

# Bertha Bartlett Public Library

## Board Meeting–

Monday, November 22, 2021

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Altering business flow for Architect presentation, other additions?

Architect Presentation: Introductions of all present

Gary Landhauser – Emergent (Formerly Novak Architectual Design)

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- November bills

Circulation Report: Duane Fournier

Board Training:

Discussion on offering Trustee training for all Story County Library Trustees, your thoughts or continue as we have.

Correspondence/Communications:

Gilbert Update

### **New Business:**

- Consider dropping fines for patrons
- Credit card or debit card payments to library
- Action Items: Policies to review for Accreditation
  - Computer policy
  - Emergency Procedures
  - Finance Policy
  - Gift Giving policy
  - Community Bulletin Board policy
  - Travel policy

### **Old Business:**

- Cellphone
- Budget

### **Adjournment**

Next meeting: Monday, December 27, 6 p.m.

## Staff Report

Kolleen Taylor  
November 2021

Matthew Tessmer began his first day of work at the Bertha Bartlett Public Library on Tuesday, November 16 as the Assistant Library Director. We are thrilled to have him join us and he is a quick study, but we have many things that are very different from the Oshkosh library. The first few weeks will be spent in learning our processes and procedures in day to day operations, and getting acquainted with both the staff and the community. As soon as we are able to feel comfortable with basic operations, we will start working on accreditation process, and I'm hoping he can take the lead. It will be a good learning tool for him. He will be joining us at the board meeting on the 22<sup>nd</sup> and hear the architects' thoughts on our Annex project.

We are still working through what our staff schedule will look like with Matthew's addition to our team. While we are training him on our operation we are maintaining everyone's hours, but will need to make adjustments. I'm thinking we will need a budget adjustment in January to the full-time budget, and I'm not sure how to approach this. I'm hoping for a discussion with Duane about how to do this, but have not been able to sit down with him yet.

The holiday season is upon us, and we have the first event on November 27 from 1 to 2 p.m. with Milianna Carlson playing Christmas music in the Kinne wing. We are inviting others to do this same type of informal playing to make the holidays merry and will promote those as they are scheduled.

The Annex was used for the Grinde art show, and over 20 people attended the open house that he held on November 6, in addition he has opened the building for individuals by appointment. He will continue to open the building up for individual showings the rest of November and December, and also be on hand various Saturdays. When he does this he also sells books for the Foundation!

Unfortunately, it appears we have other leaks in the Annex, and for some reason the water was turned off in the two restrooms. I didn't have anyone report a problem, but I have kept the water turned off. It will be interesting to hear the report from the Architect.

Gary Landhauser, who will be with us to present his findings, is also in touch with Julia Badenhope from the ISU Master Landscaping class which is putting together a presentation of ideas to consider as part of the building project. I believe he plans to zoom into their presentation whenever this is held.

There is only one more month left to review the library policies. After this month, there will only be 4 left to consider. I am having Matthew review the policies of the library before the meeting to help look for typos and any major oversights. After attending the Story County library meeting, I learned most of the Story County libraries have dropped their fines completely, and this was something he noted that the Oshkosh library had also done this. This is on the agenda for discussion. This is also on the agenda for some consideration.

I do not have budget totals from the city at this time, and have not been able to get with Duane for discussion on this. I'm not sure how to proceed without some input from either the City Manager or Duane. The totals I had last month may seem high, but probably what we truly need, but that may be too large an increase from this year.

## **Bertha Bartlett Public Library**

### **Board Meeting**

Monday, October 25<sup>th</sup>, 2021

6:00pm

Meeting held via Zoom and at Library

**Present:** Lynn Cummings, Kolleen Taylor (Director), City Council Representative Mary Kay Solberg, Secretary Jessica Hensch, Matt Emerson (6:14p) and President Chris Feil.

**Called to Order: 6:06p**

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

“Computer Policy” under Action Items should be changed to “Professional Leave Policy”  
Addition of “Architect Update” and “Foundation Board Update” to “New Business”

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

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

#### **Citizen’s Appearance:**

None

#### **Treasurer’s Report**

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

##### **Story City:**

Part-time salaries are a bit higher, due to the fact that employees have been picking up extra hours. Two staff have been working an average of 4-6 hours per week, which is why it is a bit higher. Also absorbing buyout for a termed employee. Magazines are a bit high and considering the subscription services. Will likely drop a few subscriptions. Tech will be having another charge for battery backups, which will put it more over.

##### **Gilbert:**

Over on cataloguing supplies. There will likely be an improvement over the next couple of months.

#### **October Bills:**

Copier has been acting up again, so there will be proposals for next spring.  
Toilet repairs for the restrooms this month.  
Hensch motions to approve October 2021 bills. Cummings seconds. Approved unanimously.

#### **Circulation:**

Down a bit from last year. Seems to have corresponded to the beautiful weather and harvest.

Slight drop in adult and young adult. Seems like the library is still very busy due to patrons using our services differently.

**Board Training: 6:13p – 6:24**

**Presentation from COVID Recovery Iowa – Department of Human Services**

Training discusses mental health, employment fatigue, etc.

**Correspondence/Communications:**

None

**Gilbert Update –**

There has been some schedule juggling, but able to work it out.

Site is staying busy.

**New Business**

**Discuss purchase of cell phone for library:**

Phone calls/long distance numbers are charged through Aureon causing a fluctuation of the charges when calling for overdue materials, book hold notifications, etc.

Solberg reports she will check in with the City to see what carrier the city uses and if another line could be added for the Library. This choice will be tabled until next month

**Recitals at the Library – Charges, configuration**

There was a recital at the library this week. There would need to be more space if using the space for that in the future.

The meeting room will be charged at \$15, as with any other rental. We will not charge for the Kinne space.

**Update on Architect**

Current roof line presents some difficulties as well as difference in the grade of the buildings.

ISU landscape architect master's class has come to look around at ideas for using the outdoor space to expand walls. Also considered some creation of outdoor space.

**Foundation Board Update**

There is some discussion regarding payment of student loans for the new assistant director.

**Action Items (Approval of Policies):**

Employee Policy

Library Director Guidelines – There are a few spelling errors to be corrected.

There are different hours than the City's guidelines and the library is open some holidays the City employees have off.

Professional Leave Policy – no changes

Job Descriptions

Library Director – no changes

Assistant Library Director – add “and social media”

Library Aide 2 – no changes

Library Aide 1 – no changes

Motion to approve updated policies by Cummings, seconded by Cummings, approved unanimously.

## **Old Business**

### **Budget discussions: City Presentation on November 1st**

Health insurance number was gathered from the City. This number could change depending upon our next hire.

25% of the Assistant position salary should be charged to the Gilbert branch due to the fact he will be integral in the running of that branch.

**Adjournment:** Motion to adjourn Emerson, seconded by Cummings. Approved unanimously at 7:17p.

**Next Meeting:** Monday, November 22nd at 6pm at the library.

Jessica Hensch

Secretary

Board of Trustees

**Bertha Bartlett Public Library Cash Flow**  
**October 2021 P L**

| <u>Acct #</u>                         | <u>Story City Expenses</u>                        | <u>2021-2022<br/>Budget</u> | <u>Month to date</u> | <u>Year to date</u> | <u>Budget<br/>remaining</u> | <u>% of funds<br/>Remaining</u> |
|---------------------------------------|---------------------------------------------------|-----------------------------|----------------------|---------------------|-----------------------------|---------------------------------|
| 001-4410-6010                         | Salaries: Full Time                               | \$ 49,953.00                | \$ 3,844.04          | \$ 17,314.11        | \$ 32,640.89                | 65.34%                          |
| 001-4410-6020                         | Salaries: Part-time                               | \$ 61,543.00                | \$ 3,401.48          | \$ 21,512.03        | \$ 40,032.97                | 65.05%                          |
| 001-4410-6110                         | FICA/Medicare                                     | \$ 8,530.00                 | \$ 546.75            | \$ 2,940.15         | \$ 5,589.85                 | 65.53%                          |
| 001-4410-6130                         | IPERS                                             | \$ 10,525.00                | \$ 648.85            | \$ 3,022.43         | \$ 7,502.57                 | 71.28%                          |
| 001-4410-6150                         | Insurance - Group Health                          | \$ 5,737.00                 | \$ 413.01            | \$ 1,668.11         | \$ 4,066.89                 | 70.91%                          |
| 001-4410-6230                         | Travel/Training                                   | \$ 1,000.00                 | \$ 71.22             | \$ 270.02           | \$ 729.98                   | 73.00%                          |
| 001-4410-6320                         | Building/Grounds                                  | \$ 7,312.00                 | \$ 553.75            | \$ 1,530.05         | \$ 5,779.95                 | 79.07%                          |
| 001-4410-6371                         | Utilities                                         | \$ 2,200.00                 | \$ 112.18            | \$ 441.65           | \$ 1,758.35                 | 79.93%                          |
| 001-4410-6373                         | Telephone                                         | \$ 4,800.00                 | \$ 87.66             | \$ 240.88           | \$ 4,559.12                 | 94.98%                          |
| 001-4410-6408                         | Insurance-General                                 | \$ 2,900.00                 | \$ -                 | \$ -                | \$ 2,900.00                 | 100.00%                         |
| 001-4410-6490                         | Professional Services                             | \$ 2,000.00                 | \$ -                 | \$ 210.00           | \$ 1,790.00                 | 89.50%                          |
| 001-4410-6499                         | Miscellaneous                                     |                             |                      |                     |                             |                                 |
| 001-4410-6500                         | Programming                                       | \$ 2,500.00                 | 28.47                | 58.07               | \$ 2,441.93                 | 97.68%                          |
| 001-4410-6501                         | Building Supplies                                 | \$ 1,000.00                 | \$ 174.75            | \$ 426.73           | \$ 573.27                   | 57.33%                          |
| 001-4410-6502                         | Technology                                        | \$ 2,000.00                 | \$ -                 | \$ 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                 | \$ 158.96            | \$ 642.42           | \$ 1,557.58                 | 70.80%                          |
| 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                   | 0                    | \$ 75.00            | \$ 425.00                   | 85.00%                          |
| 001-4410-6770                         | Magazines                                         | \$ 1,000.00                 | \$ -                 | \$ 675.73           | \$ 324.27                   | 32.43%                          |
| 001-4410-6771                         | Audio                                             | \$ 800.00                   | \$ -                 | \$ 34.22            | \$ 765.78                   | 95.72%                          |
| 001-4410-6772                         | Books (+\$5000)                                   | \$ 12,000.00                | \$ 1,996.75          | \$ 4,200.84         | \$ 7,799.16                 | 64.99%                          |
| 001-4410-6773                         | Video                                             | \$ 800.00                   | \$ -                 | \$ 188.21           | \$ 611.79                   | 76.47%                          |
| 001-4410-6774                         | Online Databases                                  | \$ 5,000.00                 | \$ -                 | \$ 458.79           | \$ 4,541.21                 | 90.82%                          |
|                                       |                                                   | \$ 186,000.00               | \$ 12,037.87         | \$ 57,971.31        | \$ 128,028.69               | 68.83%                          |
| <b>Deposits to: **</b>                |                                                   |                             |                      |                     |                             |                                 |
| 001-4410-1-4580                       | General Fund                                      | \$ 3,500.00                 | \$ 401.95            | \$ 713.54           | \$ (2,786.46)               | \$ (79.61)                      |
| 001-4410-1-4470                       | General Fund                                      | \$ 24,000.00                | \$ 2,395.35          | \$ 2,395.35         | \$ (21,604.65)              | -90.02%                         |
| 031-4410-2-4705                       | Donations                                         | \$ -                        |                      |                     |                             |                                 |
| 031-4410-4-4300                       | Interest on Deposits                              | \$ -                        | \$ 2,635.01          | \$ 3,189.21         | \$ 3,189.21                 | \$ -                            |
|                                       | <b>Total Deposits</b>                             |                             |                      |                     |                             |                                 |
| <b>B. Trust Fund Deposits/Balance</b> |                                                   |                             |                      |                     |                             |                                 |
|                                       |                                                   |                             | YTD                  |                     |                             |                                 |
| 031-                                  | Trust in General Fund                             | \$ 335,760.10               | \$ 7,982.86          | \$ 343,742.96       |                             |                                 |
| 031-4410-2-4404                       | Local Grant                                       |                             | \$ 4,953.09          | \$ 4,953.09         |                             |                                 |
|                                       | ASB Savings Account                               | \$ 2,078.84                 | \$ 108.09            | \$ 107,278.12       |                             |                                 |
| 031-0950-4-4300                       | Interest (CD's)*                                  | \$ 210,000.00               | \$ 15,159.44         | \$ 212,329.47       |                             |                                 |
| 031-4410-4-4799                       | Misc. Receipts                                    | \$ -                        |                      |                     |                             |                                 |
|                                       | (*Both CD's now in GNB Bank-Lib. Savings account) |                             |                      | \$ 668,303.64       |                             |                                 |
| <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

### November 2021 bills

| Code          | Written To                | Date       | Amount      | Comments/Mileage @ .56/mile                     |
|---------------|---------------------------|------------|-------------|-------------------------------------------------|
| 001-4410-6150 | Wellmark                  | 11/3/2021  | \$ 381.54   | Health Insurance - Kolleen                      |
| 001-4410-6230 | Kolleen Taylor            | 11/8/2021  | \$ 13.44    | Mileage - County supervisors - Nevada           |
| 001-4410-6320 | Amazon Capital Services   | 11/8/2021  | \$ 149.99   | Vacumn Cleaner                                  |
| 001-4410-6320 | Amazon Capital Services   | 11/8/2021  | \$ 11.99    | Filters                                         |
| 001-4410-6320 | Amazon Capital Services   | 11/12/2021 | \$ 16.10    | Lysol cleaner                                   |
| 001-4410-6320 | Kolleen Taylor            | 11/15/2021 | \$ 19.98    | paper towels                                    |
| 001-4410-6320 | Early Bird Window Washing | 10/30/2021 | \$ 40.00    | Windows - exterior & interior at Annex          |
| 001-4410-6320 | Converse Cotioned Air     | 10/8/2021  | \$ 67.55    | inspection and filters for heating system       |
| 001-4410-6320 | Sabrina Gogerty           | 11/22/2021 | \$ 312.50   | Library cleaning, 1/week (through Nov. 29)      |
| 001-4410-6371 | Black Hills Energy        | 11/20/2021 | \$ 137.33   | 503 & 509 Broad Street                          |
| 001-4410-6373 | Aureon                    | 11/1/2021  | \$ 85.97    | Telephone                                       |
| 001-4410-6500 | Amazon Capital Services   | 11/8/2021  | \$ 10.49    | Dot Markers - programming                       |
| 001-4410-6502 | Amazon Capital Services   | 11/8/2021  | \$ 52.92    | Backup batteries for server & phones            |
| 001-4410-6506 | Amazon Capital Services   | 11/8/2021  | \$ 28.00    | Avery labels                                    |
| 001-4410-6506 | Access Systems            | 11/22/2021 | \$ 158.96   | Copier                                          |
| 001-4410-6507 | Kolleen Taylor            | 11/15/2021 | \$ 115.52   | Tests reimbursement                             |
| 001-4410-6770 | Magazine Subscription Svc | 11/16/2021 | \$ 704.53   | Magazine subscriptions - 1 year (no newspapers) |
| 001-4410-6772 | Gale/Cengage              | 10/20/2021 | \$ 22.50    | Large Print books                               |
| 001-4410-6772 | Gale/Cengage              | 10/21/2021 | \$ 60.72    | Large Print books                               |
| 001-4410-6772 | Gale/Cengage              | 10/21/2021 | \$ 78.72    | Large Print books                               |
| 001-4410-6772 | Baker & Taylor            | 10/26/2021 | \$ 15.11    | Books                                           |
| 001-4410-6772 | Baker & Taylor            | 10/28/2021 | \$ 52.63    | Books                                           |
| 001-4410-6772 | Baker & Taylor            | 11/3/2021  | \$ 31.91    | Books                                           |
| 001-4410-6772 | Baker & Taylor            | 11/10/2021 | \$ 44.78    | Books                                           |
| 001-4410-6772 | Ingram                    | 11/8/2021  | \$ 118.09   | Books                                           |
| 001-4410-6772 | Centerpoint Large Print   | 11/1/2021  | \$ 139.62   | Books                                           |
| 001-4410-6772 | Iowa Poetry Association   | 10/15/2021 | \$ 9.00     | Book                                            |
| 001-4410-6772 | Amazon Capital Services   | 11/12/2021 | \$ 34.96    | Books                                           |
| 001-4410-6772 | Amazon Capital Services   | 10/30/2021 | \$ (14.99)  | Returned books, Credit memo                     |
| 001-4410-6772 | Amazon Capital Services   | 11/8/2021  | \$ 15.62    | Book                                            |
|               | <b>TOTAL - Story City</b> |            | \$ 2,915.48 |                                                 |
|               |                           |            |             |                                                 |
| 031-4410-6798 | Emergent Architecture     | 9/30/2021  | \$ 2,730.70 | Initial phase work for Annex                    |
|               |                           |            |             |                                                 |
|               | <b>Gilbert Bills</b>      |            |             |                                                 |
| 033-4410-6500 | Amazon Capital Services   | 11/8/2021  | \$ 10.49    | Dot Markers - programming                       |
| 033-4410-6230 | Kolleen Taylor            | 11/8/2021  | \$ 13.44    | Mileage - county supervisor meeting             |
| 033-4410-6507 | Kolleen Taylor            | 11/15/2021 | \$ 115.51   | Tests reimbursement                             |
| 033-4410-6700 | Magazine Subscription Svc | 11/16/2021 | \$ 43.47    | Annual magazine subscription                    |
| 033-4410-6772 | Ingram                    | 11/8/2021  | \$ 19.54    | Books                                           |
| 033-4410-6772 | Amazon Capital Services   | 10/30/2021 | \$ (14.99)  | Returned books, Credit memo                     |
|               |                           |            |             |                                                 |
|               | <b>Total - Gilbert</b>    |            | \$ 187.46   |                                                 |

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





Bertha Bartlett Public Library  
2020-2021 Statistics Report

|                              |       |       |      |      |      |      |      |            |      |       |       |  |
|------------------------------|-------|-------|------|------|------|------|------|------------|------|-------|-------|--|
| Total Programs               | 6     |       | 7    |      |      |      |      |            |      |       |       |  |
| Total Attendance             | 112   |       |      |      |      |      |      |            |      |       |       |  |
| Gilbert Programs             |       |       | 5    |      |      |      |      |            |      |       |       |  |
| Attendance                   |       |       |      |      |      |      |      |            |      |       |       |  |
| Attendance - Adults          |       |       |      |      |      |      |      |            |      |       |       |  |
| <b>Hours - Gilbert</b>       | 65.75 | 81    | 65   | 73   | 63   | 76   | 66   | 70.0       | 54   | 58.3  | 60.0  |  |
| Total People                 | 153   | 818   | 123  | 324  | 147  | 165  | 147  | 172        | 110  | 93    | 118   |  |
| People/hour                  | 2.3   | 10.10 | 1.9  | 4.40 | 2.3  | 2.1  | 2.2  | 6.5        | 2    | 1.6   | 2.0   |  |
| Gilbert Site Circ.           | 619   | 881   | 383  | 594  | 613  | 458  | 520  | 456        | 474  | 419   | 404   |  |
|                              |       |       |      |      |      |      |      |            |      |       |       |  |
| <b>Hours - Story City</b>    | 161   | 198   | 149  | 202  | 157  | 191  | 164  | 194        | 164  | 171.5 | 168.0 |  |
| Total People                 | 1219  | 2301  | 1215 | 2117 | 1515 | 3341 | 1821 | 2199       | 1077 | 1097  | 757   |  |
| People/Hour                  | 7.6   | 11.6  | 8.15 | 10.5 | 9.6  | 17.5 | 11.1 | 11.3       | 6.6  | 6.4   | 4.5   |  |
|                              |       |       |      |      |      |      |      |            |      |       |       |  |
|                              |       |       |      |      |      |      |      |            |      |       |       |  |
| <b>CARDS</b>                 |       |       |      |      |      |      |      |            |      |       |       |  |
| Issued - Story City          | 4     | 11    | 3    | 23   | 7    | 15   | 10   | 6          | 6    | 1     | 10    |  |
| Issued - Gilbert             | 2     | 9     | 0    | 6    | 5    | 3    | 1    | 4          | 0    | 0     | 0     |  |
| Withdrawn                    | 0     | 3     | 0    | 2    | 0    | 0    |      | 0          | 0    | 3     | 0     |  |
| renewed - Story City         | 4     | 1     | 8    | 40   | 6    | 57   | 7    | 35         | 4    | 7     | 15    |  |
| renewed - Gilbert            | 6     | 11    | 5    | 2    | 1    | 13   |      | (combined) | 0    | 2     | 2     |  |
| Meeting Room Library         | 0     | 15    | 1    | 2    |      |      |      | 8          | 1    | 0     |       |  |
| Meeting Room Other           | 0     | 2     | 0    | 6    |      |      |      | 5          |      | 1     |       |  |
|                              |       |       |      |      |      |      |      |            |      |       |       |  |
| Computer Use                 | 211   | 130   | 106  | 141  | 108  | 106  |      | 96         |      |       |       |  |
| Test Proctoring              | 0     |       |      | 0    |      | 0    |      |            |      | 0     |       |  |
| Interlibrary Loans Requested | 10    | 11    | 25   | 14   | 9    | 8    | 14   | 10         | 10   | 13    | 15    |  |
| Interlibrary Loans Sent      | 27    | 27    | 16   | 35   | 20   | 31   | 24   | 31         | 32   | 15    | 22    |  |
| Book Club Sets               | 1     | 0     | 1    | 2    | 3    | 0    | 0    | 2          | 1    | 1     | 2     |  |
| Microfilm Use                | 0     |       | 0    | 0    | 0    | 0    | 0    | 1          |      | 0     |       |  |
| Gilbert Computer use         | 17    | 22    | 12   | 27   | 23   | 37   |      | 28         | 18   | 23    | 13    |  |
| In House Use - Gilbert       |       | 464   |      | 221  | 89   | 107  |      | 100        |      | 48    |       |  |

In House Use - Story City

Monthly Program Statistics

Last edit was seconds ago

100% 10/1/2021

10/1/2021

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

| Date       | Program title                              | Type of Program                          |        |      | Target audience |       |      | # of attendees (Live-virtual or in person) |  |    | Do NOT alter this column. Total # | If recorded, # of views by end of month | Passive or Outreach, # of patrons reached | BBPL, G or both? | Presenter / coordinator | Notes |
|------------|--------------------------------------------|------------------------------------------|--------|------|-----------------|-------|------|--------------------------------------------|--|----|-----------------------------------|-----------------------------------------|-------------------------------------------|------------------|-------------------------|-------|
|            |                                            | In person, Recorded, Passive or Outreach | Adult  | Teen | Children        | Adult | Teen | Children                                   |  |    |                                   |                                         |                                           |                  |                         |       |
| 10/1/2021  | Storytime Express - Kimberly Chelsvig      | Outreach                                 |        |      |                 |       |      |                                            |  | 0  |                                   | 87                                      | BBPL                                      | Maria            | book rotation           |       |
| 10/7/2021  | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 3  |                                   |                                         | G                                         | Maria            |                         |       |
| 10/8/2021  | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 11 |                                   |                                         | BBPL                                      | Maria            |                         |       |
| 10/13/2021 | Teen Early Out                             | In Person                                |        |      |                 |       |      |                                            |  | 2  |                                   |                                         | BBPL                                      | Caitlin          |                         |       |
| 10/13/2021 | Teen Program                               | In Person                                |        |      |                 |       |      |                                            |  | 2  |                                   |                                         | BBPL                                      | Caitlin          |                         |       |
| 10/14/2021 | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 1  |                                   |                                         | G                                         | Maria            |                         |       |
| 10/15/2021 | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 12 |                                   |                                         | BBPL                                      | Maria            |                         |       |
| 10/19/2021 | Cookies & Conversations: Dr. Trujillo      | In Person                                |        |      |                 |       |      |                                            |  | 4  |                                   |                                         | G                                         | Maria            |                         |       |
| 10/19/2021 | Grab & Go Craft Kits: Pumpkin              | Passive                                  |        |      |                 |       |      |                                            |  | 0  |                                   | 8                                       | G                                         | Maria            |                         |       |
| 10/21/2021 | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 1  |                                   |                                         | G                                         | Maria            |                         |       |
| 10/21/2021 | Grab & Go Craft Kits: Pumpkin              | Passive                                  |        |      |                 |       |      |                                            |  | 0  |                                   | 16                                      | BBPL                                      | Maria            |                         |       |
| 10/21/2021 | Milama Piano Recital                       | In Person                                | Family |      |                 |       |      |                                            |  | 16 |                                   |                                         | BBPL                                      | Maria            |                         |       |
| 10/22/2021 | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 0  |                                   | 20                                      | BBPL                                      | Maria            |                         |       |
| 10/22/2021 | Grab & Go Craft Kits: Spider web           | Passive                                  |        |      |                 |       |      |                                            |  | 0  |                                   | 8                                       | G                                         | Maria            |                         |       |
| 10/23/2021 | Grab & Go Craft Kits: Spider web           | Passive                                  |        |      |                 |       |      |                                            |  | 4  |                                   |                                         | BBPL                                      | Caitlin          |                         |       |
| 10/22/2021 | Homeschool Critique Group                  | In Person                                |        |      |                 |       |      |                                            |  | 7  |                                   |                                         | BBPL                                      | Kolleen          |                         |       |
| 10/26/2021 | Bartlett Book Club - A Gentleman in Moscow | In Person                                |        |      |                 |       |      |                                            |  | 1  |                                   |                                         | G                                         | Maria            |                         |       |
| 10/28/2021 | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 13 |                                   |                                         | BBPL                                      | Maria            |                         |       |
| 10/29/2021 | Preschool storytime                        | In Person                                |        |      |                 |       |      |                                            |  | 7  |                                   |                                         | BBPL                                      | Maria            |                         |       |

## **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".
- 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

Reviewed 5/18

***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 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. 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  
**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 to leave the building.

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

**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, staff bathroom and break room and 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:** Evacuate the building immediately and call the gas company from a phone outside the library. Our gas service is provided by Black Hills Energy and their emergency number is 1-800-694-8989

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

**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. Hard candy is available in the staff drawer by the sit down station, and in the medical kit for seizures or diabetics.

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

**PROBLEM PATRONS:** If you feel you are at risk from a patron, call the non-emergency number for the Story City police, or a board member or other staff. The non-emergency number for the police is 733-2646 for the office. If you get an answering machine, contact Story County dispatch non-emergency and they will locate a local officer. That number is 733-4305.

Approved: 1/1990

Revised: 10/1998

Reviewed 5/2001, 2/2003, 1/08, 10/11, 12/14,

Revised 11/18



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 review and create a list all invoices/bills to be paid, using city assigned account numbers. Copies of that list are to be distributed to each board member. Copies of all bills to be paid are made and brought to board meetings for discussion. Original bills are processed by the librarian and given to the city clerks office to review and cut checks. After the board approves the bills, the list of approved bills are signed off by an officer of the board. The librarian is to deliver an approved copy of the list of bills to the clerks office.

**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, 12/14

Revised 11/18

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 Travel Policy

Employees who are employed by the Bertha Bartlett Public Library, are subject to the travel policies as dictated by the City of Story City. Travel for continuing education, meetings and other activities required to perform their jobs are all subject to approval by the library director and/or the library board of trustees. Mileage reimbursement rate is set by the City of Story City.

Mileage is a reimbursable expense if and only if:

- The employee drives his or her personal vehicle.
- The employee is on the clock and paid for travel time between work sites. That is, when working at multiple sites on the same shift, mileage will be paid for any travel from the site of the first shift to the site of the last shift and sites in between.
- The standard expense reimbursement sheet is fully completed Is approved and signed by supervisor
- Is received by the 25<sup>th</sup> of the month
- Contains 1 months expenses per sheet unless total reimbursement is \$10 or less.

Other stipulations:

- Mileage will be reimbursed at the City approved rate.
- No reimbursement will be made for mileage when the employee is traveling to the first work site of the shift or when the employee is returning home after the last shift of the day.

All staff are responsible for reporting to the assigned work location at the appointed time, according to the library schedule. Any branch location assigned on a schedule would be considered the place of employment for that day. On days when materials need to be picked up or delivered to the branch location, time will begin when items are picked up. For example: Gilbert has three items requested by their patrons that are located in Story City. Employee working in Gilbert lives in Story City. If employee is scheduled to be at Gilbert by 3:15 p.m., and there are items to be taken to Gilbert, their timesheet will report that they reported for work at 3:00 p.m., allowing 15 minutes to pick up materials and to drive.

# 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