

# Bertha Bartlett Public Library

Board Meeting–  
Thursday, July 22, 2021  
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
- July bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

## **New Business:**

- Authorization to begin advertising for Assistant Director, with plan to step in as Director within a year or two. Full-time/salary discussion
- Discussion on communications

## **Old Business:**

### *Action Items:*

- Architect Contract: Board needs to authorize President Chris Feil to sign
- Wages for 2021-2022 fiscal year/Matrix: Need to set wage increases
- Circulation Policies reviewed: Patron Policy, Patron Registration Policy, Policy for media equipment, Fine policy and Basic Circulation Policy.

## **Adjournment**

Next meeting: Thursday, August 26, 6 p.m.

# Staff Report

Kolleen Taylor

July 2021

With Denise resigning her position as Assistant Director while we are still in the midst of training Gloria, we are struggling with having to reassign roles. Shelly, Angie, Caitlin and myself are picking up most of the major roles in cataloging, scheduling, social media and web management, but none of them want more than a few additional hours a week. After discussion with both Denise and the remaining staff, I'm recommending we hire someone who would be able to take over as Director within the next 2 years. The board action on staff salaries must be handled at this meeting so that we can advertise. We need to have some serious discussion during the board meeting about how to proceed. I also know I'm losing Sam in mid-August, and have Caitlin giving up her Tuesday nights to teach at a college one night a week. It will quiet down some during the school year, and should give us a chance to get someone new trained and get back on track with some of the work that is still needed.

The contract with the architect was reviewed by Fred Larson, and the city manager recommended our President, Chris Feil to sign the contract. It is being done in two parts. I'm hoping to have this in hand by the time we meet. I've contacted the architect to see if he wants to meet with us either by Zoom or in-person any time soon.

Summer Reading is drawing to a close with the final reading logs accepted until August 16. We've had great turnouts at almost everything this summer, and the reading program has over 270 participants in Story City with another 140 in Gilbert. The attendance at the offsite special programs has brought in over 60 youth and about 20 adults at each of the events in Story City, with Gilbert seeing over 80 youth and a dozen adults. Kids Club has been attending programs and checking out the books in mass at both locations, which has added a lot to all of our programming numbers.

The library will have a presence at Scandinavian Days, hosting a Storytime at the Carousel at 11 a.m. on Saturday morning. A combination of staff and Foundation members have already committed to being present to show support to the library, and will be wearing nametags.

I've started reviewing policies and on the agenda, I have five policies that are under Circulation. There are not any changes, outside a few typos that have already been fixed, and can be voted that they have been reviewed. I'll attach these to the board packet. These policies have to be reviewed for accreditation purposes, and we have a book to go through in the next few months. Accreditation is due by January 2022, and I have to complete some Continuing Education before then also for us to be fully accredited.

Reports are starting to be due. The first reports are due on July 31. I've spent a good amount of time resolving problems with the automation system, and Shelly and I are going through additional training with the company to allow us to catalog in the future with fewer problems. Our email reminders were reinstated in the past few weeks, and I've taken over all the administrative setup issues. This software is much more sophisticated than our previous system so we might be able to have more capabilities and save us time in the long run. The switchover had a few glitches that may have been created by the simplicity of the former system.

The Foundation met this month, and they are investing much of the Kinne Estate money. They were interested in knowing when they might be called upon to help with costs of the upcoming project with the Tekippe building. We are also involved with the Kinne Memorial day events, and a small concert will be held at the library using some local talent, and I'll talk about the condition of the piano. I am also contacting the piano tuner for a piano turning before that event and Bruce Green to help with the finish on the piano.

## **Bertha Bartlett Public Library**

### **Board Meeting**

Thursday, April 22nd, 2021

6:00pm

Meeting held via Zoom and at Library

**Present:** Lynn Cummings, Matt Emerson, Duane Fournier and Kolleen Taylor (Director), City Council Representative Mary Kay Solberg, Jessica Hensch and Chris Feil.

**Called to Order: 6:01p**

#### **Changes to and approval of the Agenda:**

Taylor asks to add "Fran's Memorial Celebration" to "New Business"

#### **Approval of Minutes:**

Change "preliminary costs" in Architect for Annex to "existing structure stability".

Motion to approve the May 2021 minutes by Hensch, seconded by Cummings, approved unanimously.

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

None

#### **Treasurer's Report**

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

**Story City:** 1 month left in budget. Fournier reports we will be significantly under budget, around \$20,000 under budget. Almost \$4000 left in building and grounds and \$2275 in technology. Cummings asks if the building and grounds funds can be used for a down payment on the architect.

**Gilbert:** Gilbert is also under budget for this fiscal year.

#### **June Bills:**

Nothing out of the ordinary outside of the hours to convert the database. Children's computer has been getting stuck in a loop. Taylor reports that she has priced replacement parts and a brand new computer.

Fournier motions to approve June bills. Cummings seconds. Approved unanimously.

#### **Circulation:**

Increased since this time last year due to low numbers in 2020 d/t the pandemic. Numbers are off due to the change in the automation system. The data is being cleaned up manually.

Gilbert circ is also up. Appears to be the highest circulation numbers in two years.

## **Correspondence/Communications:**

Many emails regarding having an event after Fran's memorial service here in Story City. Taylor is talking to individuals to play.

A check and donation from Kay Munsen.

## **Gilbert Update –**

Very busy at the Gilbert site. Sometimes 60-70 kids showing up at the programs. Taylor reports running over to help with staffing at these times. Has been about 10 years since the site opened.

## **New Business**

### **July 4<sup>th</sup> Holiday – Closed on July 5<sup>th</sup>? –**

Motion to close on July 5th by Fournier, Emerson seconds, approved unanimously.

### **Wages for 2021/2022 Fiscal Year/Matrix –**

Feil talked to Mark and it is up to the library to determine what our employees are paid.

Hensch motions to approve a \$500 bonus for employees working at the library for a year and \$250 for those working less. Emerson seconds. Approved unanimously.

Fournier is working on an increase in the base wage for the pay matrix.

### **Architect Contract –**

Discussion with Gary Landhauser via Zoom meeting.

4.1.2.1 and 4.1.2.2 – Description of supplemental services – Gary reports there are no supplemental services at this time and should be removed from the contract.

Article 4.1.1 – What is included in the base fee? Programming – does the book drop work where it is? The circ desk? How will the annex be incorporated? Will the courtyard be kept? What will it take to bring the annex building up to code?

4.2.5 – the 24-months additional services statement – would apply if the project goes beyond two years and whether or not rates for work need to be re-evaluated.

Article 11 – Phase 2 sliding fee table and additional services. Turns in to a fixed amount when decided upon, protecting from increasing costs.

11.5

Payments are made as the project progresses, not all up front

When decided that the terms are agreed upon, DRAFT will be removed and the document is protected from changes.

Will receive an "additions/deletions" report at the end. City Manager should sign the document and will likely be reviewed by the City Attorney.

Novak is ready to start whenever given the go ahead.

**Request from Lions**

Want to meet at the library on a monthly basis. Approved. They are not required to pay to rent the room.

**Accreditation – Library Policies and Survey**

Policies need to be reviewed for accreditation.

ADA, Community Meeting and Survey can be completed in coordination with the architects and counted toward accreditation.

**Fran's Memorial Celebration**

Musical performances, historical presentation, some things of Fran's in the showcase.

**Old Business****Library Hours – Policy Change –**

Policy hasn't yet been changed. Will need to change to something more fluid and able to adapt to what is needed by the community.

**Language Change in Financial Approvals**

Possible loosen the language in order to allow the policy to adapt to actual process. Tabled until next month.

**Adjournment:** Motion to adjourn Emerson, second Feil. Approved unanimously at 7:21p.

**Next Meeting:** Thursday, July 22<sup>nd</sup> at 6pm at the library.

Jessica Hensch

Secretary

Board of Trustees

## Bertha Bartlett Public Library Cash Flow

June 2021

Acct #	Story City Expenses	<u>2020-2021</u> Budget	Month to date	Year to date	<u>Budget</u> remaining	<u>% of funds</u> Remaining
001-4410-6010	Salaries: Full Time	\$ 48,500.00	\$ 3,484.97	\$ 45,304.57	\$ 3,195.43	6.59%
001-4410-6020	Salaries: Part-time	\$ 59,750.00	\$ 3,932.75	\$ 46,981.11	\$ 12,768.89	21.37%
001-4410-6110	FICA/Medicare	\$ 8,280.00	\$ 555.35	\$ 6,914.10	\$ 1,365.90	16.50%
001-4410-6130	IPERS	\$ 10,220.00	\$ 700.25	\$ 8,715.11	\$ 1,504.89	14.72%
001-4410-6150	Insurance - Group Health	\$ 4,800.00	\$ 413.01	\$ 4,880.02	\$ (80.02)	-1.67%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ 125.61	\$ 381.52	\$ 918.48	70.65%
001-4410-6320	Building/Grounds	\$ 9,050.00	\$ 326.57	\$ 5,686.31	\$ 3,363.69	37.17%
001-4410-6350	Equipment repair/Maint.	\$ -				
001-4410-6371	Utilities	\$ 1,900.00	\$ 117.23	\$ 2,284.62	\$ (384.62)	-20.24%
001-4410-6373	Telephone	\$ 4,800.00	\$ 406.49	\$ 4,837.61	\$ (37.61)	-78.00%
001-4410-6408	Insurance-General	\$ 2,100.00	\$ -	\$ 3,576.00	\$ (1,476.00)	-70.29%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 652.50	\$ 1,822.50	\$ 177.50	8.88%
001-4410-6499	Miscellaneous					
001-4410-6500	Programming	\$ 2,500.00	795.99	1845.82	654.18	26.17%
001-4410-6501	Building Supplies	\$ 800.00	\$ -	\$ 445.12	\$ 354.88	44.36%
001-4410-6502	Technology	\$ 3,000.00	\$ 5,768.00	\$ 6,492.82	\$ (3,492.82)	-116.43%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ -	\$ 116.06	\$ 1,383.94	92.26%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 292.39	\$ 1,899.21	\$ 600.79	24.03%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment	\$ -				
001-4410-6508	Petty Cash/Postage	\$ 800.00	\$ -	\$ 75.00	\$ 725.00	90.63%
001-4410-6770	Magazines	\$ 1,500.00	\$ -	\$ 1,120.18	\$ 379.82	\$ 25.32
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 13.50	\$ 986.50	\$ 98.65
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 2,347.80	\$ 13,998.88	\$ (1,998.88)	\$ (16.66)
001-4410-6773	Video	\$ 1,000.00	\$ 92.67	\$ 757.89	\$ 242.11	\$ 24.21
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 3,074.22	\$ (2,074.22)	\$ (207.42)
		\$ 180,500.00	\$ 20,011.58	\$ 161,222.17	\$ 19,277.83	\$ 21.77
<b>Deposits to: **</b>						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ (220.90)	\$ (2,005.89)	\$ (1,994.11)	\$ (49.85)
001-4410-1-4470	General Fund	\$ 23,000.00	\$ -	\$ (28,474.86)	\$ 5,474.86	23.80%
031-4410-2-4705	Donations	\$ -	\$ 500.00	\$ (1,180.00)	\$ 1,180.00	\$ -
031-4410-4-4300	Interest on Deposits	\$ -	\$ (233.32)	\$ (3,953.58)	\$ 3,953.58	\$ -
	<b>Total Deposits</b>			\$ (35,614.33)	\$ 8,614.33	
<b>B. Trust Fund Deposits/Balance</b>						
031-	Trust in General Fund	\$ 332,259.71	\$ 3,500.39	\$ 335,760.10		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,078.84	\$ 105,091.19	\$ 107,170.03		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 105,000.00	*cashed in cd, moved to savings	
031-4410-4-4799	Misc. Receipts	\$ -		\$ 547,930.13		
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -				
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	<b>Total Library Trust Exp</b>					



**Bertha Bartlett Public Library**  
**July 2021 bills**

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	07/03/21	\$ 381.54	Health Insurance - Kolleen
001-4410-6320	Early Bird Window Washing	07/28/21	\$ 60.00	Windows - exterior
001-4410-6320	Jennifer Hill	07/24/21	\$ 200.00	Library cleaning, 1/week
001-4410-6371	Black Hills Energy	07/22/21	\$ 78.85	503 & 509 Broad Street
001-4410-6373	Aureon	07/01/21	\$ 15.09	Telephone & internet
001-4410-6501	Quill	07/14/21	\$ 130.99	Building supplies
01-4410-6501	Quill	07/14/21	\$ 13.90	Paper towels
001-4410-6501	Amazon Capital Services	07/13/21	\$ 39.46	Piano maintenance
001-4410-6501	Amazon Capital Services	07/16/21	\$ 54.93	Piano maintenance
001-4410-6502	Amazon Capital Services	07/10/21	\$ 1,425.19	Meeting Owl, Samsung TV
001-4410-6505	Demco	07/14/21	\$ 574.94	Cataloging supplies
001-4410-6506	Access Systems	07/24/21	\$ 184.50	Copier
001-4410-6772	Amazon Capital Services	07/16/21	\$ 5.98	Books
001-4410-6772	Amazon Capital Services	07/16/21	\$ 37.76	Books
001-4410-6772	Amazon Capital Services	07/19/21	\$ 18.33	Books
001-4410-6772	Baker & Taylor	7/7/2021	\$ (246.15)	Books
001-4410-6772	Baker & Taylor	06/28/21	\$ 95.65	Books
001-4410-6772	Baker & Taylor	7/12/2021	\$ 65.12	Books
001-4410-6772	Baker & Taylor	7/19/2021	\$ 238.82	Books
001-4410-6772	Ingram	7/13/2021	\$ 197.33	Books
001-4410-6772	Gale/Cengage	7/20/2021	\$ 60.72	Books
001-4410-6772	Gale/Cengage	07/21/21	\$ 50.98	Books
001-4410-6772	Centerpoint Large print	07/01/21	\$ 135.42	Books
001-4410-6773	Amazon Capital Services	07/16/21	\$ 16.69	DVD
	<b>TOTAL - Story City</b>		\$ 3,836.04	
	<b>Gilbert Bills</b>			
033-4410-6506	Quill	07/14/21	\$6.95	Paper towels
033-4410-6506	Quill	07/14/21	\$26.27	Disinfectant wipes, 1 carton
033-4410-6505	Demco	07/14/21	\$ 574.94	Cataloging supplies
033-4410-6772	Amazon Capital Services	07/16/21	\$ 4.99	Books
033-4410-6772	Baker & Taylor	07/19/21	\$ 33.10	Books
033-4410-6772	Ingram	07/13/21	\$ 75.33	Books
	<b>Total - Gilbert</b>		\$721.58	

Approved on this day \_\_\_\_\_ by \_\_\_\_\_



Pay Matrix		Library Page/Clerk				
Experience and Education Levels		A	B	C	D	E
		No College	Some Courses*	Associates	Bachelors	Masters
None	LCP	Base Wage	Base + 0.50-0.75	Base + 0.75-1.00	Base + 1.00-1.25	Base + 1.25-1.50
1 year direct	LC1	Base + 0.50-0.75	Base + 0.75-1.00	Base + 1.00-1.25	Base + 1.25-1.50	Base + 1.50-2.00
2 years direct	LC2	Base + 0.75-1.00	Base + 1.00-1.25	Base + 1.25-1.50	Base + 1.50-2.00	Base + 1.75-2.00
3 years direct	LC3	Base + 1.00-1.25	Base + 1.25-1.50	Base + 1.50-2.00	Base + 1.75-2.00	Base + 2.00-2.25
4 years direct	LC3	Base + 1.25-1.50	Base + 1.50-2.00	Base + 1.75-2.00	Base + 2.00-2.25	Base + 2.25-2.50
Each additional	LC4	Current + COL	Current + COL	Current + COL	Current + COL	Current + COL

Pay Matrix		Program Coordinator		
Experience Level		Some Courses*	Bachelors	Masters
1 year in position	PC1	Base + 1.50 - 2.50	Base + 1.75 - 3.00	Base + 2.25 - 4.00
2 years in position	PC2	Base + 1.75 - 3.00	Base + 2.00 - 3.50	Base + 2.25 - 4.00
3 years in position	PC3	Base + 2.00 - 3.50	Base + 2.25 - 4.00	Base + 2.50 - 4.50
4 years in position	PC4	Base + 2.25 - 4.00	Base + 2.50 - 4.50	Base + 2.75 - 4.25
Each additional 4 years**	PC5	Current + 0.75	Current + 0.75	Current + 0.75

Minimum Wage: \$7.25  
Base Wage: \$7.50  
New Base Wage: \$8.50

Pay Matrix		Youth Services Coordinator		
Experience Level		Some Courses*	Bachelors	Masters
None	YSC	Base + 2.25 - 4.00	Base + 2.50 - 4.50	Base + 2.75 - 4.25
1 year in position	YSC1	Base + 2.50 - 4.50	Base + 2.75 - 4.25	Base+ 3.00 - 6.00
2 years in position	YSC2	Base + 2.75 - 4.25	Base+ 3.00 - 6.00	Base+ 3.25 - 6.50
3 years in position	YSC3	Base+ 3.00 - 6.00	Base+ 3.25 - 6.50	Base+ 3.50 - 6.75
4 years in position	YSC4	Base+ 3.25 - 6.50	Base+ 3.50 - 6.75	Base+ 3.75 - 7.00
Each additional 4 years**	YSC5	Current + 0.75	Current + 0.75	Current + 0.75

Pay Matrix		Assistant Director		
Experience Level		Bachelors	Library Cert	Masters
1 year in position	AD1	Base+ 5.00 - 7.00	Base+ 6.00 - 8.00	Base+ 7.00 -9.00
2 years in position	AD2	Base+ 6.00 - 8.00	Base+ 7.00 -9.00	Base+ 7.50 - 9.50
3 years in position	AD3	Base+ 7.00 -9.00	Base+ 7.50 - 9.50	Base+ 8.00 - 10.00
4 years in position	AD4	Base+ 7.50 - 9.50	Base+ 8.00 - 10.00	Base+ 8.50 - 11.00
Each additional 4 years**	AD5	Current + 0.75	Current + 0.75	Current + 0.75

\* Courses in literature, english, education, or directly applicable to position. Continuing education coursework may be applied

Progam Coordinator position requires 1 year as LC with increasing program responsibilities.

Assistant Director requires previous experience with increasing responsibilities as program coordinator

\*\*Above annual cost of living increases.

**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, dirty or sticky	.25 per page
6. Ruined plastic jacket	\$2.00
7. Mendable plastic jacket	\$1.00
8. Cut or torn but mendable	.25 per page
9. Plastic bags (replace)	.75
10. Puppets or Hanging bags	2.50
11. Compact disc case	2.00
12. DVD case	2.50 – 5.00
13. Book on Tape (Case only)	6.50 – 13.50
14. Book on Tape (sleeves)	.55 per sleeve
15. Date Due Slips torn out	

Costs for lost or damaged items:

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

Books

Adult fiction/biography	\$	30.00
Adult non-fiction		35.00
Juvenile		20.00
Board Books		5.00

Paperbacks

Adult Mass market	8.00
Adult Trade	16.00
Children's Paperback	5.00

Periodicals

6.00

Policy established 1/1986  
Revised 8/2006  
Updated 12/2008  
Revised 8/2011

Updated 12/2014  
Updated 10/2018  
Reviewed 7/2021

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, 11/10, 12/14, 7/18, 7/21

**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, 7/18, 7/21

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**BASIC CIRCULATION POLICY**

Books and other circulating library materials (other than DVDs) may be checked out for a three week period. New borrowers may check out (2) 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 DVDs may be checked out. The number of items may be increased at the discretion of the librarian based on patron history. The Library Director has the discretion to limit when deemed necessary.

**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 if requested 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 replaced at the end of existing holds list.

**Reserved Materials:**

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: Jan. 1990

Revised 9/98

Reviewed 6/2001

Revised 3/2003, 5/07, 10/11, 11/14, 12/17

Reviewed: 7/21

# 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. (Digital proof is acceptable) 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 will be issued.

Visitors of a service area resident may use that resident's library identification card to borrow materials. Out of state residents may get a card for a \$5.00 annual fee.

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. 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, 8/14  
Revised 7/18  
Reviewed 7/21



# NELSON Electric

Nelson Electric  
239 S Bell Ave  
Ames, IA 50010

Job Number: Story City  
Job ID: Chamber  
3962

**Client Address:**

Shanon Mckinley  
524 Broad Street  
PO Box 39  
Story City, IA 50248

**Work Address:**

524 Broad Street  
PO Box 39  
Story City, IA 50248

**Email ID:** info@storycitygoc.com

**Job Description:**

3/8/2021

**Repair building LED lighting on Library**  
Nelson Electric to supply bucket tuck lift

Demo existing connection on east peak of A frame at library  
Replace connection/ coupling prong if needed  
Wedge rope lighting up to hold connection  
Test all colors (red, white, and blue)

**Total Estimate:** \$735.00

**Sub Total:** \$735.00

**Tax:** \$0.00

**Total:** \$735.00

Thank you for your business!

Please remit payments to:  
Nelson Electric Company  
239 South Bell Ave

A 3.5 convenience fee will be added to invoices paid by credit card.

Monthly service charge of 1.5% on accounts over 45 days past due. Liens may be filed 75 days after completion of our work if payment has not been received.

Please sign for agreement

Mike Koch  
Service/ Project Manager  
Nelson Electric  
239 S Bell Ave.  
515-232-2445

MIKE KOCH PROJECT MANAGER/SERVICE

## NELSON Electric

239 S. Bell Ave.  
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Pic: 515-232-2445  
Fax: 515-232-1774  
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