

Bertha Bartlett Public Library

Board Meeting–

Monday, September 27, 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
- September bills

Circulation Report: Duane Fournier

Board Training:

Correspondence/Communications:

Gilbert Update

New Business:

Database update:

- Consider purchasing independent from consortium
- New hire – Start date of November 15
 - Discussion of MLS completion
 - Consider job title changes
- Budget discussions: City presentation

Old Business:

Action Items:

- Policies to consider for Accreditation
- Collection Development Policy
- Weeding Policy
- Gifts Policy
- Controversial Materials Policy
- Magazine Policy
- Video Policy

Adjournment

Next meeting: Monday, October 25, 6 p.m.

Staff Report

Kolleen Taylor
September 2021

Everyone has really stepped up and taken on more hours and work to cover the departure of our Assistant Director, so we will be celebrating when Matthew Tessmer joins us in November! I knew we would have at least 6 weeks before he could consider coming to work here, and I'm just relieved to know he will be joining us. He will be completing his MLS in December, and that will place the library in a very good position for accreditation, and I'm hoping we can talk about an assistance plan to help with this debt. The Oshkosh Public Library set helped with some scholarships for him to get through that program, and we will be the ones benefiting.

As we have been incredibly swamped with extra work, and with the switch in the spring to a new automation system, it has added to the difficulty of getting accurate reports, and it's been hard to find time to fully learn the system. But we have accomplished a lot, but it's been hard to get reports done. I haven't started on the state survey yet, and wish I had Matthew here already, but I'll have him help get the accreditation work done. But we will be fast and furious with that, as most work has to be done by December 30!

I have taken over some of the responsibilities of the Facebook page and editing the website and thrilled I could actually get this updated this past week, including the new board packets for the last few months. Both Shelly and Angie have added hours to their schedule. Angie is now handling all the scheduling and doing a great job, with so few staff, this is truly challenging. Caitlin is handling Instagram, and Abra is handling the Gilbert pages. It's hard to get much extra done though. I've gotten all the award books ordered, and between Shelly and I we have them all cataloged for both Gilbert and Story City. Maria is doing book repairs, and helped get the lamination system switched. I'm hoping to get an order out this week, but there are some quirks we are having to work through in the way our ordering is set up. We are relying heavily on standing orders right now and some donations are being added. Shelly is doing a great job of keeping that under control.

Meetings with the architect went well. All but three people on the list showed up, and there was some very good input. The architect is on vacation for 2 weeks now, but I'm hoping we'll start hearing from him again by mid-October. The structural engineer did do an inspection, and we had to cut a hole in the sub-ceiling (he chose to do it where it was already damaged from leaking) to investigate what was above the drop ceiling. I have no idea what the report will look like.

I've been running numbers for the Story County reports, and hopefully will have that finalized by the board meeting. These determine what the checks from the county will be to offset rural Story County users. Open Access numbers determine what residents of other cities in the state reimburse us for.

We as a staff are masking in the library, mostly when working close with each other, and with our patrons. Gloria was gone for awhile on vacation, and I took a few days off after the architect visit.

Programs are in play, and both book clubs, Knit Pickers, Tweens and Teens are meeting. Our KOOL Lego club is on the schedule for after school on Tuesdays, but so far no one has been attending. When the weather cools down we are confident this will change. The first of the music recitals will be held in October with Milianna Carlson and ten of her students initially to play.

Bertha Bartlett Public Library

Board Meeting

Monday, August 30th, 2021

6:00pm

Meeting held via Zoom and at Library

Present: Lynn Cummings, Matt Emerson, Duane Fournier (via Zoom), 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:

None

Approval of Minutes:

Motion to approve the July 2021 minutes by Emerson, seconded by Cummings, approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

Early in the budget year. There was a charge of 1425.19 for Tech. Taylor reports this was the OWL speaker and the AWE computer. It will be reimbursed to the library by a grant. When it is sent, it will likely go in to the trust account.

Gilbert:

Cataloguing supplies for Gilbert is over budget due to the fact that the supplies were purchased right at the end of the fiscal year, resulting on being put on this year's budget.

June Bills:

Fournier motions to approve August 2021 bills. Cummings seconds. Approved unanimously.

Circulation:

Circulation is up again. No current stats for e-book or audio books. Taylor reports she has the numbers and didn't get put in the report. Audio 334 E-books 389. Computer use seems to be dropping. County circulation is lower than last year and that is an item that affects the budget. Summer reading program was busy. The numbers were up with lots of participation. Teen and tween numbers were great and a writer's workshop that went all summer long.

Correspondence/Communications: None

Gilbert Update –

The site has been very busy.

New Business

Hiring Situation:

There have been two phone interviews, both out of state. Finishing graduate degree in Library Science and is currently working in Wisconsin. Coming in on Saturday for a walk through and an in-person meeting.

Best day/times to Meet:

4th Mondays are best for now.

Programming and Masks:

Discussed thoroughly the benefits/drawbacks of holding programs and requiring masks. Will ensure that masks are available at the libraries for patron use and will offer options for social distancing and cleansing wherever possible.

Old Business

Discussions with Architect – Schedule a date before September 20th or a time after he returns from vacation

Architect would like to bring in the structural engineer, likely out of Des Moines, go through the annex and the same day meet with the staff as well as board/foundation/steering committee members.

Accreditation Decisions:

Policies to consider for Accreditation

- **Interlibrary Loan**
- **Reference – revise to more generic wording for databases**
- **Hours**
- **Services and Internet**

Motion to approve by Fournier, seconded by Cummings approved unanimously

Library Director Evaluation – Closed session 7:11p – 7:27p

Adjournment: Motion to adjourn Emerson, second Feil. Approved unanimously at 7:30p.

Next Meeting: Monday, September 27th at 6pm at the library.

Jessica Hensch

Secretary

Board of Trustees

Bertha Bartlett Public Library Cash Flow
August 2021 P L

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2021-2022</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u> <u>remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 49,953.00	\$ 3,844.04	\$ 7,704.00	\$ 42,251.00	84.58%
001-4410-6020	Salaries: Part-time	\$ 61,543.00	\$ 6,042.61	\$ 13,775.34	\$ 47,769.66	77.62%
001-4410-6110	FICA/Medicare	\$ 8,530.00	\$ 748.82	\$ 1,628.14	\$ 6,901.86	80.91%
001-4410-6130	IPERS	\$ 10,525.00	\$ 730.88	\$ 1,468.26	\$ 9,056.74	86.05%
001-4410-6150	Insurance - Group Health	\$ 5,737.00	\$ 413.01	\$ 842.09	\$ 4,892.91	85.32%
001-4410-6230	Travel/Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%
001-4410-6320	Building/Grounds	\$ 7,312.00	\$ 490.00	\$ 690.00	\$ 6,620.00	90.56%
001-4410-6371	Utilities	\$ 2,200.00	\$ 219.55	\$ 219.55	\$ 1,980.45	90.02%
001-4410-6373	Telephone	\$ 4,800.00	\$ 67.86	\$ 67.86	\$ 4,732.14	98.59%
001-4410-6408	Insurance-General	\$ 2,900.00	\$ -	\$ -	\$ 2,900.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6499	Miscellaneous					
001-4410-6500	Programming	\$ 2,500.00	22.32	22.32	\$ 2,477.68	99.11%
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 38.97	\$ 251.98	\$ 748.02	74.80%
001-4410-6502	Technology	\$ 2,000.00	\$ 61.74	\$ 1,486.93	\$ 513.07	25.65%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ -	\$ 574.94	\$ 925.06	61.67%
001-4410-6506	Office Supplies	\$ 2,200.00	\$ 158.81	\$ 343.31	\$ 1,856.69	84.40%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment					
001-4410-6508	Petty Cash/Postage	\$ 500.00	\$ -	\$ 75.00	\$ 425.00	85.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ 675.73	\$ 675.73	\$ 324.27	34.70%
001-4410-6771	Audio	\$ 800.00	\$ -	\$ -	\$ 800.00	100.0%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 938.63	\$ 1,598.59	\$ 10,401.41	86.68%
001-4410-6773	Video	\$ 800.00	\$ 102.68	\$ 560.10	\$ 680.63	85.08%
001-4410-6774	Online Databases	\$ 5,000.00	\$ -		\$ 5,000.00	100.00%
		\$ 186,000.00	\$ 14,555.65	\$ 31,543.41	\$ 154,456.59	83.04%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 3,500.00	\$ (249.81)	\$ (249.81)	\$ (3,750.19)	\$ (93.75)
001-4410-1-4470	General Fund	\$ 24,000.00	\$ -	\$ -	\$ -	
031-4410-2-4705	Donations	\$ -	\$ (275.00)	\$ (275.00)	\$ 275.00	\$ -
031-4410-4-4300	Interest on Deposits	\$ -	\$ (138.75)	\$ (287.90)	\$ 287.90	\$ -
	Total Deposits			\$ (812.71)	\$ (3,187.29)	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 335,760.10	\$ 301.94	\$ 336,062.04		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,078.84	\$ 37.60	\$ 107,242.86		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 105,000.00	*cashed in cd, moved to savings (a	
031-4410-4-4799	Misc. Receipts	\$ -		\$ 548,304.90		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -				
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library
September 2021 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	09/03/21	\$ 381.54	Health Insurance - Kolleen
001-4410-6230	Matthew Tessmer	09/20/21	\$ 198.80	Mileage
001-4410-6320	Early Bird Window Washing			Windows - exterior
001-4410-6320	Sabrina Gogerty	09/23/21	\$ 187.50	Library cleaning, 1/week
001-4410-6371	Black Hills Energy	09/23/21	\$ 79.92	503 & 509 Broad Street
001-4410-6373	Aureon	09/01/21	\$ 85.36	Telephone
001-4410-6490	Iowa Library Association	09/25/21	\$ 210.00	Full conference in October, CE credits
001-4410-6500	Visa	09/08/21	\$ 7.28	Prize - Teen
001-4410-6506	Access Systems	09/21/21	\$ 140.15	Copier
001-4410-6770	Daily Freeman Journal	09/01/21	\$ 98.80	six months
001-4410-6771	Amazon Capital Services	09/22/21	\$ 34.22	Audio book
001-4410-6772	Amazon Capital Services	09/22/21	\$ 41.88	Books
001-4410-6772	Gale/Cengage	08/24/21	\$ 50.98	Large Print books
001-4410-6772	Gale/Cengage	08/30/21	\$ 46.50	Large Print books
001-4410-6772	Gale/Cengage	09/21/21	\$ 22.50	Large Print books
001-4410-6772	Kolleen Taylor	09/21/21	\$ 25.00	Book
001-4410-6772	Baker & Taylor	08/25/21	\$ 48.12	Books
001-4410-6772	Baker & Taylor	8/30/2021	\$ 76.07	Books
001-4410-6772	Baker & Taylor	9/10/2021	\$ 67.29	Books
001-4410-6772	Ingram	9/13/2021	\$ 116.74	Books
001-4410-6772	Centerpoint Large Print	9/1/2021	\$ 135.42	Books
001-4410-6773	Amazon Capital Services	09/19/21	\$ 68.84	DVD
001-4410-6774	Overdrive	08/27/21	\$ 458.79	Downloadable E books and audio books
	TOTAL - Story City		\$ 2,581.70	
	Gilbert Bills			
033-4410-6500	Visa	09/08/21	\$7.28	SRP grand prize
033-4410-6230	Matthew Tessmer	09/20/21	\$ 198.80	Mileage
033-4410-6774	Overdrive	08/27/21	\$ 458.79	Downloadable E books and audio books
	Total - Gilbert		\$664.87	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2020-2021 Statistics Report

Attendance - children	105				77															
Attendance - adults	??																			
Programs - StoryX	0																			
Attendance - children	0																			
Attendance - adults	0																			
Programs - Teen/Tweens	0																			
Attendance - teens	0																			
Attendance - adults	0																			
Programs - Adult	1		1		1						1									
Attendance - children	0																			
Attendance - adults	7		7		4						4									
Total Programs	6		7																	
Total Attendance	112																			
Gilbert Programs			5																	
Attendance																				
Attendance - Adults																				
Hours - Gilbert	65.75	81	65	73	63		66	54	58.3	60.0		56		69.0	62	64.0		81		
Total People	153	818	123	324	147		147	110	93	118		163		142	126	108		766		
People/hour	2.3	10.10	1.9	4.40	2.3		2.2	2	1.6	2.0		3.6		2.1	2	1.7		9.5		
Gilbert Site Circ.	619	881	383	594	613		520	474	419	404		430		472	460	524		900		
Hours - Story City	161	198	149	202	157		164	164	171.5	168.0		163.0		202	208	201		202		
Total People	1219	2301	1215	2117	1515		1821	1077	1097	757		1156		3736	2639	1364		2467		
People/Hour	7.6	11.6	8.15	10.5	9.6		11.1	6.6	6.4	4.5		7.1		18.4	25	6.8		12.2		
CARDS																				
Issued - Story City	4	11	3	23	7		10	6	1	10		4		7	5	9		16		
Issued - Gilbert	2	9	0	6	5		1	0	0	0		1		0	0	0		14		
Withdrawn	0	3	0	2	0			0	3	0		9		2	0	38		0		

Bertha Bartlett Public Library
2020-2021 Statistics Report

renewed - Story City	4	1	8	40	6		7		4		7		15		21		19		2		15		21
renewed - Gilbert	6	11	5	2	1				0		2		2		1		3		0		6		8
Meeting Room Library	0	15	1	2					1		0				0				2		8		0
Meeting Room Other	0	2	0	6							1				0		3		3		3		16
Computer Use	211	130	106	141	108										99				92		155		126
Test Proctoring	0			0							0				0				0		0		54
Interlibrary Loans Requested	10	11	25	14	9		14		10		13		15		15		12		35		9		7
Interlibrary Loans Sent	27	27	16	35	20		24		32		15		22		29		27		18		16		26
Book Club Sets	1	0	1	2	3				1		1		2		3				2		3		3
Microfilm Use	0		0	0	0						0				0		0		0		0		
Gilbert Computer use	17	22	12	27	23				18		23		13		23		17		92		30		34
In House Use - Gilbert		464		221	89						48				73		33		71		177		6

In House Use - Story City

Monthly Program Statistics: July 1, 2021 thru June 30, 2022

Date	Program title	Type of Program	Target audience			Attendees (Live-virtual or In person)			If recorded, # of views by end of month	If outreach, # of patrons reached	BBPL, G or both?	Presenter / coordinator	Notes
		In person, Recorded or Outreach	Adult	Teen	Children	Adult	Teen	Children					
7/1/2021	Preschool storytime	In Person			x	11	1	17			G	Abra	Mrs. B - Primary colors
7/1/2021	KOOL program	In Person			x	6	0	39			BBPL	Shelly	The Bad Art Project
7/1/2021	KOOL program	In Person			x	9	2	37			G	Abra/Maria	The Bad Art Project
7/2/2021	Preschool storytime	In Person			x	11		16			BBPL	Maria	Chameleon's colors
7/6/2021	Tween Program	In Person		x		4					BBPL	Caitlin	
7/7/2021	Teen Program	In Person		x		2	1	2			BBPL	Caitlin	Had low numbers so allowed the VanDegriend family to join us :)
7/7/2021	Tween Harry Potter Book Club	In Person		x				3	1		G	Bayley/Maria	
7/8/2021	Preschool storytime	In Person			x	8	1	19			G	Maria	Pete & Clifford
7/8/2021	KOOL program	In Person			x	5	1	31			BBPL	Maria	True Colors - STEM
7/8/2021	KOOL program	In Person			x	11	2	63			G	Maria	True Colors - STEM
7/9/2021	Preschool storytime	In Person			x	6	1	8			BBPL	Maria	Denise Carlson
7/14/2021	Tween/Teen Program	In Person		x				14			BBPL	Caitlin	ISU extension came and talked about fingerprinting and solving crime. Went over super well!
7/14/2021	Dinosaur Club	In Person			x	6	1	9			G	Maria	
7/14/2021	Tween Harry Potter Book Club	In Person		x		1	2	1			G	Bayley/Maria	
7/15/2021	Preschool storytime	In Person			x	4		7			G	Shelly	Sgt. Johnson
7/15/2021	KOOL program	In Person			x	23	2	63			BBPL	Kolleen	Jason Kollum
7/15/2021	KOOL program	In Person			x	22	3	74			G	Maria	Jason Kollum
7/16/2021	Preschool storytime	In Person			x	6	1	7			BBPL	Maria	Sgt. Johnson
7/22/2021	Preschool storytime	In Person			x	9	1	16			G	Shelly	Dan - Pyfferoen Pediatric Dentistry
7/22/2021	KOOL program	In Person			x	6	1	26			BBPL	Kolleen	Post-It Note Mosaics & Ice Cream
7/22/2021	KOOL program	In Person			x	10	3	55			G	Maria	Post-It Note Mosaics & Ice Cream
7/23/2021	Preschool storytime	In Person			x	8	1	9			BBPL	Maria	Luke Hodnefield
7/23/2021	Homeschool Critique Group	In Person		x	x	1	1	3			BBPL	Caitlin	
7/24/2021	Scandi Days Story Time	In Person			x	6		15			Both	Shelly/Kolleen	Did storytime at the carousel
7/27/2021	Bartlett Book Club	In Person	x			8	0	0			BBPL	Kolleen	All Iowa Reads Book Little Faith
7/28/2021	Dinosaur Club	In Person			x	6	1	9			G	Maria	
7/29/2021	Preschool storytime	In Person			x	8	1	10			G	Maria	Chief Zeisneiss
7/29/2021	KOOL program	In Person			x	27	3	82			BBPL	Maria	Blank Park Zoo
7/29/2021	KOOL program	In Person			x	14	2	56			G	Maria	Blank Park Zoo
7/30/2021	Preschool storytime	In Person			x	9	1	14			BBPL	Maria	Pete the Cat & Clifford
8/20/2021	Homeschool Critique Group	In Person		x	x	2	2	3			BBPL	Caitlin	
9/2/2021	Preschool storytime	In Person			x	1	0	0			G	Maria	
9/8/2021	Tween Early Out	In Person		x				1			BBPL	Caitlin	
9/8/2021	Teen Program	In Person		x				3			BBPL	Caitlin	
9/9/2021	Preschool storytime	In Person			x	3	0	2			G	Maria	
9/10/2021	Preschool storytime	In Person			x	6	0	7			BBPL	Maria	
9/15/2021	Early Out	In Person			x	1		3			G	Maria	

Monthly Program Statistics: July 1, 2021 thru June 30, 2022

Date	Program title	Type of Program	Target audience			Attendees (Live-virtual or In person)			If recorded, # of views by end of month	If outreach, # of patrons reached	BBPL, G or both?	Presenter / coordinator	Notes
		In person, Recorded or Outreach	Adult	Teen	Children	Adult	Teen	Children					
9/16/2021	Preschool storytime	In Person			x	2	0	1			G	Maria	
9/17/2021	Preschool storytime	In Person			x	7	0	10			BBPL	Maria	
9/17/2021	Storytime Express - Kimberly Chelsvig	Outreach			x						BBPL	Maria	
9/22/2021	Tween Early Out	In Person		x		2	5	1			BBPL	Caitlin	
9/22/2021	Teen Program	In Person		x			2				BBPL	Caitlin	
9/23/2021	Preschool storytime	In Person			x	2	0	1			G	Maria	
9/24/2021	Preschool storytime	In Person			x						BBPL	Maria	

Reading Colors Your World! - A Recap of the 2021 Summer Reading Program

While still not 'typical', the Bertha Bartlett and Gilbert Libraries' 2021 Summer Reading Programs offered more in-person activities than we have been since before COVID-19 limited our programming abilities - and our patrons responded in great numbers! Thank you to all who participated in our Babies & Toddlers, KOOL (Ages 2-12), Tweens & Teens, and Adult Reading Programs! We had a combined 461 participants across all age ranges and our youth alone read for an amazing 4000 hours! All that time spent reading earned an incredible 2675 entries into the Grand Prize drawings. Congratulations to all our Grand Prize winners!

Bertha Bartlett Grand Prize drawing winners: Rylie Rasmussen, Lucy Johnston, Mahala Hunter, Alivia Watson, Henry Severson, Kaleb Sloan, Jared Zephier, Zeke Iddings, Madison Abels, Phoenix Pankratz, Caimin Edens, Christian Hanson, Owen Hubert, Abbie Scarrow, Aiden Amenson, Kara Harding, Macy Henrichs, Kaylee Koppes, and Emily Hendrian.

Gilbert Grand Prize drawing winners: Damari Pearson, Jensen Bennett, Aubrey Christenson, Graham Weigel, Liam Toot, Olive Zepeda, Harper Courides, Danielle Drescher, Natalie Toot, Olivia Cox, Laney Dinsdale, Aliyah Gamblin, Tyler Noe, Ethan Dahm, Emma Deal and Gracia Avochinou.

The Bertha Bartlett and Gilbert Libraries would also like to express our most sincere gratitude to all of our 2021 Summer Reading Program sponsors: 3M, the Bertha Bartlett Library Foundation, Blank Park Zoo, Casey's, Chick-fil-A, Dairy Queen - Story City, McDonald's, Moffitt's Ford Lincoln, North Grand Cinema, Perfect Games, Phillip McCrea - in memory of his wife, Van Wall Equipment - Colfax, and Wells Fargo. Without the support of these most gracious sponsors, our Summer Reading Program would not be as successful as it was! Thank you!

The Summer Reading Program may be over but we still have many activities happening at both libraries. The Bertha Bartlett Public Library is currently offering a KOOL (Kids of our Library) Lego Club, Tween & Teen programs on Roland-Story early-out Wednesdays, an adult Book Club and Preschool Story Time. The Gilbert Library is offering youth programs on Gilbert early-out Wednesdays, Preschool Story Time, and a new monthly series we are calling 'Cookies and Conversations' - question and answer sessions with notable people in our area. Our guest for October will be Dr. Christine Trujillo, the new GCSD Superintendent. Please contact either library or check our website for further information - www.storycity.lib.ia.us.



Sales Quotation

World Book Inc.
 180 N LaSalle Street, Suite 900
 Chicago, IL 60601
 Phone: (800) 975-3250
 Fax: (888) 922-3766
<http://www.worldbook.com>

Quote Details

Presented By:	Jennifer Clayton	Quote Number	00077315
Title	Sales Rep	Quotation Date	9/23/2021
Fax	(888) 967-1107	Valid Until Date	11/30/2021
Email	jennifer.clayton@worldbook.com	WB Acct No	L8902
Bill To Name	Bertha Bartlett Public Library	Ship To Name	Bertha Bartlett Public Library
Bill To	503 Broad St Story City, Iowa 50248 United States	Ship Attn To	Kolleen Taylor
		Ship To	503 Broad St Story City, Iowa 50248 United States

SKU	Product	Quantity	Sales Price	Subtotal
O30	Online Advanced	300.00	USD 0.40	USD 120.00
O53	Online World Book Kids	300.00	USD 0.40	USD 120.00
O23	Online- Early Learning	300.00	USD 0.40	USD 120.00
O48	Online- World Book Student	300.00	USD 0.40	USD 120.00

Subtotal USD 480.00
 Grand Total USD 480.00

Payment Option

Invoice the Institution listed above
 Purchase Order Required?
 Yes, Purchase Order #: _____
 No

Check or Money Order
 Make Checks payable to World Book Inc.

Credit Card
 World Book accepts most Credit Cards. Enter your contact information and you will be contacted to complete your transaction.

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Story County Library Funding 2021-2022 FY

Budgeted by County	\$357,000						
	Rural Circ	Digital Circulation estimates	Total	% of Total	Share of 75%	11th of 25%	Share of FY
<i>Library Name</i>					<i>\$ 267,750.00</i>	<i>\$ 89,250.00</i>	
Ames Public Library	40,764	12208	52,972	62.793%	\$ 168,127.92	\$ 8,113.64	\$ 176,241.56
Cambridge	123	99	222	0.263%	\$ 703.27	\$ 8,113.64	\$ 8,816.90
Collins Public Library	411	76	487	0.577%	\$ 1,544.66	\$ 8,113.64	\$ 9,658.29
Colo Public Library	4,175	385	4,560	5.405%	\$ 14,472.48	\$ 8,113.64	\$ 22,586.11
Huxley Public Library	4,096	553	4,649	5.511%	\$ 14,755.01	\$ 8,113.64	\$ 22,868.65
Maxwell Public Library	1,145	328	1,473	1.746%	\$ 4,673.81	\$ 8,113.64	\$ 12,787.45
Nevada Public Library	4,377	1625	6,002	7.114%	\$ 19,048.86	\$ 8,113.64	\$ 27,162.49
Roland Public Library	3,640	414	4,054	4.806%	\$ 12,867.75	\$ 8,113.64	\$ 20,981.39
Slater Public Library	3,760	386	4,146	4.914%	\$ 13,158.18	\$ 8,113.64	\$ 21,271.82
Story City (Bertha Bartlett Public Library)	3,858	869	4,727	5.604%	\$ 15,003.66	\$ 8,113.64	\$ 23,117.30
Zearing	958	111	1,069	1.268%	\$ 3,394.41	\$ 8,113.64	\$ 11,508.05
	67,307	17053	84,360	100%	\$ 267,750.00	\$ 89,250.00	\$ 357,000.00

Information goes to:

Lisa Markley- Story County Auditor

Story County Library Funding 2021-2022 FY

	FY21 Total Physical Circulation	FY21 Rural Physical Circulation (no digital)	Rural Circulation Percentage	Total Digital Circulation	Estimated Rural Digital Usage (based on rural usage %)	FY21 Municipal Circulation	FY21 Municipal Funding
<i>Library Name</i>							
Ames Public Library	657488	40764	6.2%	196909	12208	616724	\$ 4,054,069.98
Cambridge***	1652	123	7.4%	1324	99	1529	\$ 50,425.00
Collins Public Library	1928	411	21.3%	355	76	1517	\$ 19,000.00
Colo Public Library	15491	4175	27.0%	1428	385	11316	\$ 53,276.00
Huxley Public Library	32938	4096	12.4%	4446	553	28842	\$ 153,380.00
Maxwell Public Library	4453	1145	25.7%	1274	328	3308	\$ 25,382.00
Nevada Public Library	28661	4377	15.3%	10639	1625	24284	\$ 389,799.00
Roland Public Library	13558	3640	26.8%	1543	414	9918	\$ 79,877.61
Slater Public Library**	31229	3760	12.0%	3204	386	27469	\$ 179,588.00
Story City* (Bertha Bartlett)	37931	3858	10.2%	8546	869	34073	\$ 204,345.00
Zearing	4924	958	19.5%	573	111	3966	\$ 44,000.00
	830253	67307	8.11%	230241	17053	762946	\$ 5,253,142.59

Cost per Municipal Circulation = \$6.89

County Funding = \$357,000

Total County Circulation 84,360

County Funding per loan = \$4.23

*Includes Gilbert Contract

** Includes Kelly, Alleman & Sheldahl

*** Includes Elkhart

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

COLLECTION DEVELOPMENT POLICY

I. MISSION STATEMENT:

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

II. PARAMETERS OF THE COLLECTION

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

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

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

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

III. Priorities And Limitations

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

Other sources:

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

IV. SELECTION

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

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

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

C. Adult Material and the Young Reader

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

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

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

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

D. Responsibility for Selection of Library Materials

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

matter to the board of trustees for resolution.

E. Selection Tools

- a. Review publications, such as Booklist, Library Journal, School Library Journal, Kirkus, etc.
- b. Des Moines Sunday Register.
- c. New York Times Book Review.
- d. Workshops.
- e. Children's Catalog.
- f. Fiction Catalog.
- g. Amazon reviews and other Internet reviewing sources
- h. Requests from patrons

V. EVALUATION OF COLLECTION FOR WITHDRAWAL

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

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

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

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

CONTROVERSIAL MATERIALS POLICY

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

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

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

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

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

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

Adopted 5/89

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

BERTHA BARTLETT PUBLIC LIBRARY
Story City, IA

DVD/VIDEO POLICY

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

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

Exceptions may be made at the librarians' discretion.

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

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

GIFTS POLICY

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

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

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

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

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

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

Approved 4/1985

Reviewed 10/18

Revised 7/2000

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

Updated 12/11

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

MAGAZINE POLICY

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

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

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 better or 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 7/14

Revised 6/00

Reviewed 10/18

Reviewed 1/03

Revised 1/08, 11/10