

Bertha Bartlett Public Library

Board Meeting–

Tuesday, December 28, 2021

6:00 p.m.

Opening of Meeting: Chris Feil, President

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

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- December bills
- Budget approved

Circulation Report: Duane Fournier

Board Training: Story County option, individual training modules.

Correspondence/Communications:

Gilbert Update

New Business:

- Holiday closings:
 - city hall was closed Friday and Monday for Christmas, and will be closed all day on Friday. We were not informed....should we be closed all day on Friday, Dec. 31 as a holiday.
- Discuss three architectural plans, and financial support from Trust.
 - Presentation to City Council
- Action Items: Policies to review for Accreditation
 - Computer policy
 - Internet Policy
 - Bylaws

Old Business:

- Fine-free Presentation - Matthew
- Credit card or debit card payments to library
- Cellphone

Adjournment

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

Staff Report

Kolleen Taylor
December 2021

Matthew has completed his first month at the library. There are many differences between the library where he spent the past five years, and our library, but he is figuring out most areas. There are many areas where their more sophisticated library automation system works better and more efficiently, while we have had some hiccups, partly due to the way we were cataloging to serve Gilbert. We continue to work on that. He has put together a power point presentation for Tuesdays meeting.

We are offering some independent activities during the week between Christmas and New Years', including the Gingerbread Houses not used by the Teens and Tweens, in addition to setting out some games such as Twister, some puzzles, and other board games. Since there is only a week break, we don't think we will have a large turnout.

We are discussing with the Roland Library the issues with communicating better with the schools, getting flyers in the buildings, sending home postcards, etc. Ema Dubois is now working as the Children's librarian in Roland, and she has agreed to meet with us to work together so we don't hit detract from others projects and to have a unified message to the schools.

The Foundation initiated a fundraising mailing to the community for the building project in December. Thanks to a great team effort of the Hart and Feil family, Clark Grinde, Dave Morris, Mary Sirna and Janice Graham. We have also had 2 weeks of detailed articles in the Herald, and will be striving to set up some events to draw more attention...hopefully during April....our 100th anniversary and National Library Week is also in April. Perhaps an open house at that time.

We do have a problem with mice in the Annex. We have set mouse traps, and Caitlin has already disposed of a few captured mice and a nest! I'm going to bring my cat in to try to track down others...he's an excellent mouser and may be the best defense. I was also told we have visible daylight through the roof where the hold was cut. We might have to deal with that on a decent weather day to keep the contents from being damaged.

We have had a few people out with illnesses, sinus infections, norovirus, etc., not Covid! Thankfully Matthew was able to manage Gilbert when Maria was ill, and we had adequate coverage when Matthew was out. Our volunteers have had some health issues, and we are losing a few to the winter vacationing down south, so we've been bringing in some new volunteers.

We have already received \$2500 for the building fund project. We need to discuss how to handle the large chunks of money in the Trust that came from some estates. I will compile a list of who and what has gone into that account, as the building project would be a very good way of recognizing those individuals whose family members wanted this to be a way to remember their loved ones. This will not be difficult and may be necessary for some of our grant opportunities.

I'm going to try to get this out early enough so everyone had adequate time to review before Tuesday, but will probably send an update out on Monday with finalized bills, etc. If you note, I'm not including health insurance on the list of bills this month, there is some confusion as to what those numbers are to be, and I hope to have that resolved by meeting time.

Bertha Bartlett Public Library

Board Meeting

Monday, November 23, 2021

6:00pm

Meeting held via Zoom and at Library

Present: Lynn Cummings, Kolleen Taylor (Director), City Council Representative Mary Kay Solberg (left at 7p), Secretary Jessica Hensch, Matt Emerson, Rod Bohner, Mary Sirna, Clark Grinde, Alaina Christian, Shelly Hart, Mark Jackson, Matthew Tessmer, and President Chris Feil, Treasurer Duane Fournier

Called to Order: 6:03p

Changes to and approval of the Agenda – Altering business flow for architect presentation

None

Architect Presentation – Gary Landhauser – Emergent (Formerly Novak Architectural Design) – 6:05p – 7p

Three options are provided by Landhauser and discussion among Board, Foundation and Steering Committee members.

- No options require the library to close down. Each option allows for space to be renovated individually.

Discussion amongst members

Approval of Minutes:

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

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

1/3 through budget year and in good shape. Underspent so far for the total budget. A few items have overspent, for example, in tech. Magazines will go significantly over budget due to increase in subscription fees for newspapers. Scaled some back to reduce budget overages.

Gilbert:

Slightly overspent in Gilbert. At 64% of budget remaining. Over on PT salaries, insurance and travel and training.

October Bills:

Fournier reports that bills look comparable to other months, except the magazine subscription that will put over budget.

\$2700 for Emergent comes from the trust for Phase 1 services.

Dot markers are split between the two locations so they show under both locations on bill sheet.

Fournier motions to approve November 2021 bills. Hensch seconds. Approved unanimously.

Circulation:

Young adult circulation is down quite a bit from last year.

Board Training: 7:30p -

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

Talking about doing an all-county training sessions both in person and via Zoom.

This board is on track for enough board training for this year.

Board members can go through things on the state website independently and report that for accreditation.

Correspondence/Communications:

None

Gilbert Update –

Seems to be going well at that site.

Budget discussions in Gilbert next month.

New Business

Consider dropping fines for patrons

Tessmer reports studies show dropping fines doesn't negatively affect collection integrity.

Discussion pertaining to fines being important to help maintain accountability for items borrowed.

This discussion will be tabled until next month when Tessmer can do some board training with specifics regarding research findings.

Credit Card or debit card payments to library

Feil suggests the option to utilize PayPal as a method of paying for copies. This will be tabled until next meeting.

Action Items: Policies to review for accreditation

Weeding Policy – Change to “weeding procedure” and refer to weeding procedure within the collection development policy.

Emergency Procedures – Reviewed with no changes needed

Finance Policy - Tabled

Gift Policy – Change “Materials Selection” to “Collection Development”.

Change the third paragraph “Gifts of cash SHOULD be directed to the Bertha Bartlett. . . “

Community Bulletin Board Policy – Reviewed with no changes requested

Travel Policy – Reviewed with no changes needed

Collections Policy – add a phrase to Section C2 saying “For any requests for reconsideration of materials, see ‘Reconsideration Procedure’ for contested materials”. There needs to be a form and procedure regarding how the reconsideration will be performed.

In Section D, “Material Selection Policy” should be changed to “Collections Development Policy”

Motion to approve review of all above policies and revision of applicable policies by Fournier, seconded by Emerson. Approved unanimously.

Old Business

Cell Phone:

Tabled until next month

Budget:

2022-2023 budget \$195,300. \$60.02/person based on census

Many cuts: books, programming, cataloging, office supplies, audiobooks.

Gilbert’s part-time and full-time salaries make up most of the budget. Contract needs to increase drastically.

Adjournment: Motion to adjourn Hensch, seconded by Fournier. Approved unanimously at 8:30p.

Next Meeting: Tuesday, December 28th at 6pm at the library.

Jessica Hensch

Secretary

Board of Trustees

Bertha Bartlett Public Library Cash Flow
November 2021 P L

| <u>Acct #</u> | <u>Story City Expenses</u> | <u>2021-2022 Budget</u> | <u>Month to date</u> | <u>Year to date</u> | <u>Budget remaining</u> | <u>% of funds Remaining</u> |
|---------------------------------------|---|-----------------------------|----------------------|---------------------|-----------------------------|---------------------------------|
| 001-4410-6010 | Salaries: Full Time | \$ 49,953.00 | \$ 4,357.87 | \$ 21,671.98 | \$ 28,283.02 | 56.62% |
| 001-4410-6020 | Salaries: Part-time | \$ 61,543.00 | \$ 3,211.39 | \$ 24,723.42 | \$ 36,821.58 | 59.83% |
| 001-4410-6110 | FICA/Medicare | \$ 8,530.00 | \$ 571.55 | \$ 3,511.70 | \$ 5,018.30 | 58.83% |
| 001-4410-6130 | IPERS | \$ 10,525.00 | \$ 673.70 | \$ 3,696.13 | \$ 6,828.87 | 64.88% |
| 001-4410-6150 | Insurance - Group Health | \$ 5,737.00 | \$ 413.01 | \$ 2,081.12 | \$ 3,653.88 | 63.71% |
| 001-4410-6230 | Travel/Training | \$ 1,000.00 | \$ 13.44 | \$ 283.46 | \$ 716.54 | 71.65% |
| 001-4410-6320 | Building/Grounds | \$ 7,312.00 | \$ 618.11 | \$ 2,148.16 | \$ 5,163.84 | 70.60% |
| 001-4410-6371 | Utilities | \$ 2,200.00 | \$ 167.33 | \$ 608.98 | \$ 1,591.02 | 72.32% |
| 001-4410-6373 | Telephone | \$ 4,800.00 | \$ 85.97 | \$ 326.85 | \$ 4,473.15 | 93.19% |
| 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 | 10.49 | 68.56 | \$ 2,431.44 | 97.26% |
| 001-4410-6501 | Building Supplies | \$ 1,000.00 | \$ - | \$ 426.73 | \$ 573.27 | 57.33% |
| 001-4410-6502 | Technology | \$ 2,000.00 | \$ 52.92 | \$ 1,539.85 | \$ 460.15 | 23.01% |
| 001-4410-6505 | Cataloging Supplies | \$ 1,500.00 | \$ - | \$ 574.94 | \$ 925.06 | 61.67% |
| 001-4410-6506 | Office Supplies | \$ 2,200.00 | \$ 168.15 | \$ 810.57 | \$ 1,389.43 | 63.16% |
| 001-4410-6507 | Misc. Operating supplies | \$ 200.00 | \$ 115.52 | \$ 115.52 | \$ 84.48 | 42.24% |
| 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 | \$ 704.53 | \$ 1,380.26 | \$ (380.26) | -38.03% |
| 001-4410-6771 | Audio | \$ 800.00 | \$ - | \$ 34.22 | \$ 765.78 | 95.72% |
| 001-4410-6772 | Books (+\$5000) | \$ 12,000.00 | \$ 608.67 | \$ 4,809.51 | \$ 7,190.49 | 59.92% |
| 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 | \$ 11,772.65 | \$ 69,743.96 | \$ 116,258.04 | |
| Deposits to: ** | | | | | | |
| 001-4410-1-4580 | General Fund | \$ 3,500.00 | \$ 627.08 | \$ 1,340.82 | \$ (2,159.18) | \$ (61.69) |
| 001-4410-1-4470 | General Fund | \$ 24,000.00 | \$ 11,558.65 | \$ (13,954.00) | \$ (10,046.00) | -41.86% |
| 031-4410-2-4705 | Donations | \$ - | \$ 250.00 | \$ 250.00 | | |
| 031-4410-4-4300 | Interest on Deposits | \$ - | \$ 215.14 | \$ 3,404.35 | \$ 3,404.35 | \$ - |
| | Total Deposits | | | | | |
| B. Trust Fund Deposits/Balance | | | | | | |
| | | | YTD | | | |
| 031- | Trust in General Fund | \$ 335,760.10 | \$ 8,373.54 | \$ 344,133.64 | | |
| 031-4410-2-4404 | Local Grant | | \$ - | \$ 4,953.09 | | |
| | ASB Savings Account | \$ 2,078.84 | \$ 250.00 | \$ 250.00 | | |
| 031-0950-4-4300 | Interest (CD's)* | \$ 210,223.19 | \$ 352.72 | \$ 210,575.91 | \$ 3,404.35 | |
| 031-4410-4-4799 | Misc. Receipts | \$ - | | | | |
| | (*Both CD's now in GNB Bank-Lib. Savings account) | | | \$ 559,912.64 | | |
| 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 | | \$ 2,730.70 | | | |
| | Total Library Trust Exp | | \$ 2,730.70 | | | |

Bertha Bartlett Public Library

December 2021 bills

| Code | Written To | Date | Amount | Comments/Mileage @ .56/mile |
|---------------|---------------------------|------------|-------------|---|
| 001-4410-6320 | DDM Electric Inc. | 11/16/2021 | \$ 625.08 | Electrical problemls., new lights & water problem |
| 001-4410-6320 | Sabrina Gogerty | 12/28/2021 | \$ 281.25 | Library cleaning, 1/week (through Dec. 28) |
| 001-4410-6371 | Black Hills Energy | 12/23/2021 | \$ 298.86 | 503 & 509 Broad Street |
| 001-4410-6373 | Aureon | 12/1/2021 | \$ 83.46 | Telephone |
| 001-4410-6500 | Maria Hartt | 12/3/2021 | \$ 16.99 | Summer Reading Program |
| 001-4410-6500 | Amazon Capital Services | 11/21/2021 | \$ 44.99 | SRP program item |
| 001-4410-6500 | Amazon Capital Services | 12/21/2021 | \$ 3.49 | craft supplies |
| 001-4410-6506 | Access Systems | 12/22/2021 | \$ 140.15 | Copier |
| 001-4410-6772 | Gale/Cengage | 11/16/2021 | \$ 60.72 | Large Print books |
| 001-4410-6772 | Gale/Cengage | 11/17/2021 | \$ 51.73 | Large Print books |
| 001-4410-6772 | Gale/Cengage | 11/18/2021 | \$ 23.25 | Large Print books |
| 001-4410-6772 | Gale/Cengage | 12/7/2021 | \$ 110.99 | Large Print books |
| 001-4410-6772 | Gale/Cengage | 12/20/2021 | \$ 46.50 | Large Print books |
| 001-4410-6772 | Baker & Taylor | 11/17/2021 | \$ 57.21 | Books |
| 001-4410-6772 | Baker & Taylor | 11/30/2021 | \$ 30.79 | Books |
| 001-4410-6772 | Baker & Taylor | 12/6/2021 | \$ 105.50 | Books |
| 001-4410-6772 | Baker & Taylor | 12/17/2021 | \$ 181.42 | Books |
| 001-4410-6772 | Baker & Taylor | 12/3/2021 | \$ (30.96) | Credit for returned books |
| 001-4410-6772 | Baker & Taylor | 12/15/2021 | \$ 43.23 | Books |
| 001-4410-6772 | Centerpoint Large Print | 12/1/2021 | \$ 139.02 | Books |
| 001-4410-6772 | Amazon Capital Services | 12/21/2021 | \$ 112.85 | books |
| 001-4410-6772 | Amazon Capital Services | 12/21/2021 | \$ 101.90 | Books |
| 001-4410-6772 | Amazon Capital Services | 12/21/2021 | \$ 10.95 | Books |
| 001-4410-6773 | Amazon Capital Services | 11/21/2021 | \$ 5.96 | DVD |
| | TOTAL - Story City | | \$ 2,545.33 | |
| | | | | |
| 031-4410-6798 | | | | |
| | | | | |
| | Gilbert Bills | | | |
| 033-4410-6500 | Amazon Capital Services | 11/21/2021 | \$ 44.99 | SRP prize |
| 033-4410-6500 | Amazon Capital Services | 12/21/2021 | \$ 3.50 | Craft supplies - programming |
| 033-4410-6772 | Baker & Taylor | 11/17/2021 | \$ 16.23 | Books |
| 033-4410-6772 | Baker & Taylor | 12/6/2021 | \$ 15.39 | Books |
| | | | | |
| | | | | |
| | Total - Gilbert | | \$ 80.11 | |

Approved on this day _____ by _____

Bertha Bartlett Public Library - Story City

| | | | Budgeted | Actual | | |
|------------------------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|
| | | | <u>2020-2021</u> | | | |
| | <u>FY 18-19</u> | <u>FY 19-20</u> | <u>Budget</u> | <u>FY 20-21</u> | <u>FY 21-22</u> | <u>FY 22-23</u> |
| Salaries, Full | 42,708 | 44,216 | \$ 48,500.00 | 45,305 | 49,955 | 80,983 |
| Salaries, Part | 55,381 | 53,411 | \$ 59,750.00 | 46,981 | 61,545 | 43,750 |
| FICA | 7,379 | 7,333 | \$ 8,280.00 | 6,914 | 8,530 | 9,542 |
| IPERS | 9,207 | 9,053 | \$ 10,220.00 | 8,715 | 10,525 | 11,774 |
| Insurance, Health | 4,552 | 4,545 | \$ 4,800.00 | 4,880 | 5,735 | 16,575 |
| Travel/Training | 777 | 457 | \$ 1,300.00 | 382 | 1,000 | 500 |
| Building/Grounds | 5,602 | 8,970 | \$ 9,050.00 | 5,686 | 7,310 | 2,000 |
| Equipment Repair/Main't | | 28 | \$ - | | | |
| Utilities | 1,854 | 1,690 | \$ 1,900.00 | 2,285 | 2,200 | 2,200 |
| Telephone | 4,673 | 4,707 | \$ 4,800.00 | 4,838 | 4,800 | 1,200 |
| Insurance, General | 1,852 | 2,618 | \$ 2,100.00 | 3,576 | 2,900 | 3,900 |
| Professional Services | 2,050 | 885 | \$ 2,000.00 | 1,823 | 2,000 | 2,000 |
| Miscellaneous | 26 | | | | | |
| Programming | 1,091 | 1,894 | \$ 2,500.00 | 1,846 | 2,500 | 2,500 |
| Building Supplies | 1,281 | 1,163 | \$ 800.00 | 445 | 1,000 | 1,000 |
| Technology | 4,690 | 11,635 | \$ 3,000.00 | 6,493 | 2,000 | 2,000 |
| Cataloging Supplies | 674 | 1,001 | \$ 1,500.00 | 116 | 1,500 | 1,200 |
| Office Supplies | 2,347 | 3,723 | \$ 2,500.00 | 1,899 | 2,200 | 2,000 |
| Miscellaneous Oper. Supplies | | | \$ 200.00 | | 200 | 0 |
| Postage/Petty Cash | 1,050 | 450 | \$ - | 75 | 500 | 100 |
| Capital Equipment | | 650 | \$ 800.00 | | | |
| Magazines | 1,395 | 1,695 | \$ 1,500.00 | 1,120 | 1,000 | 1,000 |
| Audio | 557 | 658 | \$ 1,000.00 | 14 | 800 | 500 |
| Books | 14,743 | 14,072 | \$ 12,000.00 | 13,999 | 12,000 | 9,076 |
| Video | 1,442 | 1,567 | \$ 1,000.00 | 758 | 800 | 500 |
| Online Licensing/Databases | 488 | 922 | \$ 1,000.00 | 3,074 | 5,000 | 1,000 |
| Capital Projects | | | | | | |
| TOTAL | 165,819 | 177,343 | 180,500 | 161,224 | 186,000 | 195,300 |

Gilbert Library

FY 16-17 FY 17-18 FY 18-19 FY 19-20 FY 20-21 FY 21-22 FY 22-23

Revenues

| | | | | | | | |
|---------------------|--------|--------|--------|--------|--------|--------|--|
| Interest | 114 | 1,245 | 592 | 313 | 108 | | |
| Local Reimbursement | 40,000 | 44,000 | 44,000 | 44,000 | 44,000 | 48,000 | |
| Donation | | | | | | | |
| Misc. Receipts | | 12 | | | | | |

Gilbert Branch Library

| | | | | | | | |
|----------------------------|--------|--------|--------|--------|--------|--------|--------|
| TOTAL | 40,114 | 45,257 | 44,592 | 44,313 | 44,108 | 48,000 | |
| Expenditures | | | | | | | |
| Salaries, Full | 13,384 | 13,826 | 14,236 | 14,739 | 15,101 | 16,377 | 26,419 |
| Salaries, Part | 8,995 | 10,571 | 12,235 | 11,969 | 13,259 | 15,373 | 16,476 |
| FICA | 1,670 | 1,829 | 1,998 | 1,998 | 2,121 | 2,489 | 3,281 |
| IPERS | 1,900 | 2,115 | 2,469 | 2,514 | 2,677 | 2,997 | 4,049 |
| Insurance, Health | 1,401 | 1,471 | 1,317 | 1,740 | 2,404 | 1,913 | 5,525 |
| Travel & Training | 1,363 | 692 | 796 | 480 | 243 | 500 | 250 |
| Insurance, General | | | | | | 500 | |
| Professional Services | 774 | 268 | 53 | 348 | | | |
| Programming | 1,598 | 1,061 | 1,064 | 987 | 1,085 | 1,000 | 1000 |
| Technology | 576 | 899 | 939 | | | 500 | 300 |
| Minor Equipment | | | | 19 | | | |
| Cataloging Supplies | 179 | 525 | 1,567 | 428 | 99 | 400 | 0 |
| Office Supplies | 972 | 176 | 406 | 351 | 73 | 100 | 0 |
| Misc. Operating Supplies | 93 | | 133 | 524 | | | |
| Capital Equipment | | 2,968 | 213 | 75 | | | |
| Magazines | 113 | | 75 | 45 | 45 | 100 | 100 |
| Books | 1,494 | 2,341 | 2,562 | 1,913 | 2,221 | 1,551 | 500 |
| Video | 362 | 237 | 400 | 264 | 86 | 200 | 100 |
| Online Licensing/Databases | 802 | 888 | 488 | 922 | 3,074 | 2,000 | 1,000 |
| Transfer Out: General Fund | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 3,000 |
| TOTAL | 37,676 | 41,867 | 42,951 | 41,316 | 44,488 | 48,000 | 62,000 |
| Auditor Adjustment | | | 18 | 18 | 15 | | |
| E. Balance | 10,999 | 14,389 | 16,048 | 19,063 | 18,698 | | |

Bertha Bartlett Public Library
2020-2021 Statistics Report

| | | | | | | | | | | | | |
|------------------------------|-------|-------|------|------|------|------|------|------------|------|-------|-------|-------|
| Total Programs | 6 | | 7 | | | | | | | | | |
| Total Attendance | 112 | | | | | | | | | | | |
| Gilbert Programs | | | 5 | | | | | | | | | |
| Attendance | | | | | | | | | | | | |
| Attendance - Adults | | | | | | | | | | | | |
| Hours - Gilbert | 65.75 | 81 | 65 | 73 | 63 | 76 | 66 | 70.0 | 54 | 66.0 | 58.3 | 60.0 |
| Total People | 153 | 818 | 123 | 324 | 147 | 165 | 147 | 172 | 110 | 179 | 93 | 118 |
| People/hour | 2.3 | 10.10 | 1.9 | 4.40 | 2.3 | 2.1 | 2.2 | 6.5 | 2 | 2.7 | 1.6 | 2.0 |
| Gilbert Site Circ. | 619 | 881 | 383 | 594 | 613 | 458 | 520 | 456 | 474 | 409 | 419 | 404 |
| | | | | | | | | | | | | |
| Hours - Story City | 161 | 198 | 149 | 202 | 157 | 191 | 164 | 194 | 164 | 193.0 | 171.5 | 168.0 |
| Total People | 1219 | 2301 | 1215 | 2117 | 1515 | 3341 | 1821 | 2199 | 1077 | 2029 | 1097 | 757 |
| People/Hour | 7.6 | 11.6 | 8.15 | 10.5 | 9.6 | 17.5 | 11.1 | 11.3 | 6.6 | 10.5 | 6.4 | 4.5 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| CARDS | | | | | | | | | | | | |
| Issued - Story City | 4 | 11 | 3 | 23 | 7 | 15 | 10 | 6 | 6 | 22 | 1 | 10 |
| Issued - Gilbert | 2 | 9 | 0 | 6 | 5 | 3 | 1 | 4 | 0 | 1 | 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 | 27 | 7 | 15 |
| renewed - Gilbert | 6 | 11 | 5 | 2 | 1 | 13 | | (combined) | 0 | 9 | 2 | 2 |
| Meeting Room Library | 0 | 15 | 1 | 2 | | | | 8 | 1 | 9 | 0 | |
| Meeting Room Other | 0 | 2 | 0 | 6 | | | | 5 | | 9 | 1 | |
| | | | | | | | | | | | | |
| Computer Use | 211 | 130 | 106 | 141 | 108 | 106 | | 96 | | 96 | | |
| Test Proctoring | 0 | | | 0 | | 0 | | | | | 0 | |
| Interlibrary Loans Requested | 10 | 11 | 25 | 14 | 9 | 8 | 14 | 10 | 10 | 25 | 13 | 15 |
| Interlibrary Loans Sent | 27 | 27 | 16 | 35 | 20 | 31 | 24 | 31 | 32 | 37 | 15 | 22 |
| Book Club Sets | 1 | 0 | 1 | 2 | 3 | 0 | 0 | 2 | 1 | 1 | 1 | 2 |
| Microfilm Use | 0 | | 0 | 0 | 0 | 0 | 0 | 1 | | 2 | 0 | |
| Gilbert Computer use | 17 | 22 | 12 | 27 | 23 | 37 | | 28 | 18 | 21 | 23 | 13 |
| In House Use - Gilbert | | 464 | | 221 | 89 | 107 | | 100 | | | 48 | |

In House Use - Story City

BERTHA BARTLETT PUBLIC LIBRARY BYLAWS

I. Library Board

A. According to the requirements of Ordinance # 115.03, City of Story City, the library board of Bertha Bartlett Public Library, Story City, shall consist of five members to be appointed from time to time by the Mayor, with the approval of the City Council. All members of the board shall be bona fide citizens and residents of the City.

1. Term of Office. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

B. The general powers and duties of the Bertha Bartlett Public Library Board are outlined in Ordinance # 115.06, City of Story City.

C. The Board shall exercise its powers and duties by:

1. Hiring of Personnel. To employ a library director, and authorize the library director to employ such assistance and employees as may be necessary for the proper management of the Library, and fix their compensation; provided however, that prior to such employment, the compensation of the library director, assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

2. Removal of Personnel. To remove the library director, by two-thirds (2/3) vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency, or inattention to duty, subject however, to the provisions of Chapter 70 of the Code of Iowa.

3. Rules and Regulations. To cooperate with the library director in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials,

supplies, and equipment.

4. Record of Proceedings. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
5. Expenditures. Assisting in the preparation of and seeking adequate support for the annual budget.
6. Building. To maintain and operate the physical plant.
7. Goals. Developing long-range goals for the library and working toward their achievement.

II. Officers

A. The officers of the Board shall consist of a President, a Treasurer and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, providing that none serves more than three terms in the same office.

B. The duties of all officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

III. Meetings

A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other place as the Board determines.

B. The Annual Meeting will be held in July each year.

C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

D. A quorum at any meeting shall consist of three (3) or more members.

E. Order of business:

Approval of Agenda

Roll Call

Approval of minutes of previous meeting

Citizen's appearance

Financial report and approval of expenditures
Correspondence and communications
Committee reports
Unfinished business
Report of the library director
New business
Adjournment

F. An agenda for Board meetings shall be prepared and posted by the library director in cooperation with the President of the Board.

G. All meetings of the Board are open to member of the public who wish to observe. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Library Director.

H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

IV. Committees

A. The Board may appoint such special committees as may be needed from time to time.

V. The Library Director

A. The Library Director shall be the executive director of the policies adopted by the Board.

1. Purchases. To select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationary, and supplies for the Library within budgetary limits set by the Board.

2. Staff. To recruit, train, and assign members of the Library staff.

3. Reports. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.

4. Board Meetings. The Library Director shall be in attendance at all meetings of the Board except those at which his/her tenure or salary is to be discussed or decided. Assistant Librarians and other employees are encouraged to attend.

VI. Amendment to Bylaws

A. Amendments to these By-laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance (48 hours) of the meeting.

Adopted 6/27/1988; Reviewed 1/05

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IA

Computer Usage Policy

Public Computer policy

To use the library's public computer(s):

- Patrons and Guests must sign in (print clearly) at the Circulation Desk. ~~and log in through Time Limit Manager.~~ Guests need to note which city they live in.
- Sign in for 60 minute time frames, may be extended if no one is waiting at the discretion of the librarians on duty. Patrons can log in a second time if no one is waiting for computers.
- Children under 8 should be accompanied by a responsible person, and will be asked to leave if disruptive.
- The charge for printing is 10 cents for an 8-1/2 x 11" page for black and white copies, your paper or ours. The cost increases for larger sized pages, proportionately, and increases to 50 cents for color for 8-1/2 x 11" paper, increasing proportionately for larger sized pages. See list of pricing attached to this policy.
- The number of people per station should not interfere with other patrons. The staff on duty will decide if the number of people at a single station is creating a problem for other library users. Neither children nor adults should share chairs.
- A limited number of headphones are available for use at the circulation desk in zip-lock bags, patrons are encouraged to purchase personal earbuds.

Staff Computer policy

- All staff computers should have a password protected log-in
- Computers should be used in a secure User login, not administrative log-in
- Only paid staff or designated volunteers who are trained on the computers by authorized staff members, may use the staff computers
- No children or family members of employees should be on staff computers at any time, unless they have been authorized and trained. Any exceptions must be cleared with library director
- Social Media should be used primarily for library purposes during working hours. Personal pages may be viewed as part of employees' personal break or lunch time.
- If in an emergency situation the only way a patron can access critical materials is through a staff computer, they should not be left unattended.

Adopted 9/1994

Revised 6/06

Revised 6/09

Reviewed 12/11

Revised 12/12

Updated 12/14

Updated 10/18

Reviewed

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

GIFT GIVING POLICY

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

Adopted 6/1992

Reviewed 5/1997, 2/02, 8/04, 11/11, 12/14, 5/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

REFERENCE POLICY

The Bertha Bartlett Public Library's reference policy is to try to meet the needs of every citizen of the community. All patrons are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality and no censorship.

Statement of Procedure:

In helping patrons in their search for information librarians and aides must determine the need of the user by conducting a reference interview.

I. REFERENCE INTERVIEW:

ESTABLISH:

1. Specific needs of patron
2. Recommend sources in addition to books, vertical file material, computer and on-line reference.
3. Assist in finding materials
 - a. Show where books are on the shelf---do not point.
 - b. Follow up to make sure that patrons are getting what they need.
4. Remain objective

Know that each patron feels his or her request is legitimate and important even though it may not seem so to the interviewer.

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

Give patrons prompt attention.

If patron is wandering around the room, librarian should offer assistance. Judgment is necessary here...some patrons want to browse and do not want to be interrupted or bothered. Others may be hesitant about asking for help.

II. Homework:

Because homework assignments are usually made for the purpose of teaching students, the process of finding information, the library sees as its primary role the instruction in the use of library tools rather than the provision of "answers".

III. Contest Questions, Quiz Programs, Crossword Puzzles:

These questions are not answered but the patron is directed to sources from which he may seek his/her answers unless questions may be answered as a quick fact.

IV. Medical Questions:

Factual information can be provided from medical dictionaries and books, but questions that involve interpretation and opinion cannot be answered.

V. Legal Questions:

Citation from codes can be given and other legal resources suggested but legal advice and/or explanation cannot be offered.

VI. Genealogy Research:

- a. The library provides genealogy books for patron use, both loan materials and for in library use.
- b. Postage for any materials ordered through Interlibrary Loan Services should be governed by the regulations of the agreements for Interlibrary Loan, Open Access and Access Plus.

VII. Reference Books:

- a. Reference books are not circulated except for older editions or at the librarians' discretion.

VIII. Internet Sources:

- a. Help direct patron to established, unquestionable sites, using legitimate online ~~like the Gale Database, Credo Reference, Ebscohost~~ sources whenever possible. If locating information for patron reference question, the staff will include the site location where they found the answer.

Jan. 1990

Revised Sept. 1998

Reviewed 1/02, 7/04

Revised 1/08

Revised 11/10

Revised 12/14

Revised 10/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

INTERNET USE PURPOSE AND GUIDELINES

This policy applies to all users of the Bertha Bartlett Public Library computers and networks.

Purpose

A goal of the library is to provide equal access to information, materials, and services within the environment that welcomes interaction and personal enrichment for educational and informational purposes for all the people of our community.

The Internet offers access to many valuable local, national, and international sources of information. Be advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive.

The library does not control any of the resources available on the Internet. Although library staff will make every effort to provide access to reliable resources on the Internet, it is not possible to apply the same selection criteria which are used for other resources. The library cannot guarantee confidentiality on the Internet.

Responsibilities of Users

*** Choosing and evaluating sources**

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Your use of Internet resources carries with it the responsibility to evaluate the quality of the information accessed. If you feel information obtained through this service is inaccurate or offensive, we suggest you contact the original producer or distributor of that information. The availability of information does not constitute endorsement of the content by the Bertha Bartlett Public Library.

***Supervising children's use**

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There may be some resources which parents feel are inappropriate for their children. Concerned parents should let their children know if there are materials they do not wish them to use and are encouraged to monitor their children's Internet use.

*** Using the Internet**

Patrons who wish to use the library's Internet access computer must conform to these guidelines:

1. Patrons are required to sign in at the desk before using the computer, and

sign out when finished.

2. You may sign up for a 60 minute session. Reservations may be made by phone or in person.

3. Patrons who reserved the computer must arrive no later than 15 minutes past their scheduled time or the reservation will be cancelled and the time made available to another patron.

4. If the computer is not scheduled, it may be used on a first come, first served basis.

5. Patrons may bring their own devices for downloading. Patrons downloading material should be aware that the same copyright restrictions apply to on-line materials as print materials. Logins and passwords are set by the patron, and their responsibility. The library is not responsible for copyright infringement by patrons.

6. Patrons using the Internet access computer should be knowledgeable in basic computer operation. Only minimal instruction as time permits, can be offered by the library staff. Classes on an individualized level may be offered for more detailed assistance.

7. Patrons assume all risk/liability when divulging a credit card number or other personal information on the Internet; the library is not responsible for charges, damages, or injuries resulting from such use.

8. Inappropriate use of a computer can be a felony. Patrons may not use the library computers for illegal or criminal purposes, including:

a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children or to commit fraudulent acts using the Internet.

b. Violation of U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction of copyright materials, except as permitted by the principles of "fair use".

c. Make any attempt to alter or damage computer hardware or software.

DISCLAIMER: *The Bertha Bartlett Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.*

Adopted 5/97 Revised 6/06 Reviewed 10/11 Revised 12/14, Reviewed 11/18