

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Thursday, May 24, 2018
6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- May bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update –

New Business:

- Closing library (perhaps fall) for countywide training.....maybe replace carpet on that day???
- Hiring company to move bookshelves to get new carpeting
- Update and replace counters, circulation desk.
- Replacing the microfilm reader, moving existing one.

Old Business:

- Community Survey – Strategic planning process
- Policies to review
- Closing library for countywide training.....maybe replace carpet on that day???
- Hiring company to move bookshelves to get new carpeting
- Fran's visit in June – dinner on Tuesday, June 19 at Fairview Lodge (will need headcount, includes spouses)

- Adjournment

Reminder

- Next meeting: Thursday, June 28, 6:00 p.m.

May 2018
STAFF REPORT

We are on point right now, with summer looming upon us, and we are struggling to get the final details nailed down and staff is working hard to get things finalized. When the weather improved, our activity levels in the library also increased, and we have been handling lots of new cards, lots of questions, and of course genealogy researchers are starting to make trips into the library, needing assistance.

As busy as the summer is, right now is when time and tempers are short. I mentioned last month that it's challenging trying to get all the details in place for our youth services position to be fully ready, but it always shows how many details can be overlooked in our efforts to train, scale down and scale up all at once. Ema is showing great competency, and creative ideas, and has already indicated she might want to consider getting her MLS in library science. Time will tell, but we are pretty confident she will be with us for at least two summers, with her student teaching moved to next January.

I warned last month we would probably be using up the last of the building budget this month. Outside wages, programming and best sellers for books, we are going to be trying to hold any additional expenses until July 1. The foundation will be stepping in to cover the costs for the Story City programs, and I have asked the Foundation to also help with a grant program for Usborne books. It will stretch our library book budget substantially to have a partner on this.

Chris and I met with Mark Jackson, city administrator to discuss the salary matrix we designed. He was thoughtful about this, and we were encouraged at his supportive comments. We implemented the matrix effective May 1. We also completed the hiring process of Laura Donaldson to take over the Tween book club program both in Story City and in Gilbert, and she is also in training in Gilbert to give additional support on programming days in Gilbert, in addition to providing backup to both Gilbert and Story City when needed. This turned out to be great timing, as Bryleigh, who is a college student at ISU and worked at the library for several years, can only work on weekends this summer, after finding a fulltime job during the week. We would not have had enough personnel to stretch between the two facilities on Thursdays without hiring another person.

Our staff had an additional meeting on Monday to go through the plans for Summer Reading and to train everyone to understand how all the materials will work. My column this week also addresses the need for people to use our library facilities if they are participating in our programs. This might seem minor, but there are a few people who have collected all the prizes at the end of the summer without actually being in the library all summer.

We mentioned last month that we might need to spend some money at Gilbert, and when I walked in the library last week, it reminded me about how messy things look. We literally have no storage space there. I have since talked with both Teri Gallahan, our city council rep at Gilbert and Dean Vande Griend, who does woodworking here in Story City, and I'm in the process of getting both quotes and permission to repurpose and redesign some of the shelving pieces we had left from the Gilbert school donation. I'm hoping to have some idea by the meeting time of the costs.

I'm in the process of completing a class called "Small Change", which is a course designed to teach financial literacy in a wide array of topics, from managing a budget, to investing and retirement. The course is worth 13 Continuing Education credits, but when completed, we will earn some free materials for the library. The object of the class, a cooperative project with the ISU Extension and the State of Iowa Library services, is to have more lowans have a better understanding of how to manage their own money, and to be better aware of how Social Security and IPERS works. They would like to see us offer a class, create a program, or present to the cities and county governments why this is not only important to individuals, but also to our governmental offices. My completion date must be June 1, and my plan at this point is to finalize this over the weekend...and if not done, I'll take a day off to complete. With summer reading starting, we don't expect this to be a quiet period for getting paperwork done.

We are going to have a parade entry, but we have almost no staff able to walk with us, as both Angie and Shelly will be out of town, Tricia doesn't think she can walk the distance, and Maria is opening the library. Stephen hopefully will drive Denise's truck with his daughter, and Denise, me, Ema, and some of Ema's friends from the gym where she works, will join us to help walk, pass out bookmarks and bracelets. If there is anyone from the Board who can join us, it will help!

LIBRARY BOARD MEETING FOR 4/26/18

MEETING CONVENES AT 6:02 PM WITH BOARD MEMBERS CUMMINGS FEIL AND EMERSON AND LIBRARY DIRECTORY TAYLOR IN ATTENDANCE. FOURNIER CALLING IN FROM THE FIELD.

ADDITIONS OR ALTERATIONS TO THE MINUTES: ONE FROM FEIL ON STRATEGIC PLANNING TO ADD TO OLD BUSINESS. TAYLOR WANTS TO ADD FURNITURE TO THE YOUNG ADULT AREA.

APPROVAL OF THE MINUTES. MOTION MADE BY CUMMINGS TO APPROVE THE MINUTES SECONDED BY EMERSON. MOTION PASSES UNANIMOUSLY.

CITIZENS APPEARANCE: NONE

TREASURER'S REPORT: 33% OF FUNDING REMAINING AT STORY CITY INSURANCE BILL HAS YET TO COME IN INSURANCE IS LESS THAN EXPECTED AT \$800. GILBERT STANDS AT 50% OF FUNDING. TAYLOR IS INTERESTED IN BOLSTERING WAGES AND PERHAPS PURCHASING SOME NEW EQUIPMENT FOR THE GILBERT LOCATION. WE HAVE A BULK EXPENSE OF PROGRAMMING EXPENSES COMING UP FOR THE SUMMER MONTHS.

BILLS: ADD A BILL THE FRONT DOOR BROKE AND NEEDED REPAIR FOR A COST OF \$2150. RECOMMENDED THAT THIS IS DEDUCTED FROM THE BUILDING AND GROUNDS LINE ITEM.

EMERSON MOTIONS TO APPROVE THE BILLS, SECONDED BY CUMMINGS. MOTION PASSED UNANIMOUSLY.

CIRCULATION: UP FROM LAST YEAR GILBERT IS PICKING UP DESPITE BEING CLOSED FOR A A FEW DAYS. THINGS ARE LOOKING GOOD. DOWNLOADABLE AUDIO IS OUTPACING DOWNLOADABLE E-BOOKS. UP AROUND 90 ITEMS FROM LAST YEAR AT THIS TIME. ATTENDANCE IS LOWER IN PROGRAMMING AREAS, MUCH OF THIS IS ATTRIBUTABLE TO THE TRANSITION BETWEEN YOUTH LIBRARIANS.

CORRESPONDENCE & COMMUNICATIONS: FRAN LEFT A MESSAGE FOR TAYLOR. STILL PLANNING ON VISITING. A FEW SMALL MEMORIAL DONATIONS HAVE BEEN MADE.

BOARD TRAINING: TABLED.

GILBERT UPDATE: MIGHT BE A GOOD IDEA TO HIRE SOME ADDITIONAL HELP TO AID THE GILBERT LOCATION.

NEW BUSINESS:

POLICY QUESTION ON LAMINATOR USE FROM A FORMER EMPLOYEE.
CLOSING LIBRARY FOR COUNTYWIDE TRAINING, REPLACE CARPETING?
DISCUSSION ON SPACE NEEDS AND MOVING STACKS FOR CARPET INSTALLATION.
NEW FURNITURE FOR THE YOUNG ADULTS.
EXCESS FURNITURE, POST ON ROLAND-STORY SWAP TO GAUGE INTEREST HAVE
PEOPLE COME TO PICK IT UP, MAKE A DONATION IF THEY WANT TO HELP.

HENSCH ARRIVES.

FRANS VISIT IN JUNE, LOOKING LIKE DINNER JUNE 18-22 AT FAIRVIEW LODGE.

OLD BUSINESS:

UPDATED PAY MATRIX NEED TO MAKE SOME CHANGES DO WE NEED TO INCLUDE
MORE FOR MLS DEGREES? THIS IS COVERED BY THE ASTERISK AT THE BOTTOM OF
THE MATRIX.

MOTION TO APPROVE THE PAY MATRIX FOR PART-TIME STAFF. MOTION MADE BY
FOURNIER VIA PHONE AND SECONDED BY HENSCH. MOTION PASSES UNANIMOUSLY.

HENSCH MOVES TO AMEND THE PREVIOUS MOTION TO BE EFFECTIVE ON MAY 1ST,
SECONDED BY EMERSON. MOTION PASSES UNANIMOUSLY.

COMMUNITY SURVEY: TABLED TO NEXT MONTH

POLICIES TO REVIEW: TABLED TO NEXT MONTH.

STRATEGIC PLANNING: FRED DARBONNE FROM GRACE UMC IS LOOKING TO
FACILITATE AN UPDATED STRATEGIC PLANNING SESSION WITH THE BOARD AND
STAFF IF WE ARE WILLING TO REIMBURSE HIM FOR HIS GAS MILEAGE FROM DES
MOINES.

NEXT MEETING MAY 24TH 6PM

FEIL MOTIONS TO ADJOURN SECONDED BY EMERSON. MOTION PASSES
UNANIMOUSLY.

Bertha Bartlett Public Library
April 2018 Cash Flow

Acct #	Story City Expenses	2017-2018			Budget remaining	% of funds Remaining
		Budget	Month to date	Year to date		
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 4,786.04	\$ 35,097.65	\$6,036.35	14.67%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 5,032.99	\$ 37,850.56	\$13,649.44	26.50%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 763.52	\$ 5,503.55	\$1,583.45	22.34%
001-4410-6130	IPERS	\$ 8,272.00	\$ 901.27	\$ 6,538.66	\$1,733.34	20.95%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 399.31	\$ 3,767.02	\$1,632.98	30.24%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 79.19	\$ 887.43	\$412.57	31.74%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 2,520.75	\$ 7,090.77	\$909.23	11.37%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	0	0	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 258.26	\$ 1,593.38	\$206.62	11.48%
001-4410-6373	Telephone	\$ 4,187.00	\$ 333.16	\$ 3,064.29	\$1,122.71	26.81%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ 2,059.76	\$770.24	27.22%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 115.00	\$ 1,487.50	\$512.50	25.63%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 46.66	\$ 485.08	\$1,514.92	75.75%
001-4410-6501	Building Supplies	\$ 600.00	\$ 144.35	\$ 297.69	\$302.31	50.39%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,746.83	\$253.17	12.66%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ 251.97	\$ 823.38	\$876.62	51.57%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 260.29	\$ 2,363.95	\$336.05	12.45%
001-4410-6507	Misc Operating Supplies					
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 900.00	\$100.00	10.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 19.20	\$ 1,384.80	\$115.20	7.68%
001-4410-6771	Audio	\$ 1,000.00	\$ 159.41	\$ 603.06	\$396.94	39.69%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	1552.68	10714.26	\$1,285.74	10.71%
001-4410-6773	Video	\$ 2,000.00	\$ 109.82	\$ 1,214.91	\$785.09	39.25%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 17,808.87	\$ 126,014.92	\$36,345.08	22.39%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 243.80	\$ 2,718.90	\$1,281.10	32.03%
001-4410-1-4470	General Fund	\$ 20,000.00	\$ 9,187.00	\$ 24,480.30	\$4,480.30	22.40%
031-4410-2-4705	Donations	\$ 5,000.00	0.00	\$ 11,015.00	\$6,015.00	120.30%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 698.30	\$ 5,292.50	\$2,292.50	76.42%
	Total Deposits		\$ 10,129.10	\$ 43,506.70	\$14,068.90	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	9800.65	387217.58		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 6.85	\$ 2,060.88		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 698.30	\$ 5,292.50	\$2,292.50	76.42%
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds	\$ 4,000.00				
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment	\$ 4,000.00				
031-4410-6672	Books	\$ 5,000.00				
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library -May 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .54.5/mile
001-4410-6150	Wellmark	05/23/18	\$361.54	Insurance-KT
001-4410-6230	Ema Dubois	05/18/18	\$10.36	Picked up free comic books/
001-4410-6230	Kolleen Taylor	03/03/18	\$49.98	2 clocks for library
001-4410-6320	Laura Donaldson	05/22/18	\$140.00	Cleaning
001-4410-6320	DDM Electric	04/30/18	\$1,053.06	Bulbs, ballasts & fan replacement-ladies RR
001-4410-6320	Norseman Electric	5/14/2018	2040.56	Added lines, repaired bad outlet to library
001-4410-6320	Converse Conditioned Air	05/14/18	\$769.60	Annual contract & filters
001-4410-6320	D.M. Vande Griend Design	05/02/18	\$270.00	Wooden replacement shelves
001-4410-6371	Chitty Garbage Service	04/27/18	\$25.00	Monthly trash service
001-4410-6371	Black Hills Energy	05/07/08	\$29.30	Heating usage for last period
001-4410-6373	Aureon Communications	05/01/18	\$304.65	1 month Internet and phones
001-4410-6500	Will Stuck	12/06/17	\$325.00	Program in June-entertainer
001-4410-6500	ProSource Specialities	05/09/18	\$323.00	Summer Reading Program
001-4410-6500	Visa/NEW	04/30/18	\$197.48	Incentives, materials SRP
001-4410-6500	Discount School Supply	05/16/18	\$28.79	Programming supplies
001-4410-6500	Demco	05/15/18	\$29.85	Programming supplies
001-4410-6506	Visa/NEW	04/30/18	\$56.72	office supplies
001-4410-6506	Access systems leasing	5/	\$127.00	Copier
001-4410-6506	Quill	05/16/18	\$141.00	office supplies
001-4410-6770	Visa/NEW	04/30/18	\$38.55	Magazines: Midwest &
001-4410-6770	State Historical Society	05/01/18	\$24.95	Annals of Iowa Magazine
001-4410-6772	Gale/Cengage	05/15/18	\$60.72	Books - LP
001-4410-6772	Gale/Cengage	05/02/18	\$36.34	Westerns
001-4410-6772	Center Point	05/01/18	\$88.68	Books-LP
001-4410-6772	Ingram	04/25/18	\$84.47	Books
001-4410-6772	Visa/NEW	04/30/18	\$130.82	Books via Amazon
001-4410-6772	Baker & Taylor	04/20/18	\$89.57	Books
001-4410-6772	Baker & Taylor	04/25/18	\$196.51	Books
001-4410-6772	Baker & Taylor	05/08/18	\$134.62	Books
001-4410-6773	Visa/NEW	04/30/18	\$125.74	DVD's
	TOTAL - Story City		\$7,293.86	
	Gilbert Bills			
011-4410-6150	Wellmark	05/23/18	\$120.52	proportional insurance cost
033-4410-6230	Kolleen Taylor	05/18/18	\$19.62	Review/extra trips for delivering materials
033-4410-6230	Ema Dubois	05/18/18	\$10.35	Free comic books, picked up and delivered
033-4410-6230	Discount School Supply	05/16/18	\$28.79	Programming supplies
033-4410-6500	Demco	05/15/18	\$29.85	Programming supplies
033-4410-6500	Will Stuck	12/06/17	\$325.00	Performer for June Summer Reading special
033-4410-6500	Visa/NEW	04/30/18	\$76.89	Programming supplies
033-4410-6502	Visa/NEW	04/30/18	\$45.18	Technology
033-4410-6772	Ingram	04/25/18	\$49.42	Book
033-4410-6772	Visa/NEW	04/30/18	\$113.79	Books
033-4410-6772	Baker & Taylor	04/25/18	\$42.52	Books - Summer Reading
033-4410-6772	Baker & Taylor	05/08/18	\$14.55	Book
033-4410-6506	Quill	05/16/18	\$39.68	office supplies
033-4410-6773	Visa/NEW	04/30/18	\$62.68	DVD movie - Coco
			\$978.84	

2017-2018 Monthly Statistics

Bertha Bartlett Public Library

	Jul. 17	Aug. 17	Sept 17	Oct. 17	Nov. 17	Dec. 17	Jan. 18	Feb. 18	Mar. 18	Apr. 18	May 18	June 18	YTD totals
City	2855	2712	2506	2341	2500	1985	2647	2528	2833	2416			25323
County	404	374	324	297	325	338	517	293	510	451			3833
Other	826	881	762	762	722	571	687	658	764	778			7411
Gilbert	315	312	232	265	219	193	215	258	358	254			2621
Total	4400	4279	3824	3665	3766	3087	4066	3737	4465	3899			39188
Open Access	826	881	762	762	722	571	687	658	764	778			7411
Adult	1342	1476	1257	1089	1123	975	1164	1045	1286	1166			11923
Young Adult	256	191	185	117	103	98	189	142	181	187			1649
Juvenile	1763	1662	1494	1465	1539	1116	1572	1531	1878	1617			15637
Video	12	16	19	13	25	14	10	11	10	11			141
DVD	795	707	649	762	762	653	821	785	808	699			7441
Audio	27	24	21	11	6	2	9	15	15	8			138
CD	17	10	22	27	36	45	48	32	33	23			293
CD book	88	87	102	88	75	113	138	75	149	97			1012
Magazines	60	62	42	50	46	40	60	47	43	27			477
Puzzles	16	18	17	26	30	20	41	32	25	25			250
Puppets	24	26	15	15	20	11	12	21	36	34			214
Other	0		1	2	1		2	1	1	5			13
Total	4400	4279	3824	3665	3766	3087	4066	3737	4465	3899			39188
E-books	287	241	232	229	227	237	278	236	272	257			2496
Downloaded Audio	246	263	281	271	218	252	312	245	291	262			2641
Ref.? Asked	110	122	88	111	144	98	127	149	180	113			1242
Ref.? Answered	110	122	88	111	144	98	127	149	180	113			1242
Reference-Gilbert	25	33	15	20	37	26	47	41	41	31			316
<u>PATRONS</u>			15										15
Programs - children	12	0	11	12	10	9	7	11	11	7			90
Attendance - children	305	0	138	132	57	117	124	84	95	79			1131
Attendance - adults	80	0	36	52	28	69	55	23	29	20			392
Programs - StoryX	0	0	2	5	7	7	3	6	4	8			42
Attendance - children	0	0	19	48	68	85	34	72	39	104			469
Attendance - adults	0	0	5	13	14	20	7	16	9	20			104
Programs - Teen/Tweens	3	0	2	2	1	1	2	1	1	2			15
Attendance - teens	26	0	21	32	9	27	28	24	9	33			209
Attendance - adults	0	0	2	2	1	2	1	0	1	1			10
Programs - Adult	6	5	6	6	5	7	5	7	8	6			61
Attendance - children	0	0	0	0	0	3	22	0	0	0			25
Attendance - adults	36	34	61	35	33	48	36	38	43	33			397
Total Programs	21	5	24	23	23	24	16	26	24	23			209

2017-2018 Monthly Statistics

Bertha Bartlett Public Library

Total Attendance	529	34	238	196	209	371	301		216	185			2279
Gilbert Programs	13	1	5	6	4	4	1	7	3	6			50
Attendance	146	16	94	76	52	48	3	78	45	66			332
Attendance - Adults	49	3	24	22	13	13	2	16	9	15			80
Hours - Gilbert	68.25	78.75	64	65.5	66	61	65.25	56	66.5	64			655.25
Total People	484	352	271	250	238	197	217	286	282	251			2828
People/hour	7.1	4.46	4.2	3.8	3.6	3.2	3.3	5.1	4.2	3.9			42.86
Gilbert Site Circ.	562	475	351	358	306	289	344	236	465	345			3731
Hours - Story City	211	231	21	244	227	220	231	220	257	229			2091
Total People	3310	3461	3069	3948	2779	2452	3005	2722	3105	3002			30853
People/Hour	15.7	15	13.9	16.2	12.2	11.2	14.3	12.38	12.1	13.1			136.08
CARDS													
Issued - Story City	27	24	18	10	15	10	9	15	10	10			148
Issued - Gilbert	2	8	5	4	1	0	0	4	2	2			28
Withdrawn	42	0	10	0	0	0	0	0	0	0			52
renewed - Story City	16	17	19	11	15	12	14	27	42	16			189
renewed - Gilbert	12	5	8	3	1	1	4	7	4	3			48
Meeting Room Library	8	4	14	16	10	11	10	12	10	11			106
Meeting Room Other	3	5	6	7	7	9	7	6	10	8			68
Computer Use	337	528	460	505	503	414	405	555	448	377			4532
Test Proctoring	2	2	0	0	0	0	1	1	1	2			9
ILL's Requested	8	5	13	5	10	3	9	32	9	13			107
ILL's Sent/mailed	23	38	29	24	23	16	28	10	27	22			240
Book Club Sets	1	6	4	4	2	1	1	1	1	4			25
Microfilm Use	1	1	2	2	0	5	0	1		0			12
Gilbert Computer use	15	22	15	12	5	9	11	15	22	13			139

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, 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