available for use, patrons are encouraged to purchase personal use earbuds.

Staff Computer policy

- All staff computers should have a password protected log-in
- Computers should be used in a secure User login, not administrative log-in
- Only paid staff or designated volunteers who are trained on the computers by authorized staff members, may use the staff computers
- No children or family members of employees should be on staff computers at any time, unless they have been authorized and trained. Any exceptions must be cleared with library director
- Social Media should be used primarily for library purposes during working hours. Personal pages may be viewed as part of employee personal break or lunch time.
- If in an emergency situation the only way a patron can access critical materials is through a staff computer, they should not be left unattended.

Adopted 9/1994

Revised 6/06

Revised 6/09

Reviewed 12/11

Revised 12/12

Updated 12/14

Updated 10/18

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

CONTROVERSIAL MATERIALS POLICY

The Library endorses the ***Freedom To Read*** statement prepared by the American Library Association, the Freedom to View statement adopted from EFLA and The Library Bill of Rights. (See Appendix).

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the Library's collection will be objectionable to some people in the community.

The Library, in a very real sense belongs to the whole community, to the minority as well as the majority. It has a real responsibility to serve that community in all its variety. That responsibility includes providing for the needs and the interests that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The Library attempts to represent all sides of controversial issues within the limits of budget and space.

In no case does the library take an official stand on any public question. The function of the library is to provide information, not advocate specific points of view.

The Library welcomes comments and criticisms of its collection. However, no citizen in a democracy has a right to prevent another from using any specific material by demanding it's removal from the Library's shelves. Anyone wishing to make a formal complaint may do so by filling out the Request for Reconsideration of Library Materials form. The form will be considered by the Board of Trustees and their decision will be final.

Adopted 5/89

Reviewed 4/94, 8/98, 3/02, 1/08, 12/11, 5/14, 10/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, IA

DVD/VIDEO POLICY

The DVD and Video collection at the library will be based on patrons' interests. Gift DVD's and videos will be accepted and added to the collection as appropriate.

DVD's will be checked out for 1 week. Videos will be checked out for 3 weeks. A fine of ten cents per day will be assessed for materials overdue.

Exceptions may be made at the librarians' discretion.

12/1987
Revised 4/05
Reviewed 5/07
Reviewed 7/14
Reviewed 10/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

FINE POLICY

The fines for all overdue books, DVDs, videos, CD books, cassettes, puppets and all other materials will be 10 (ten) cents per day that the library is open. Fines will accumulate until they reach the replacement cost as per chart below. This is to include children and adults. There will be a short grace period after the due date before fines start to accumulate.

The State Code of Iowa states that library materials not returned in three months are considered stolen, the City policy also defines failure to return materials within this time frame as theft.

Adult patrons will not be allowed to check out any further items once they have reached an accumulated fine of \$10.00. Children (under 18 years of age) who have fines over \$10, may, at the Director's discretion, check out one item at a time until they or their parents have paid down their fines to under \$10.00. The Director or Children's Librarian may reduce or forgive fines for children if all material has been returned.

If any item is lost or damaged beyond repair, the patron will have to pay the replacement cost plus a service charge of \$5.00. The service charge is to help defray the cost of cataloging, postage and processing.

New or renewed cards will be issued for lost or damaged cards when fines are paid in full. Replacement fee for a lost or damaged library card is \$2.00.

The guidelines of charges for damaged materials will be as follows:

1. Cover ruined (damaged, torn, chewed, etc.)	\$2.00 to total replacement
2. Barcode damaged	\$1.00
3. Water soaked	Total replacement
4. Mildewed	Total replacement
5. Colored or written in	.25 per page
6. Dirty or sticky	.25 per page
7. Ruined plastic jacket	\$2.00
8. Mendable plastic jacket	\$1.00
9. Cut or torn but mendable	.25 per page
10. Plastic bags (replace)	.75
11. Puppets or Hanging bags	2.50
12. Compact disc case	2.00
13. DVD case	2.50 – 5.00
14. Book on Tape (Case only)	6.50 – 13.50
15. Book on Tape (sleeves)	.55 per sleeve
16. Date Due Slips torn out	

Costs for lost or damaged items:

Will be the actual replacement cost, if available, or as listed below:

BOOKS

Adult fiction/biography	\$	30.00
Adult non-fiction		35.00
Juvenile		20.00
Board Books		5.00
Paperbacks		
Adult Mass market		8.00
Adult Trade		16.00
Children's Paperback		5.00
PERIODICALS		6.00

Policy established 1/1986
Revised 8/2006
Updated 12/2008

Revised 8/2011
Updated 12/2014
Updated 10/2018

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

GIFTS POLICY

The library welcomes gifts of all types including library materials, money, and real property. The library, however, reserves the right to refuse gifts it feels are inappropriate, and to dispose of gift materials as its needs dictate.

Gifts of library materials are accepted if they fit with the scope of the Materials Selection policy. Materials purchased as memorials will be selected for their long term usefulness and will remain in the collection for many years. Gift materials will not be shelved in any special section, but will take their place with the regular collection. Gift books may be identified with a book plate giving the name of the donor.

Gifts of cash also can be directed to the Bertha Bartlett Public Library Foundation or designated for current purposes.

Gift items will be withdrawn from the library according to the same principles as purchased items. The library cannot assume the responsibility for notifying the donor of the withdrawal.

All gifts to the library are tax deductible. The library cannot provide donors with an estimate of the gift's value for tax purposes. A letter of recognition and appreciation will be sent for donated gifts. Donors can complete a form to use for tax purposes that identifies quantity, not value.

The Bertha Bartlett Public Library is a non-profit, tax supported agency. It is our policy not to make gifts or donations to other individuals, groups, or organizations.

Approved 4/1985

Reviewed 10/18

Revised 7/2000

Reviewed 2/02, 8/04, 1/08

Updated 12/11

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

INTERNET USE PURPOSE AND GUIDELINES

This policy applies to all users of the Bertha Bartlett Public Library computers and networks.

Purpose

A goal of the library is to provide equal access to information, materials, and services within the environment that welcomes interaction and personal enrichment for educational and informational purposes for all the people of our community.

The Internet offers access to many valuable local, national, and international sources of information. Be advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive.

The library does not control any of the resources available on the Internet. Although library staff will make every effort to provide access to reliable resources on the Internet, it is not possible to apply the same selection criteria which are used for other resources. The library cannot guarantee confidentiality on the Internet.

Responsibilities of Users

*** Choosing and evaluating sources**

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Your use of Internet resources carries with it the responsibility to evaluate the quality of the information accessed. If you feel information obtained through this service is inaccurate or offensive, we suggest you contact the original producer or distributor of that information. The availability of information does not constitute endorsement of the content by the Story City Bertha Bartlett Public Library.

***Supervising children's use**

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There may be some resources which parents feel are inappropriate for their children. Concerned parents should let their children know if there are materials they do not wish them to use and are encouraged to monitor their children's Internet use.

*** Using the Internet**

Patrons who wish to use the library's Internet access computer must conform to these guidelines:

1. Patrons are required to sign in at the desk before using the computer, and sign out when finished.
2. You may sign up for a 60 minute session. Reservations may be made by phone or in person.
3. Patrons who reserved the computer must arrive no later than 15 minutes past their scheduled time or the reservation will be cancelled and the time made available to another patron.
4. If the computer is not scheduled, it may be used on a first come, first served basis.
5. Patrons may bring their own devices for downloading. Patrons downloading material should be aware that the same copyright restrictions apply to on-line materials as print materials. The library is not responsible for copyright infringement by patrons.
6. Patrons using the Internet access computer should be knowledgeable in basic computer operation. Only minimal instruction as time permits, can be offered by the library staff.
7. Patrons assume all risk/liability when divulging a credit card number or other personal information on the Internet; the library is not responsible for charges, damages, or injuries resulting from such use.
8. Inappropriate use of a computer can be a felony. Patrons may not use the library computers for illegal or criminal purposes, including:
 - a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children or to commit fraudulent acts using the Internet.
 - b. Violation of U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction of copyright materials, except as permitted by the principles of "fair use".
 - c. Make any attempt to alter or damage computer hardware or software.

DISCLAIMER: *The Bertha Bartlett Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.*

Adopted 5/97
Revised 6/06
Reviewed 10/11
Revised 12/14

Reviewed 10/18

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

MAGAZINE POLICY

- I. Check In:
 - A. Magazines are stamped with the library identification stamp on the top of the front cover when they arrive at the library. A barcode is added to the front of the magazine.
 - B. Record the issue date on the database.
 - C. The new issue is put in a plastic cover, and is not to circulate. It is placed on the slanted shelves in the magazine display area. Recent back issues are kept on the shelf under the slanted shelf. Older back issues are kept in periodical boxes and stored.
- II. Back issues are filed by years and kept according to the following plan.
 - A. Keep one copy of National Geographic indefinitely
 - B. Keep all magazines listed in Readers ' Guide for 3 years with the exception of:
 - (a) Consumer report
 - (b) Newsweek
 - (c) Popular Mechanics
 - (d) Reader's Digest
 - All others are to be kept for 5 years counting the current year.
 - C. Keep any Iowa magazine indefinitely
 - i. Iowa Heritage illustrated
 - ii. Annals of Iowa
 - iii. Iowan
 - iv. Any other Iowa magazine.
 - D. All other magazines are kept for one year if space is available.
- III. The library will offer a magazine exchange. Withdrawn magazines and magazines patrons donate are offered free to anyone interested. Donated copies should be checked against the library's copies so that missing issues could be replaced.
- IV. Weeding procedure
 - A. Withdraw magazines that are over the time limit.
 - B. Black out library identification
 - C. Clip articles for the vertical file
 - D. Place intact magazines in exchange.

Adopted 1/86
Revised: 8/01
Reviewed 1/03
Updated 10/11
Reviewed 7/14
Updated 10/18

MEETING ROOM RESPONSIBILITY FORM
BERTHA BARTLETT PUBLIC LIBRARY, STORY CITY, IOWA

Today's Date: _____

Name: _____

Organization/Group: _____

Address: _____

Phone: _____ Cellphone: _____

Reservation Date: _____

Time the room would be in use: _____

Purpose of meeting: (Give a brief description): _____

Approximate number of people who will be attending: _____

Are refreshments being served? _____yes _____no

If yes, what type? _____

Are you planning on decorating? _____yes _____no

If yes, describe: _____

Audio/Visual equipment: Are there any needs in this area? _____

Any other concerns or questions: _____

I, the undersigned, have read the Bertha Bartlett Public Library meeting room policy. I accept the responsibility (liability) for the key to the room, the condition of the room, furniture, the clean-up of the room, the condition of any other library equipment used, and the securing of the room. I understand that fees for use must be paid on or before the day of use.

Name: _____
(Please print)

Date: _____

Signature: _____

Deposit (\$25): _____

Rental: Full Day (\$25) _____

Half Day \$(15) _____

Approved April 1994
Reviewed: 1/2008
Reviewed: 10/11
Revised: 12/14

Reviewed 10/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

REFERENCE POLICY

The Bertha Bartlett Public Library's reference policy is to try to meet the needs of every citizen of the community. All patrons are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality and no censorship.

Statement of Procedure:

In helping patrons in their search for information librarians and aides must determine the need of the user by conducting a reference interview.

I. REFERENCE INTERVIEW:

ESTABLISH:

1. Specific needs of patron
2. Recommend sources in addition to books, vertical file material, computer and on-line reference.
3. Assist in finding materials
 - a. Show where books are on the shelf---do not point.
 - b. Follow up to make sure that patrons are getting what they need.
4. Remain objective

Know that each patron feels his or her request is legitimate and important even though it may not seem so to the interviewer.

Conduct service on a "first come, first served basis" whether by telephone or walk-in patron.

Give patrons prompt attention.

If patron is wandering around the room, librarian should offer assistance. Judgment is necessary here...some patrons want to browse and do not want to be interrupted or bothered. Others may be hesitant about asking for help.

II. Homework:

Because homework assignments are usually made for the purpose of teaching students, the process of finding information, the library sees as its primary role the instruction in the use of library tools rather than the provision of "answers".

III. Contest Questions, Quiz Programs, Crossword Puzzles:

These questions are not answered but the patron is directed to sources from which he may seek his/her answers unless questions may be answered as a quick fact.

IV. Medical Questions:

Factual information can be provided from medical dictionaries and books, but questions that involve interpretation and opinion cannot be answered.

V. Legal Questions:

Citation from codes can be given and other legal resources suggested but legal advice and/or explanation cannot be offered.

VI. Genealogy Research:

- a. The library provides genealogy books for patron use, both loan materials and for in library use.
- b. Postage for any materials ordered through Interlibrary Loan Services should be governed by the regulations of the agreements for Interlibrary Loan, Open Access and Access Plus.

VII. Reference Books:

- a. Reference books are not circulated except for older editions or at the librarians' discretion.

VIII. Internet Sources:

- a. Help direct patron to established, unquestionable sites, using resources like the Gale Database, Credo Reference or Ebscohost sources whenever possible. If locating information for patron reference question, be sure to include the site location where you found the answer.

Jan. 1990

Revised Sept. 1998

Reviewed 1/02, 7/04

Revised 1/08

Revised 11/10

Revised 12/14

Revised 10/18