

# Bertha Bartlett Public Library

## Board Meeting – Library meeting room

Thursday, December 28, 2017  
6:00 pm

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- December bills

Circulation Report: Duane Fournier

Correspondence/Communications:

**Board Training: Accreditation process and Trustee handbook**

**Gilbert Update –**

**New Business:**

- Next month (January 25 – meeting in Kinne wing, request for renting meeting room)
- Survey to Community/focus group
- Change in cleaning service/vacuum purchase to save time

**Old Business:**

- Begin reviews of policies – Circulation
  - Computers and children's furniture ordered....delays
  - Asset inventory estimates
  - Directors' Review
- 
- Adjournment

Reminder

- Next meeting: Thursday, January 25, 2017, 6 p.m.

## December 2017 STAFF REPORT

The Christmas season events definitely have been a high point at the library this month. The Storytime with Santa & Mrs. Claus, our family storytime event for December, had 32 children and 32 adults attending, and it seems the family storytime in the evening is the best attended storytime we have now. Starting in January, the Saturday morning storytime will not be offered, as this has had light attendance, and usually not by people who planned to attend. Rachel seems to be getting more comfortable with the families and children, and Denise and I have both spent time observing interactions.

Closing both Christmas eve and Christmas day will give us a good break, but it is a bit of a rush to get all the bills ready for our board meeting. The staff Christmas Party/Staff meeting held on the 15<sup>th</sup> had everyone in attendance except Shelly, who had become sick that week. We managed to hit the Prime Rib night at Dinner's by Dawn and six of us took advantage of that treat. We conducted a full staff meeting at the beginning, and did a little fun sharing at the end of the evening, so I did tell everyone to include an hour on their pay check as we were conducting legitimate business!

I scheduled a number of doctors appointments this month, and hopefully I'll get an ok bill of health. I do have a cataract growing quickly on my left eye, probably a result of the Adrenal Fatigue, and my eye dr. said it may need to be removed by the end of next year. (if it keeps growing at the current rate). I am noticing a change in my vision, not something a librarian wants, so we've had some discussions on things that we do that make it hard to read labels for shelving purposes. I'm not quite ready for large print, but don't put black print on green or blue paper!!!!

Dr. Kinne sent us a check for \$10,000 this month, with a note to use at my discretion (our discretion). We've had a number of donations that came into the library over the course of the year....some spread over a six or seven month period, that I'm sending out year end letters with final totals. Between November and December, our extended "library family" had three sad losses: employee Shelly Gruwell's father-in-law passed away, Foundation board member, Randy Allman lost his wife, and former children's librarian Vivian Gossel, buried her husband Gordon. I attended the service for Randys wife and the visitation for Gordon.

The foundation is having a year end "Box Sale" out of the sale room, with a box of books selling for \$5.00. This happens to have coincided with a notification from Better World books that we will have to pre-screen any books we send to them in the future. We are going to test out this system, and we may have to limit what we can accept in the future. We don't know yet, this has all been just announced.

We finalized the budget and submitted it to the City Hall on the 18<sup>th</sup>. We need to start working on this earlier next year, as Mark really wanted this by December 1. We had hoped to meet with Mark on the equipment valuations, but that didn't work out.

We will be up for accreditation renewal early in 2019, so we have one year to complete a survey, review all the policies, and fill out the reports. That always makes a busy year. At the meeting, I may go through the required steps, and look ahead at the 2018 calendar.

Thanks to all of you for being a great board, and for tolerating my memory slips, especially as life seems to get more complicated, with more people to take care of, both within the library and within my family. Blessings to each of you and hopefully we will have a wonderful 2018 working together for Story City families!

# **Bertha Bartlett Public Library**

## **Board Meeting**

Monday, November 20<sup>th</sup>, 2017

6:00pm

Library Meeting Room

**Present:** Duane Fournier, Lynn Cummings, Chris Feil, Jessica Hensch, Director Kolleen Taylor, Matt Emerson

### **Called to Order:**

**6:02p**

### **Changes to the Agenda:**

Expand Budget to "Asset Inventory"

Motion to approve the agenda as amended by Fournier, seconded by Emerson, approved unanimously.

### **Approval of Minutes:**

Motion to approve October 2017 minutes as written by Fournier, seconded by Hensch. Approved unanimously.

### **Citizen's Appearance:**

Tricia Sawyer, library employee for 10 years. Specialty is serving the seniors of our community by taking books to Cedar Place and Bethany Manor. She rotates 100 books at Bethany and 30 – 60 at Cedar Place.

Tricia reports that there are fewer readers at Cedar Place and people are switching out more at Bethany Manor. Sometimes books are misplaced at Bethany Manor, but those who use the services seem to enjoy it.

Steve Griffin is new to the library as an employee. Steve lives here in Story City with his daughter. He works in Ames full time at the USDA. He is enjoying his position part time here at the library. He enjoys being around books and the patrons that work here.

### **Treasurer's Report**

#### **P and L:**

**Story City:** 1/3 of the way through budget year and 30% of the way through the budget. 3% under. There are some places where we haven't spent as much as we should, such as utilities, but that's expected with the heavier use season coming up.

Only at 5% of programming budget so far. Storytime express hadn't yet started.

Overall, things are going well

#### **Gilbert:**

Have only spent 18% of the budget at Gilbert. Salaries are in line. Books/videos are 7%.

Books are being “weeded” so more titles can be purchased.

#### **Bills:**

Taylor points out that the cleaning bill is low this month because Jessica Iddings will be leaving. Suggestions for a replacement would be appreciated.

Not all bills are in yet since the Board is meeting early. Access systems will be in later, as well as Large Print. The credit card bill is also not yet included. Billing date and card company have changed. Taylor reports that she isn’t able to get in to the website to print a statement. Taylor would like to explore a credit card company that has local ties.

Approval of bills for November 2017 motioned by Fournier, seconded by Hensch. Approved unanimously.

#### **Circulation:**

Circulation is down almost 1,000 from last year. This seems to have been a trend. Down slightly in the adult and young adult areas. The biggest shift is in the Children’s department, by almost 500/month. There aren’t as many families coming in with children checking out multiple titles.

Storytime Express isn’t happening as often as before. Cummings asked if there is some information regarding what upcoming events are at the library.

Door count seems to be off a bit due to the Downtown Trick or Treat event.

Program Attendance is down overall.

#### **Correspondence/Communications:**

There was a nice letter from a patron submitted thanking the library for getting them a title through the interlibrary loan.

#### **Board Training: Trustee Handbook – First Section (6:25p – 6:55p)**

At one time, board members were given physical copies of the board handbook, but they have stopped printing them. If you go to the state library website and click on “for libraries”, then click on “T” for trustees, there is a link to the actual handbook.

Trustees are established by an ordinance through the city, but mandated by the Iowa Code which mandates that there must be a public library within the town, or contract with one, which is why we have Gilbert.

Board members should read our town’s library ordinance.

Review of the “Code of Ethics”

Taylor suggests for Board members to review the second chapter of the handbook, specifically the advocacy and planning sections.

Taylor shared the Iowa Public Library Statistics for FY2016

- The report shows that the Bertha Bartlett Public Library is a good value for the city and its inhabitants.
- Taylor asks that members review the report as it offers comparative data for our library against the rest of those in the state of comparable size.

## **Gilbert Update -**

Denise and Kolleen did some weeding at the Gilbert site and reevaluated them. Juvenile fiction, non-fiction and young adult have been weeded.

Maria is doing a great job running programs for 15 – 17 kids every Thursday.

## **New Business**

### **Authorization of new credit card:**

Taylor would like to go shopping for a new credit card with local ties so things aren't switched out as often and she has someone to whom she can ask questions. Fournier motions to approve Taylor to look for a new local credit card vendor. Cummings seconds. Motion approved unanimously.

### **2018-2019 Budget:**

Budget is due December 1<sup>st</sup> to the City.

Taylor reports that it isn't yet completed and that she is looking for somewhere to get more funds for salaries, as this has been a difficulty within the budget for quite some time.

- This was discussed at the city council meeting.
- Taylor and Fournier will pull together some numbers and send out to the Board members to vote next month.

### **Asset Inventory:**

The library is insured for 1.6 million for the building and \$243,000 for the building content.

If we increase the amount for which we are covered, we will need to budget for an increase in premiums.

Seems as if the report says that the amounts for which they are covered is replacement values, not current value.

Taylor reports that she will get a closer idea as to what it would cost to replace items.

### **Request for use of the meeting room area:**

Childcare provider asked if she could bring her whole group in to use the room so the kids have a place to get the energy out.

Board reviewed the policy. Taylor will let the patron know that she will need to pay a fee for the use of the room.

### **Begin reviews of policies - Circulation:**

Tabled until next month.

### **Survey to Community/focus group: 31<sup>st</sup> and 1<sup>st</sup>.**

Taylor would like to pull together a community survey. There are programs online that help with this. This would be the first step before community planning.

May help us identify why the use of the library is down and help us to see what we need to / can do differently.

Still need to do long-range planning in the fall.

**Holiday closings confirmed: December 24<sup>th</sup> – 25<sup>th</sup> and December 31<sup>st</sup> and January 1<sup>st</sup>. Gilbert closed both weekends.**

Taylor wants to ensure the board members are accepting of these days.

## **Old Business**

### **Director's Review:**

Tabled

### **Storytelling Festival:**

GCC is going to be stepping out of the festival from now on, as did the historical society, at least not in its present form. The historical society would still like to do a joint fundraiser, but maybe not this one.

### **Implementation of first recommendations of space study:**

Taylor reports that she has heavily weeded the reference section and genealogy.

### **Adjournment:**

Motion to adjourn by Emerson— seconded by Fournier – Approved unanimously

### **Next Meeting:**

Thursday, December 21<sup>st</sup>, 2017 at 6p

Bertha Bartlett Public Library  
November Cash Flow

Acct #	Story City Expenses	2017-2018		Year to date	Budget remaining	% of funds Remaining
		Budget	Month to date			
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.70	\$ 17,548.83	\$23,585.17	57.34%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 3,566.91	\$ 18,714.62	\$32,785.38	63.66%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 506.76	\$ 2,720.84	\$4,366.16	61.61%
001-4410-6130	IPERS	\$ 8,272.00	\$ 603.44	\$ 3,238.29	\$5,033.71	60.85.00%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 345.03	\$ 1,877.21	\$3,522.79	65.24%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 173.58	\$ 736.04	\$563.96	43.38%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 191.82	\$ 2,283.82	\$5,716.18	71.45%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 69.98	\$ 334.86	\$1,465.14	81.40%
001-4410-6373	Telephone	\$ 4,187.00	\$ 305.52	\$ 1,511.51	\$2,675.49	63.90%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ -	\$2,830.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 782.50	\$1,217.50	60.88%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 16.98	\$ 117.98	\$1,882.02	94.10%
001-4410-6501	Building Supplies	\$ 600.00	\$ -	\$ 113.37	\$486.63	81.11%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	\$ 221.70	\$1,478.30	86.96%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 405.31	\$ 1,416.79	\$1,283.21	47.53%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 450.00	\$550.00	55.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 146.92	\$ 1,251.58	\$248.42	16.56%
001-4410-6771	Audio	\$ 1,000.00	\$ 11.83	\$ 11.83	\$988.17	98.82%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 839.94	\$ 5,174.28	\$6,825.72	56.88%
001-4410-6773	Video	\$ 2,000.00	\$ 197.32	\$ 705.69	\$1,294.31	64.72%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 10,647.04	\$ 59,752.13	\$102,607.87	63.20%
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 295.15	\$ 1,493.40	\$2,506.60	62.67%
001-4410-1-4470	General Fund	\$ 20,000.00				
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ 515.00	\$4,485.00	89.70%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 403.74	\$ 2,753.26	\$246.74	8.22%
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 377,416.93		\$ (3,235.19)	\$374,181.74	
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 3.45		\$2,057.48	
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 358.25	\$ 1,682.90	\$6,317.10	78.96%
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds	\$ 4,000.00				100.00%
031-4410-6490	Professional Services		\$ -	\$ 6,500.00		
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment	\$ 4,000.00				100.00%
031-4410-6672	Books	\$ 5,000.00	\$ -	\$ 6,500.00		18.75%
031-4410-6798	Capital Project					
	<b>Total Library Trust Exp</b>		\$ -	\$ 6,500.00	\$1,500.00	18.75%





## Bertha Bartlett Public Library

### December 2017 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	12/01/17	\$359.40	Health Insurance - Kolleen
001-4410-6320	Arrow Pest Solutions	11/30/17	\$60.00	Insect Spraying-last application of year
001-4410-6371	Chitty Garbage Service	11/30/17	\$25.00	Trash removal
001-4410-6371	Black Hills Energy	12/05/17	\$110.68	Gas bill
001-4410-6373	Aureon	12/01/17	\$303.11	Internet and phone service
001-4410-6320	Quill	11/29/17	\$58.08	Paper products & cleaning supplies
001-4410-6490	CRS/Computer Resources	09/02/17	\$247.50	Helped with PC's
001-4410-6500	TCM Bank	12/28/17	\$88.26	Programming-Gingerbread houses etc.
001-4410-6501	TCM Bank Credit Card	12/28/17	\$39.97	Light bulb, cleaning supplies
001-441-6506	PDG Printing	10/09/17	\$3.75	Rebind booklet
001-4410-6506	Access systems leasing	12/18/17	\$127.00	Copier lease
001-4410-6506	TCM Bank Credit Card	12/28/17	\$10.87	Office supplies
001-4410-6770	TCM Bank Credit Card	12/28/17	\$46.71	Subscriptions
001-4410-6770	Iowa History Journal	12/01/17	\$18.95	Magazine renewal
001-4410-6772	Center Point	12/01/17	\$44.34	Books
001-4410-6772	Gale/Cengage	12/15/17	\$36.34	books
001-4410-6772	Gale/Cengage	12/20/17	\$60.72	Books
001-4410-6772	Gale/Cengage	12/15/17	\$36.34	Books-Westerns
001-4410-6772	Iowa Poetry Association	11/30/17	\$9.00	Book - Iowa poets
001-4410-6772	Ingram	11/24/17	\$232.68	Books
001-4410-6772	Ingram	11/29/17	\$113.99	Books
001-4410-6772	Ingram	12/04/17	\$235.21	books
001-4410-6772	Baker & Taylor	11/22/17	\$124.82	books
001-4410-6772	Baker & Taylor	12/15/17	\$64.87	books
001-4410-6772	Baker & Taylor	12/05/17	\$27.42	Books
001-4410-6772	TCM Bank	12/28/17	\$75.75	Books
001-4410-6773	TCM Bank Credit Card	12/28/17	\$154.88	DVD's
	TOTAL - Story City		\$2,715.64	
	<b>Gilbert Bills</b>			
033-4410-6490	CRS/Computer Resource	09/02/17	\$135.00	Updated Symantec, printer & copier setup
033-4410-6772	Baker & Taylor	11/22/17	\$24.03	books
033-4410-6772	Ingram	11/24/17	\$21.26	books
033-4410-6772	Ingram	11/29/17	\$107.40	Books
033-4410-6772	Ingram	12/04/17	\$54.16	Books
033-4410-6773	TCM Bank Credit Card	12/28/17	\$32.99	DVD's
	Total - Gilbert		\$374.84	

**Bertha Bartlett Public Library**  
 Statistics - Updated October 2017

	Jul. 16	Jul. 17	Aug. 16	Aug. 17	Sept 16	Sept 17	Oct. 16	Oct. 17	Nov. 16	Nov. 17	Dec. 16	Jan. 17	Feb. 17	Mar. 17
City	3292	2855	2894	2712	2484	2506	2713	2341	2599	2500	2220	2372	2446	2654
County	567	404	559	374	349	324	447	297	540	325	358	442	357	545
Other	944	826	765	881	799	762	911	762	975	722	773	829	850	992
Gilbert	480	315	326	312	344	232	345	265	225	219	286	243	197	212
<b>Total</b>	<b>5283</b>	<b>4400</b>	<b>4544</b>	<b>4279</b>	<b>3976</b>	<b>3824</b>	<b>4416</b>	<b>3665</b>	<b>4339</b>	<b>3766</b>	<b>3637</b>	<b>3886</b>	<b>3850</b>	<b>4403</b>
Open Access	944	826	765	881	799	762	911	762	975	722	773	829	850	992
Adult	1324	1342	1432	1476	1284	1257	1182	1089	1191	1123	1159	1349	1076	1297
Young Adult	341	256	228	191	179	185	166	117	145	103	111	82	95	159
Juvenile	2235	1763	1688	1662	1560	1494	1916	1465	1837	1539	1283	1578	1794	1836
Video	14	12	15	16	8	19	3	13	16	25	13	7	8	4
DVD	1048	795	909	707	729	649	921	762	885	762	823	651	660	791
Audio	35	27	31	24	12	21	19	11	24	6	31	19	21	31
CD	18	17	16	10	9	22	21	27	16	36	21	19	28	35
CD book	125	88	107	87	110	102	95	88	139	75	119	88	59	116
Magazines	95	60	68	62	37	42	34	50	19	46	17	40	25	43
Puzzles	33	16	27	18	23	17	29	26	30	30	31	25	32	22
Puppets	15	24	23	26	17	15	15	15	16	20	14	16	28	58
Other		0	0		8	1	15	2	21	1	15	12	24	11
<b>Total</b>	<b>5283</b>	<b>4400</b>	<b>4544</b>	<b>4279</b>	<b>3976</b>	<b>3824</b>	<b>4416</b>	<b>3665</b>	<b>4339</b>	<b>3766</b>	<b>3637</b>	<b>3886</b>	<b>3850</b>	<b>4403</b>
E-books	226	287	205	241	198	232	194	229	156	227	219	255	175	204
Downloaded Audio	156	246	163	263	151	281	165	271	148	218	171	236	186	208
Ref.? Asked	115	110	144	122	121	88	180	111	131	144	99	116	121	164
Ref.? Answered	115	110	144	122	121	88	180	111	131	144	99	116	121	164
Reference-Gilbert	42	25	59	33	69	15	53	20	42	37	25	14	17	11
<u>PATRONS</u>						15								
Programs - children	15	12	1	0	14	11	15	12	16	10	11	12	11	13
Attendance - children	393	305	12	0	225	138	181	132	123	57	98	106	108	144

**Bertha Bartlett Public Library**  
 Statistics - Updated October 2017

Attendance - adults	126	80	7	0	79	36	70	52	46	28	37	39	46	61
Programs - StoryX	0	0	0	0	9	2	10	5	11	7	10	10	10	10
Attendance - children	0	0	0	0	68	19	85	48	83	68	83	81	82	83
Attendance - adults	0	0	0	0	11	5	13	13	13	14	14	14	15	14
Programs - Teen/Tweens	8	3	1	0	3	2	2	2	2	1	1	1	3	5
Attendance - teens	54	26	64	0	29	21	19	32	18	9	17	14	17	28
Attendance - adults	16	0	22	0	3	2	2	2	2	1	2	1	3	6
Programs - Adult	8	6	6	5	7	6	7	6	7	5	6	7	7	8
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	0	0	0
Attendance - adults	48	36	114	34	49	61	64	35	103	33	42	53	50	58
Total Programs	31	21	8	5	31	24	39	23	36	23	26	30	36	41
Total Attendance	636	529	140	34	478	238	542	196	388	209	414	308	321	394
Gilbert Programs	10	13	3	1	5	5	5	6	11	4	5	6	5	5
Attendance	294	146	19	16	89	94	89	76	54	52	97	129	90	94
Attendance - Adults	72	49	3	3	18	24	19	22	11	13	24	40	19	19
<b>Hours - Gilbert</b>	52	68.25	54.5	78.75	53.5	64	55	65.5	44	66	50.5	50.5	48	52.5
Total People	614	484	407	352	272	271	272	250	222	238	234	237	220	308
People/hour	11.8	7.1	7.47	4.46	5.1	4.2	5.5	3.8	5.1	3.6	4.6	4.1	4.2	5.9
Gilbert Site Circ.	580	562	502	475	455	351	510	358	400	306	323	287	268	308
<b>Hours - Story City</b>	208	211	231	231	223	21	241	244	230	227	236	237	220	244
Total People	4536	3310	4076	3461	3592	3069	3817	3948	2321	2779	2549	2789	3291	3589
People/Hour	21.8	15.7	17.6	15	16.1	13.9	15.8	16.2	10.5	12.2	10.8	11.8	14.96	14.7
<u>CARDS</u>														
Issued - Story City	14	27	17	24	14	18	22	10	13	15	10	9	14	7
Issued - Gilbert	1	2	2	8	1	5	2	4	1	1	1	0	2	3
Withdrawn	0	42	0	0	0	10	0	0	0	0	0	0	0	0
renewed - Story City	32	16	21	17	14	19	27	11	16	15	3	2	15	22
renewed - Gilbert	5	12	14	5	5	8	2	3	8	1	0	4	5	2

**Bertha Bartlett Public Library**  
 Statistics - Updated October 2017

Meeting Room Library	35	8	4	4	15	14	15	16	12	10	9	15	17	17
Meeting Room Other	8	3	8	5	12	6	13	7	6	7	6	5	10	10
Computer Use	759	337	813	528	429	460	587	505	488	503	35	440	524	524
Test Proctoring	0	2	3	2	0	0	2	0	1	0	1	1	1	1
Interlibrary Loans Requested	8	8	11	5	7	13	4	5	13	10	9	9	12	12
Interlibrary Loans Sent	16	23	19	38	19	29	14	24	11	23	23	29	21	21
Book Club Sets	1	1	1	6	3	4	0	4	0	2	3	1	2	2
Microfilm Use	1	1	2	1	2	2	2	2	0	0	0	0	1	1
Gilbert Computer use	35	15	20	22	18	15	20	12	13	5	4	7	13	13



Bertha Bartlett Public Library

Policy Manual

Updated

12/30/2014

**BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA  
POLICY MANUAL  
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# I. Operations

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa  
PATRON POLICY

I. Decorum of Library Patron

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

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

II. The Unattended Child.

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

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

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

V. Appeal.

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

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

Approved: March 27, 1989

Revised 9/98

Reviewed: 5/2001, 1/2003

Revised : 1/08, 5/10

Reviewed: 5/14



# BERTHA BARTLETT PUBLIC LIBRARY PATRON REGISTRATION POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

Bertha Bartlett Public Library  
Story City, Iowa

**POLICY FOR MEDIA EQUIPMENT**

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

Library sponsored programming has priority over individual use.

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

**BERTHA BARTLETT PUBLIC LIBRARY**  
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

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
<b>Paperbacks</b>		
Mass market		8.00
Trade		16.00
<b>PERIODICALS</b>		6.00

Policy established 1/1986

Revised 8/2006

Updated 12/2008

Revised 8/2011

Updated 12/2014

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, IA

**BASIC CIRCULATION POLICY**

Books and other circulating library materials (other than DVD's) may be checked out for three week period. New borrowers may check out two items.

Books and materials may be renewed for an additional three week period. An additional renewal will be at the discretion of the librarian. Renewals may be confirmed by telephone or in person.

Patrons may check out any number of books. A limit of 8 periodicals, 4 music CD's, and 4 DVD's may be checked out.

RESERVED MATERIALS:

**Holds**

1. Patrons may request that an item be held for them by filling out a patron request form, or by placing item on hold from computer catalog. A librarian may also place a hold for patron directly into the catalog by phone or in person.
2. When the item is available, the first person on the In-stock Hold list is notified.
3. If the item is not picked up within 5 days after notification, it will be given to the next person on the list, or returned to general circulation. If the patron still wants the item, their name may then be re-placed at the end of existing holds list.

**Reserves:**

1. Patrons who want an item for a specified future period of time, may reserve that item for those dates. This can be done through the online catalog or by staff. Reserves can be made for as far as one year out from the date, and item reserved may have a shortened checkout date if someone would chose that item from the shelf.
2. If someone has requested an item for purchase, the first one to request the item should be the first to receive the item when it has been fully cataloged.

Approved 1/90

Revised 9/98

Reviewed 6/01

Revised 3/03, 5/07, 10/11

Revised 11/14

Bertha Bartlett Public Library  
Story City, Iowa

## **Inter-library Loan Services & Book Club Policy**

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a \$1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the \$1.00 fee when the book is received.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08  
Reviewed 11/10  
Reviewed 12/14

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 without 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
4. Remain objective

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

Give patrons prompt attention.

Librarians will monitor patrons and offer assistance as they see fit.

**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.

Jan. 1990

Revised Sept. 1998

Reviewed 1/02, 7/04

Revised 1/08

Revised 11/10

Reviewed 12/14



BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**HOURS AND SERVICES POLICY:**

**Story City**

The Bertha Bartlett Public Library in Story City is open 7 days a week after Labor Day until the weekend before Memorial Day each year. During the summer (Memorial Day weekend through Labor Day), the library is not open on Sunday afternoons.

Monday: 10 am to 8 pm  
Tuesday: 10 am to 8 pm  
Wednesday: 10 am to 5 pm  
Thursday: 10 am to 8 pm  
Friday: 10 am to 5 pm  
Saturday: 10 am to 5 pm  
Sunday: 1 pm to 5 pm

Children's programs, (which includes tweens and young adults) are offered during the school year, and a Summer Reading program is offered each summer for children and Young Adults. Story hour for Preschool children and an afternoon program is offered for school age children weekly as scheduled.

Adult programs are offered as scheduled throughout the year and are promoted through the library and local media.

**Gilbert**

Monday: Closed  
Tuesday: 3 pm to 7:30 pm  
Wednesday: Closed  
Thursday: 3 pm to 7:30 pm  
Friday: Closed  
Saturday: 10 am to Noon  
Sunday: Closed

Approved 1/08  
Updated 10/11  
Updated 12/14

## ***BERTHA BARTLETT PUBLIC LIBRARY MEETING ROOM POLICY***

1. Library sponsored activities are given priority. Under adequate notice the library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the library expects to be notified within a reasonable time so that another meeting may be scheduled.
2. The library meeting room is available for group meetings. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The library director is authorized to deny permission to use the library meeting room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. Rooms may be booked a maximum of 6 months in advance. The reservation procedure involves the completion of an application and signature of a responsible party (over 18 years of age). No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.
4. If a key is needed the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.
5. No parties.
6. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. Alcoholic beverages and smoking are not permitted in the building.
7. Plans for decorations must be approved by the library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
8. Permission to use the meeting rooms in no way implies that the library supports the views of the group.
9. In consideration of the Library's granting permission to use the facility, the users promise, covenant, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
10. Everyone using the room except local service organizations (i.e., Boy Scouts, Girl Scouts, etc.), will pay a \$25.00 deposit which is refundable if the room is left in proper order. Fees for using the room are as follows: City of Story City non-profit community groups, no charge. For profit groups \$15 for up to 4 hours, \$25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Saturday; 12 noon - 10 p.m.- Sunday.

April 1994  
Reviewed 6/04  
Updated 11/07, 10/11  
Updated 12/14

**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

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**Reading Room Policy – Kinne Wing**

1. The room is to be used only during open library hours.
2. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The Kinne Wing may be used as an alternative meeting room, when main room is booked or deemed too small. Large children's programs and special activities would be exempted from the quiet zone. The library director is authorized to deny permission to the use of the library reading room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. The room may be booked a maximum of 6 months in advance. (Same rules apply to this area as apply to the other rooms). Please place reservations in purple notebook denoting that the use is other than the main meeting room.
4. Usage will be limited to cultural and literary meetings only, with children's library programs included in this criteria. (No admission fee can be charged to people attending the programs).
5. If the meeting room is available it should be used first.
6. Meetings should not last longer than two (2) hours.
7. Patrons wishing to use the room to browse for books, magazines or other library materials must be allowed to use the room during the meeting.
8. Use of the room is free. The room must be left as it was found.

9/95

Reviewed 11/98

Reviewed 5/2001

Reviewed 6/04

Reviewed 1/08

Updated 10/11

Updated 11/14

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, and increases to 50 cents for color for 8-1/2 x 11" paper, increasing proportionately for larger sized pages.
- 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. Children nor adults should share chairs.
- Headphones are available at the circulation desk in ziplock bags by the sign-in sheets.

### **Literacy Station (AWE) –Children's department**

- 20 minute time limit
- May continue to use if no one is waiting.

### **Tablets (See Media Equipment)**

These are non-circulating, but may be used in library

### **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 employees 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

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**OUTREACH PROGRAM POLICY**

The Bertha Bartlett Public Library provides materials and limited services to individuals who are unable to access the library at publicly managed facilities.

Materials are prepared and delivered regularly by a staff person, and distributed by volunteers for that period. Records are kept of individuals checking out materials, including their interests to tailor the selection delivered.

Storytime Express will provide in-home storytime to home daycares with four or more children not related to the provider. This service includes book delivery and story hour. This service is provided during the school year and is offered monthly.

Memory Makers is an adult storytelling program which goes to connect personal stories and other storytelling functions to residents at Timberland Village once a month. This is open to all members in the community to participate in this outreach program.

Sept. 1987

Revised 11/98

Reviewed 6/01, 4/03

Revised 1/08

Revised 11/10

Revised 12/14

II

# Collection Development

***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 — Central Iowa Library Reference, 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 6<sup>th</sup>) 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. In 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.
8. Books or materials with desirable titles that are withdrawn by reason 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

# BERTHA BARTLETT PUBLIC LIBRARY

## ***WEEDING POLICY***

### Objectives:

1. To make space for more valuable items.
2. To provide a more appealing, more up-to-date collection.
3. To make the library easier for patrons and staff to use.
4. To maintain a reputation for providing reliable information.
5. To encourage patrons to handle materials carefully.
6. To provide feedback on strengths and weaknesses of the collection.

### Criteria:

1. Poor physical shape
  - A. Film or paper brittle
  - B. Colors faded
  - C. Paper yellowed or torn
  - D. Book (materials) covers scratched or warped
  - E. Bindings ragged
2. Poor format
  - A. Small print
  - B. Poor quality pictures
3. Poor content
  - A. Out of date information, especially, science, medicine, health, technology, geography, travel, transportation
  - B. Trivial subject or approach
  - C. Mediocre writing
  - D. Inaccurate or false information
  - E. Repetitious series
  - F. Superseded editions
  - G. Not on standard lists
  - H. Inflammatory or Insensitive terminology or views
4. Inappropriate for the specific collection
  - A. Neither circulated nor used for reference
  - B. Unneeded duplicates
  - C. Unneeded titles in little-used subject areas. Retain a few basic titles
  - D. Interest or reading level inappropriate for clients
  - E. Change in curriculum and/or age group served
5. What not to weed
  - A. Classics except when more attractive format is available
  - B. Local, Iowa history, Scandinavian materials, unless can replace with new copies
  - C. Annuals and other major publications of the school or community college
  - D. Materials such as public relations brochures, and bound advertising which could be considered archival, if no other unit of the institution maintains such files.
  - E. Items incorrectly classified or poorly promoted which might circulate under changed circumstances.

Adopted 2/93

Revised 6/00

Reviewed 1/03

Revised 1/08, 11/10

Revised 7/14

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 purpose.

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. All gifts to the library, physical or monetary gifts, shall be documented for their intended

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. All gifts to the library, physical or monetary gifts, shall be documented for their intended purpose. An official Gift to the Library Form will be filled out by the donor which includes name, contact information, gift description, and stated intention for the gift. This form will then be signed by the donor and an approved library staff member. In the case of a gift of books or other like media, the form will state that any donation is subject to resale if the item no longer meets collection standards.

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

Revised 7/2000

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

Updated 12/11

Updated 7/14

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

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
    - (e) Time
      - These 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

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, IA

*VIDEO/DVD POLICY*

The DVD and Video collection at the library will be based on patrons' interests and reviews. Gift DVDs and videos will be accepted and added to the collection as appropriate. Director and/or staff will evaluate all videos and DVD's. Those videos/DVD's rated R may be checked out by patrons who are 17 years or older by presenting an ID. Patrons who are under 17 years of age must have a parent or guardian present to check out videos/DVDs rated R.

DVD's will be checked out for 1 week. Videos will be checked out for 3 weeks. A limit of two (2) DVDs per patron per time will be enforced for a new library card holder, using their card for the first time. DVD's are then limited to 4 per checkout. No limits on videos. A fine of \$.10 per day will be assessed for material overdue.

Exceptions may be made at the librarian's discretion.

12/1987  
Revised 4/05  
Updated 5/07  
Revised 7/08  
Revised 10/11  
Revised 7/14

III

Personnel



BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**EMPLOYEE POLICY**

**I. GENERAL GUIDELINE**

**1. NON-DISCRIMINATION POLICY**

A. Guidelines:

The Bertha Bartlett Public Library is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, or because of race, national origin, or other non-merit factors shall be prohibited. Discrimination on the basis of age, sex, or physical or mental disabilities will be prohibited except when specific occupational qualifications are demonstrably necessary for proper and efficient operation and administration of the job.

**2. FILLING VACANCIES**

B. Library Director Guidelines:

1. A search committee will be formed consisting of two members of the Library Board, the city council liaison, and two members of the community. The members of the community will be chosen by the Library Board from all the people that apply. The Search Committee will advertise the position. The search committee will screen all the applicants and choose the three or four they feel are best qualified. The candidates will be invited to interview with the entire Library Board and the City Council liaison. The Library Board will vote to decide which candidate should be offered the position of the director.

C. Staff Vacancies:

Staff vacancies will be advertised in the local papers. Prospective employees are asked to submit a resume and references to the Library Director. (See City of Story City employment practice (3.02) employment of relatives)

The Director reviews the applications for staff positions, requesting interviews with persons to interview. Board members may be included in any level of this process. Preference will be given to those with a degree.

The Library Director will offer the job to the person they feel is most qualified.

**3. LIBRARY RULES AND POLICIES:** (See City of Story City Employee Policy Manual Section 8: Discipline & Discharge)

A. Guidelines: Violation of the provisions of these Rules and Policies shall be grounds for disciplinary action.

B. DISCIPLINARY ACTION

1) Reasons:

Any employee is subject to discharge, suspension, or demotion for any of the following:

Violation of work rules, inefficiency, insubordination, incompetence, failure to perform assigned duties, un-rehabilitated narcotic addiction, dishonesty, un-rehabilitated alcoholism, negligent conduct which adversely affects the employee's performance or the employer, conviction of a felony while employed with the Library, misconduct, or any other just and good cause.

C. Procedure:

It is the policy of the Library Board to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge.

- 1) first violation — a verbal warning shall be given by the Library Board or immediate supervisor.
- 2) second violation — a written reprimand shall be issued within seventy-two (72) hours of knowledge of the violation, signed by the Board President or supervisor and delivered to the employee in question stating the reason for the reprimand and the consequence of repeated action. This document becomes part of the employee's personnel file. If there is no repeated violation of this rule, or that of similar nature, within two (2) years, the reprimand will be removed from the employee's personnel file.
- 3) third violation — a suspension by the Library Board without pay or not more than five (5) working days and a written statement within forty-eight (48) hours of knowledge of the violation, indicating the reason for suspension.
- 4) fourth violation — discharge of the employee by the Library Board.

D. Termination:

Upon termination by board action, the person is no longer considered an employee of the library or the city. All vacation time proportionately accrued up to the termination date shall be paid to the employee, according to appropriate guidelines. In the case of termination, the employee shall not be granted any further

compensation beyond the termination date.

E. Notices:

All reprimands, suspensions, demotions, reductions in salary, and discharges shall be in writing and given to the employee in private. A copy signed by the Library Board President, Supervisor, and the employee, shall be kept on file in the personnel folder by the City Clerk.

3. AMENDMENT OF RULES AND POLICIES

A. Guidelines:

Amendments to these Rules and Policies shall be by Library Board action.

4. ANNIVERSARY DATE

A. Limitations:

The employee's anniversary date is established on the first day of employment. This date will generate one additional floating holiday annually. The status of a re-employed person who has voluntarily resigned is that of a new employee and credit for previous service shall not be given. The anniversary year shall be used to calculate sick leave and other benefits.

**II. RECORDS AND EVALUATIONS**

1. CHANGES IN BASIC PERSONNEL RECORDS

A. Guidelines:

Any change in name, marital status, withholding tax exemptions, address, or telephone should be reported promptly to the City Clerk.

The Library Board or library director shall notify the City Clerk of newly hired employees immediately. This procedure will insure prompt payment to the new employee at the end of the pay period.

2. EVALUATION OF EMPLOYEE WORK AND CONDUCT

A. Guidelines:

An employee evaluation file shall be created for all employees. This file should be kept on record with the City personnel file for three (3) years after employment has ceased, in order to provide an accurate account of the employee's performance, as in the case of an employee using the City as a reference.

B. Procedure:

The employee will be evaluated annually. Any financial changes due to increased employee skills and training will be brought to the Library Board for

consideration. Any alterations in the budget must be approved by the City Council.

### **III. WORK REGULATIONS**

#### **1. PROBATIONARY PERIOD**

##### **A. Reason for and duration:**

The probationary period for all new employees shall be regarded as an integral part in the determination of their continued employment with the library. During this period, the Library Board shall evaluate the employee's work performance as well as his/her adjustment to the new position and discuss the evaluation with the employee. The normal duration of a probationary period will be twelve (12) months.

##### **B. Procedure**

If, during the probationary period, an employee is found to be incompetent or unqualified in performance duties of the position to which he/she was hired, the Library Board shall recommend immediate termination. At the end of a probationary period, the Library Board shall evaluate the employee's performance and make a recommendation as to any changes in the employee's wages or status.

#### **2. HOURS OF WORK**

##### **A. Provisions:**

Normal working hours are based on the hours the library is open to the general public. Specific hours are to be determined by the Library Board. A one (1) hour (unpaid) lunch period may be taken if scheduled through lunch or dinner hour. The option of taking a one-half hour (1/2) lunch period (unpaid) may be taken with the approval of the Library Director as long as the paid period does not exceed hours scheduled for the day.

##### **B. Breaks:**

Short rest periods or coffee breaks shall be limited to one (1) fifteen (15) minute break during each one-half (1/2) work shift. These periods must be scheduled to minimize the disruption of work in the library. Breaks should be taken on the library site unless specific permission has been obtained.

##### **C. Resignations:**

Upon the decision of an employee to resign, a written resignation should be submitted to the Library Board stating the reason for resigning and the termination date. The written notice should be submitted at least thirty (30) calendar days in advance of the final work day in order to provide the Library Board adequate time to fill the position. If this procedure is followed by the

employee, all compensation and fringe benefits accrued up to the resignation date shall be paid to the employee subject to the Library Boards approval. Employees who voluntarily resign, or are released for just cause, and who return to employment of the library shall return as a new employee.

D. Abandonment of Position:

An employee who is absent from duty three (3) consecutive work days without notifying the Library Board shall be deemed to have resigned his/her position. Renewed employment shall not be granted unless justifiable reason can be produced explaining the period of absence.

E. Reduction of Work Force:

When the situation arises in which the work force must be reduced because of a shortage of work or limitation of funds, a written notice of such action shall be issued to those employees that are affected within fourteen (14) calendar days prior to the date of separation from library employment. Separation of the employee shall be carried out with due consideration to status, length of service, and performance evaluations. An employee on lay off status returning to employment with the library after being laid off, shall have benefits restored to their prior level unless benefits offered to employees have changed. Employees may be maintained on a lay off status for a maximum period of twenty-six (26) weeks. During this period, the laid off employee will be contacted should a suitable position become available. Any employee laid off would still need to reapply, and is not guaranteed employment.

F. Lost Checks or Warrants:

In the case where an employee has lost his/her warrant, a report of loss should be made immediately to the City Clerk. The procedure followed in issuing a new check/warrant will be explained to the employee and upon completion of this procedure, a new check/warrant will be issued.

G. Death:

The estate of a deceased employee will receive all payment earned by the employee up to the time of death.

**IV. COMPENSATION AND DEDUCTIONS**

1. WAGE COMPENSATION

A. Pay Period:

Employees of the Bertha Bartlett Public Library are paid every two weeks. Distribution of pay checks shall be made through the City Clerk.

B. Payroll Deductions:

Deductions for Federal and State Income Withholding Tax are made routinely on

the basis of the number of exemptions claimed by the employee. Additional deductions shall be made for Social Security Tax and IPERS. Further deductions from an employee's pay check may be made upon an employee's written request and the consent of the City Administrator. All requests made by an employee concerning payroll deductions will be kept on file.

C. Benefits:

1. City insurance is available to employees working 1,900 hours a year.
2. Retirement benefits (IPERS) are provided for library employees, with the exception of students after 1 year employment.

2. Training and Education Reimbursement

A. Education:

The Library Board encourages the development of each employee to his/her fullest potential. One means of obtaining this goal is through education. Participation in and successful completion of special training programs in job related courses shall be considered for compensation. Evidence of successful completion of training programs should be filed in writing to the Library Board.

The director is expected to attend library meetings and conferences, as the budget permits, with approval from the Library Board. The library will pay for the director's and any other appropriate employees recommended by the director for membership in the Iowa Library Association.

B. In-Service Training:

Professional and instructional meetings and schools presented by different organizations, inside and outside the City, may provide a beneficial learning experience to certain employees. This training, subject to Library Board approval, may be used to improve the operating efficiency of the Library. The Library shall reimburse the employee for all Board approved travel expenses. Prior approval should be given by the Library Board for all reimbursable expenses prior to their incurrence. The Library Board President may grant approval if the enrollment application and fee is due before the next scheduled Library Board meeting. All reimbursements shall have been specifically appropriated in the department's budget for this purpose.

V. **TIME OFF FROM WORK**

1. HOLIDAYS

A. To Qualify:

All employees shall receive their regular compensation for the following legal holidays if it is their normal designated workday. Employees shall not receive payment for any holiday if they have an unexcused absence or are not on the

payroll their working day immediately preceding or following the holiday. Particular dates for each holiday will be determined by the City Council/Library Board at the beginning of each year.

- B. Designated Holidays:
- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| New Year's Eve Day, close at 5 p.m. | Thanksgiving Day                  |
| New Year's Day                      | Christmas Eve                     |
| Memorial Day                        | Christmas Day                     |
| Independence Day                    | Labor Day                         |
| Veteran's Day (see note)            | Floating Holiday                  |
| President's Day (see note)          | Day after Thanksgiving (see note) |

Note: The Library will be open Veteran's Day, President's Day, and the day after Thanksgiving. Employees working will receive, on another day, the equivalent number of hours worked.

- C. Floating Holiday:  
To obtain the floating holiday, an employee shall notify his/her department head prior to the day being taken. If the leave places too much of a burden on the department at the time, the department head may require an alternate time.
- D. Religious Holidays:  
It is the policy of the City/Library Board to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the department head establishing an alternate work time. If an alternate work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.
- E. Week-end Holidays:  
When a designated holiday falls on a Saturday, it shall be observed as the legal holiday and when the holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

## 2. VACATION LEAVE

- A. General Regulations:  
Each person regularly employed in a continuing position with the Library shall earn vacation pay reflecting longevity of service. Employees resigning or terminated before they have completed twelve (12) months of continuous employment will not be eligible for any prorated vacation benefits.
- B. Schedule:  
Vacation leave shall be accrued in accordance with the following yearly employment schedule based on prorated hours worked per week.

## TENURE

### PAID HOURS OFF

During first year of continuous employment.....	40 hours
Beginning second year of continuous employment.....	80 hours
Beginning eighth year of continuous employment .....	120 hours
Beginning the fifteenth (15) year of continuous employment.....	160 hours

#### C. Procedure:

An employee shall notify the Library Director in advance of the desired vacation. The director will notify the Library Board. If it becomes necessary to limit the number of employees on vacation at one time, the Board will determine if the employee with the earliest request will be granted preference as to vacation time.

#### D. Exceptions:

An employee shall not accrue vacation leave during periods of temporary lay off, suspension, or leave without pay.

#### E. Limitations:

Vacation leave may not be taken in advance and employees may not waive their vacation right, in order to collect both vacation and work pay. If unused, a maximum of 2 weeks of vacation may be carried over each year.

#### F. Accrued Vacation Payment:

Any person regularly employed in a continuing position separated from Library employment by reduction of force, resignation, death, or otherwise, shall be paid or have payment made to his/her estate or legal beneficiary in the amount of any unused vacation leave earned.

## 3. LEAVE OF ABSENCE

#### A. Leave Without Pay:

The Library Board may grant a leave of absence for a reasonable purpose to employees for a limited period of time.

#### B. Procedure:

A request for leave shall be in writing, which shall include the beginning date, duration, and reason for leaving. All requests must be submitted at least one (1) month prior to the leave, except in extreme hardship cases.

#### C. Benefits:

Benefits and wages shall not be accrued during leave of absence.

#### D. Failure to Report:

If the employee does not return within five (5) working days after the leave has



expired, the individual will forfeit all reinstatement rights to his/her position.

4. SICK LEAVE

A. Schedule:

All full time employees shall accrue sick leave with pay at a rate of eight (8) hours per month of service up to 120 working days. Sick leave may be accrued up to 120 days.

TENURE

	PAID HOURS OFF
During first year of continuous employment.....	1 week prorated
During second year of continuous employment.....	2 weeks prorated
During eleventh year of continuous employment.....	3 weeks prorated
During sixteenth year of continuous employment.....	4 weeks prorated

B. Provisions:

Payment of accrued sick leave benefits will begin on the first (1) day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as a sick day. Paid sick leave is a protection and is never to be considered as time off with pay or vacation time.).

C. Calling In:

An employee shall inform his/her co-workers that he/she is not coming in to work, no later than one (1) hour prior to the work period. The Library will not be closed due to the illness of its staff.

D. Verification:

The Library Board may require a written certificate from a licensed practicing physician, osteopath or dentist, stating the reason for taking sick leave. In the case of prolonged illness, a brief written physician's statement concerning the employee's condition and expected date of return to the job should periodically be sent to the Library Board President.

E. Limitations:

If an absence due to an illness or injury extends beyond the sick leave accrued by the employee, such additional time may be charged to vacation leave. If all sick and vacation leave has been utilized, the employee may be granted leave without pay by the Library Board.

5. FAMILY AND MEDICAL LEAVE

The City/Library in conjunction with the Family and Medical leave Act of 1993 (FMLA) provides, upon written request, up to twelve (12) weeks of unpaid, job-protected

leave for each fiscal year to regular full- and part-time employees for certain family and medical reasons. Employees are eligible if they have worked for the City for a least one year, and have worked 1,250 hours over the previous twelve months. Unpaid leave will be granted for any of the following reasons:

- A. To care for the employee's child after birth, or placement for adoption or foster care,
- B. To care for the employee's spouse, son, daughter, or parent who has a serious health condition, or
- C. For a serious health condition that makes the employee unable to perform the employee's job.

Any employee wishing to take such unpaid leave is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days advance notice when leave is "foreseeable." The City/Library may require medical certification to support a request for leave because of serious health condition, and may require second and third opinions (at the City's expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the City/Library will maintain the employee's health coverage under the group health plan, if applicable. In some cases, the City/Library may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave. Upon return to work the employee will be placed back into their original or equivalent position with equivalent pay, benefits, and other employment terms.

Application for FMLA leave should be filed with the department head at least thirty (30) days prior to the anticipated beginning date of leave. The written application for extended leave shall:

- A. Be accompanied by the proper certification of illness, pregnancy, or impending adoption by the employee's physician or adoption agency.
- B. The date that leave is requested to begin.
- C. The anticipated return date the employee expects to return to normal duties.

An employee, upon request and approval from the City Administrator, may use forty (40) hours of paid sick leave to care for the employee's child after birth.

An employee, upon request and approval from the City Council, may be granted additional days of paid sick leave to care for the employee's child after birth.

## 6. INJURY LEAVE

- A. Accident Report:

When an employee of the Library suffers an injury, however, minor, while engaged in authorized Library work, a report of such accident shall be filled out promptly by the individual and submitted to the City Clerk's Office and the Library Board President. This report shall provide all known details and circumstances pertaining to the injury, as well as the names of all witnesses.

B. Coverage:

Any Library employee who is injured while engaged in authorized Library work, and as a result is absent from work, is allowed to use sick leave. When said employee is off work long enough to be eligible for Workmen's Compensation Benefits only that portion of pay which is not covered by Workmen's Compensation shall be deducted from the employee's accumulated sick leave days, i.e., a person receiving eighty (80) percent of his/her take home earnings will receive the remainder of his/her pay (minus deductions) from the Library and that portion (percentage) of wages will be deducted from accumulated sick leave. After all sick leave is used, the employee may be eligible for further compensation in accordance with the Workmen's Compensation Act.

C. Verification:

In order to receive such supplemental benefits, a written statement submitted by a physician, osteopath, or dentist describing in detail the nature and extent of the injury, may be required by the Library Board and the City Administrator. An employee may be required to provide additional periodic written statements by the physician, osteopath, or dentist describing the progress of his/her health and the recommended date for returning to work.

7. WORKERS COMPENSATION

Library employees operate under and are subject to the Iowa Worker's Compensation Act as found in the *Code of Iowa*.

If an employee suffers an accidental job related injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment, he/she should follow the same procedure as previously stated for reporting the accidental injury. All related billings and record of time off must be forwarded to the City Clerk's office and the Library Board President.

City employees who suffer a work related injury or illness are covered through the City's general liability insurance program.

8. FUNERAL LEAVE

A. Limitations:

A period not to exceed four (4) days with pay may be granted to an employee upon his/her request, due to the death of a member of the employee's immediate

family (parent, or step-parent, spouse, child, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, or sister-in-law).

9. EMERGENCY LEAVE

A. Limitations:

The Library Board may grant an employee time off from his/her duties without compensation for personal reasons for a period not to exceed five (5) working days, depending upon the seriousness of the problem.

10. MILITARY LEAVE

A. Limitations:

The employee, upon showing appropriate orders to the Library Board, shall be granted a military leave in accordance Section 29A.28 of the *Code of Iowa*.

The Library Board may grant additional time to employees when sufficient cause warrants an extension.

11. JURY AND RELATED DUTIES

A. Limitations:

Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before court, legislative committee, or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Story County (or county in which the employee resides), or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the City Administrator. Any compensation received by employee's for court related activities shall be accepted with the amount of the compensation deducted from the wages received by the Library. Reimbursement for meals, travel, and lodging may be retained by the employee.

**VI. RULES OF CONDUCT**

1. CAMPAIGNING FOR PUBLIC OFFICE

A. Limitations:

An employee shall refrain from campaigning in any manner for a public office while the employee is working in an official role for the Library. He/she must refrain from soliciting funds or displaying campaign materials in City buildings.

2. FINANCIAL OBLIGATIONS

A. Guidelines:

Employees shall arrange and conduct their personal financial affairs prudently, so that creditors will not have to make use of City premises or procedures for the purpose of making collections. Repeated failure on the part of an employee to meet his/her financial obligations shall be grounds for disciplinary action or discharge.

3. ACCEPTANCE OF GIFTS

A. Guidelines:

Employees shall not accept personal gifts worth more than \$25.00 as a result of their employment with the Library.

4. OUTSIDE EMPLOYMENT

A. Guidelines:

The Library Board discourages outside employment or activities by employees which constitutes a conflict of interest with public duties, or are inconsistent or incompatible with public employment.

5. POSITIONS COVERED BY THIS MANUAL

A. Guidelines:

it is the policy of the Library Board that these rules and regulations apply to all offices, positions, and employees of the Library, except those members of citizens boards, commissions, and personnel appointed to serve without compensation.

Approved 3/27/1989

Revised 1/2007

Revised 10/2010

Updated 3/2013

# **Bertha Bartlett Public Library**

## **Library Director**

### **Job Description**

#### **Overview**

Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective program of library service to the community.

#### **Specific Responsibilities**

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Develops and maintains the collection through developing a collection plan, initiating orders and supervising the ordering, cataloguing, classification and maintenance of the library collection.
- Ensures that a high quality of community programming is provided, based on assessed needs as opportunities arise, staff and financial resources permitting.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate community groups, the media, and the City of Story City and Gilbert.
- Maintains contact and oversees sharing of resources with the community of libraries on a regional and provincial level.
- Ensures proper liaison and support is provided to volunteers.
- Manages the library facility through ensuring effective maintenance, security and use of the building.
- Provides support and expertise to the Board in preparing a strategic plan and an annual budget.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Reports monthly to the board, and serves as a liaison to the staff.
- Ensures the effective use of library employees through effective hiring, assignment of duties, discipline and dismissal. Maintains appropriate staff records, conducts regular performance appraisals, and determines training needs.
- Plans and executes staffing requirements including selection, orientation, training, development and scheduling.
- Applies for and administers grants to supplement and extend the library's services.
- Ensures accurate and timely reporting.
- Coordinates author tours.
- Develops policies for approval by the Library Board.
- Is the Library's ambassador to the community.

### **Required knowledge, ability and skills**

- Experience in staff management, budget administration and working in a non-profit, community based environment.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the board and staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- Knowledge of budgeting and accounting practices.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Willingness to work outside normal working hours and travel on occasion.

### **Desirable training and experience**

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Revised 11/11

Reviewed 11/14

**Bertha Bartlett Public Library**  
**Assistant Library Director**  
**Job Description**

**Overview**

Under the direction of the Library Board and the Library Director, the Library Assistant Director is responsible for assisting the Director in all phases of library operation.

**Specific Responsibilities**

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Assists in developing and maintaining the collection by initiating orders and managing cataloging, classification and maintenance of the library collection.
- Electronically catalogs and classifies library materials, both original cataloging and copy cataloging, utilizing various software packages, databases and other resources.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate media outlets and pertinent citizens in Story City, Gilbert, Story County and legislative representatives.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Assists the Director with effective hiring, assignment of duties and scheduling of library employees.
- Assists the Director with staffing requirements including selection, orientation and training.
- Assists the Director in developing policies for approval by the Library Board.
- Web page design, authoring and maintenance.
- Monthly newsletter design, authoring and production.
- Assumes responsibility for the library in the absence of the Director.

**Required knowledge, ability and skills**

- Knowledge of web page authoring and desktop publishing.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- A very good knowledge of literature, modern and classic.



- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Knowledge of general office equipment.
- Ability to troubleshoot network and computer hardware and software problems.
- Willingness to work outside normal working hours and travel on occasion.

**Desirable training and experience**

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Approved: 11/11

Reviewed 8/14

## **Children's Librarian/Young Adult Librarian Job Description**

The Children's and/or YA Librarian(s) are a department head responsible for the planning, development, and administration of the Children's and Young Adult Department of Bertha Bartlett Public Library. This employee performs supervisory work and professional duties of collection and program development and service to library patrons. The work requires considerable professional skill, initiative, and independent judgment. Work is supervised and evaluated by the Library Director through regular meetings, annual performance evaluations, and review of reports and work performed.

### **Duties & Responsibilities**

#### ***Planning, Development, and Administration***

- Responsible for planning for the development of the Children's/YA Department and its collection.
- Responsible for the administration of the department and its programs.
- Responsible for staying current on Children's/YA literature and library services.
- Responsible for the physical opening and closing of the Children's Library.
- Prepare monthly reports on the use of the department's materials and programs.
- Participate in the preparation of the department's annual budget, request and support changes.
- Responsible for the management of the Children's circulation desk and computer areas.
- Attend professional meetings, conventions, and workshops and maintain memberships in professional associations as approved by Library Director.
- Provide input into the development of department policies, rules, and procedures, for example, staffing, working alone, unattended children, computer time, and processing.

#### ***Supervision***

- Train, supervise, and assist department personnel and volunteers.
- Supervise the patron use of public access computers.

#### ***Collection and Program Development***

- Responsible for the development of standards for the department's collection.
- Research and review new children's/YA books, talking books and videos.
- Responsible for ordering books and materials for the children's/YA collection.
- Inventory the existing children's/YA collection and discard and de-access old and obsolete materials.
- Responsible for developing and presenting services to elementary students.
- Responsible for planning, developing, and promoting the Summer Reading Program for young library patrons.
- Responsible for planning and conducting the storytime programs for preschool children.
- Responsible for planning and arranging for all special children's/YA programs, such as early-out programs, puppet shows, plays, visiting authors, storytellers, and puppeteers.
- Responsible for the security and maintenance of all materials in the department.
- Responsible for planning and conducting outreach storytime programs to local home daycares, daycare centers, and preschools.
- Responsible for determining the desired focus of the department's collection, with the approval of the Library Director.

#### ***Service***

- Assist and instruct library patrons in the use of the department's materials and resources.
- Assist library patrons in the selection and location of library materials.
- Communicate department policies, rules, and procedures to library patrons.
- Provide information to the area schools and community groups on the department's materials, services, programs, and needs.

**Job Requirements and Specifications**

A Bachelor's Degree and previous library and work experience with children are minimal requirements for this position. An elementary education degree or experience as a Children's/Young Adult Librarian preferred. The specific skills required are as follows.

***Managerial***

- Ability to plan, organize, and implement department policies, activities, and personnel.
- Ability to instruct and supervise staff and volunteers.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform administrative duties such as record keeping, scheduling work, and preparing reports and letters.

***Technical***

- Good working knowledge of the materials and equipment in the department.
- Knowledge of and the ability to stay current on children's/YA literature and authors.
- Word processing and computer related skills, including Word, Excel, Email groups, and Desktop publishing.

***Library Science***

- Knowledge of the professional practices, procedures, and techniques of library science.
- Knowledge of proper library cataloging and classification.

***Communication***

- Ability to listen and communicate effectively with children, young adults and their parents.
- Ability to communicate department policies, procedures, and rules to the public.
- Ability to listen and communicate effectively with library staff.
- Ability to communicate effectively in writing and as a public speaker.

***Desirable Qualities***

Energetic	Enthusiastic
Creative	Organized yet flexible
Enjoys young people of all ages	Knowledgeable on literature for children

Approved 11/11

Reviewed 12/14

# **Bertha Bartlett Public Library**

## **Library Aide II**

### **Job Description**

#### Overview

This entry level position would be filled by persons with no childcare, library or education experience, and/or undergraduate degree. Library Aide II, under supervision of the Library Director or Assistant Director, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aid will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
  - a. Reader advisor
  - b. Reference
  - c. Research
  - d. Information
  - e. Interlibrary Loan
  - f. Circulation
    - i. Complete opening and closing procedures when appropriate, including computer setup
    - ii. Charge out materials, including renewals
    - iii. Check in materials, clean books, and materials
    - iv. Reshelve materials
    - v. Maintain borrower files
    - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
    - vii. Make calls for holds, run reports
    - viii. Maintain statistics requested during shift, including reference assistance
    - ix. Monitor or proctor testing areas
- II. Physical Plant
  - a. Maintain a clean, neat library
  - b. Keep books in correct order on the shelves
  - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
  - d. Suggest any needed equipment
- III. Clerical Duties
  - a. Word processing as conditions warrant.
- IV. Other Duties as assigned
  - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills. Those duties are performed when the library is the least busy or when there are other support staff available to help keep the library functioning.
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

**Bertha Bartlett Public Library**  
**Library Aide I**  
**Job Description**

**Overview**

This entry level position would be filled by persons with some childcare, library or education experience, and/or undergraduate degree. Library Aide II, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aide will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
  - a. Reader advisor
  - b. Reference
  - c. Research
  - d. Information
  - e. Interlibrary Loan
  - f. Circulation
    - i. Complete opening and closing procedures when appropriate, including computer setup
    - ii. Charge out materials, including renewals
    - iii. Check in materials, clean books, and materials
    - iv. Reshelve materials
    - v. Maintain borrower files
    - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
    - vii. Make calls for holds, run reports
    - viii. Maintain statistics requested during shift, including reference assistance
    - ix. Monitor or proctor testing areas
- II. Physical Plant
  - a. Maintain a clean, neat library
  - b. Keep books in correct order on the shelves
  - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
  - d. Suggest any needed equipment
- III. Clerical Duties
  - a. Word processing as conditions warrant.
  - b. Prepare catalog records or assist with patron cards, spine labels.
- IV. Other Duties as assigned
  - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**PROFESSIONAL LEAVE POLICY**

Any employee of the Bertha Bartlett Public Library may request permission to attend a workshop, seminar, training session, or convention with pay. The request needs to be made prior to attendance and needs to be made to the BBPL Board. Coverage for duties and responsibilities in operating the library will need to be worked out by the library staff before approval is granted by the board. The library board will grant such requests provided sufficient funds remain available (currently the amount is 40 hours), applicable to the employee's duties at BBPL. The registration fees for all such requests will be paid for by the BBPL if the request is granted. Mileage will be paid. Meals will only be paid if the cost cannot be separated from the registration.

Any employee of the BBPL may request permission to attend a workshop, seminar, training session or convention without pay. The procedure would be the same as stated above. Registration fees for all such approved requests will be paid for by the BBPL. Mileage will be paid for such approved training at the rate currently in effect by IRS provided a bill stating the amount of miles accumulated in attending such a session is presented to the library board to be considered for reimbursement.

Employees may take time off without pay for issues beyond training with approval by the library director and/or the library board. If an employee is earning vacation and/or holiday time, that time should be used first.

Adopted 1/92  
Revised 5/97  
Reviewed, 3/99, 11/02, 5/04, 1/08, 11/10  
Updated 12/14

IV

Internet

Use

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.***

v

Other

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 leave the building.**

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.

**FIRE:** In case of fire, evacuate the building immediately. Check all areas of the library including the meeting room and bathrooms. Call 911.

**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, the staff bathroom and break room and the 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:** In case of a gas leak, evacuate the building immediately and call the gas company from a phone outside the library.

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

**MEDICAL EMERGENCY:** In case of a 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.

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

Approved: 1/1990

Revised: 10/1998

Reviewed 5/2001, 2/2003, 1/2008, 10/2011, 12/2014

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 list all bills to be paid on a line budget, using city assigned account numbers, and make copies of that list to be distributed to each board member. After the board approves the bills, the librarian is to deliver the original copy to the city clerk.

**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  
Reviewed 12/14

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**GIFT GIVING POLICY**

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

Adopted 6/1992

Reviewed 5/1997, 2/02, 8/04, 11/11, 12/14

## **Bertha Bartlett Public Library**

### **Community Bulletin Board Policy**

The library has one community bulletin board that is available for organizations and area businesses to promote their events. This is located in the hallway near the meeting room and restrooms. This policy is in place for the community bulletin board. A second small bulletin board is located inside the library proper. This small bulletin board is to be used exclusively for library activities, events or co-sponsored events.

- All posters must be no larger than 8" x 10". Exceptions may be made by Library Director or the Assistant Library Director.
- Posters must be approved by a staff person and dated when they go up on the bulletin board. Posters will not be posted for more than 3 weeks/
- Only one poster will be allowed per event. Multiple activities at the same event must be included on one poster.
- Items for sale cannot be posted.
- Signs should be neat and clean.
- Activities or events cannot be posted for activities further than 45 miles.

The library staff reserves the right to remove posted activities for any reason. Priority is given to Story City events and activities.

Created: 10/15/2012

Revised: 12/2014