Bertha Bartlett Public Library
Board Meeting–
Monday, January 24, 2022
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
- January bills
- Budget adjustment discussion

Circulation Report: Duane Fournier

Board Training:

   Story County Trustee Training: February 21, 2022, 6:30 p.m. Huxley

Correspondence/Communications:

Gilbert Update: Review contract, will be on agenda at next Gilbert meeting

New Business:

- Review of ADA Checklist –
- Policies reviewed:
  - Interlibrary Loan Policy
  - Outreach Policy
  - Meeting Room policy
  - Reading Room policy
  - Basic Circulation policy (needed a reworking)
  - Confidentiality and Library User Records policy
- Review of submission for State Accreditation (to include these above items)

Old Business:

- Credit card or debit card payments to library
- Cellphone
- Education reimbursement

Adjournment

Next meeting: Monday, February 28, 6 p.m.

Staff Report
Kolleen Taylor
January 2022

Fundraising efforts for the building fund are in full swing. Letters went out to all residents and businesses in Story City in late December.   We've received pledges and checks for over $23,000 for the Foundation's building fund, in addition to nearly $500 to the Trust. The Foundation is working on setting up a Pay pal account which can be placed on our website and allow our users to make donations through that function. Matthew has been reviewing the website functionality and as soon as the Pay pal link is received we will upload that to the site.

We have been working through some of the issues with the automation system, and now think we can print labels. All Story City zip codes should have received the mailing in late December, but anything beyond Story City probably needs a different mailing. We will have to print these by zip code, but we have a good number of residents of Boone, Jewell, Randall, Ellsworth and Ames who uses our library extensively. We will work on that after the Accreditation has been completed.

I've begun handling grant applications, matching grants in some cases, based on requests people have made to institutions they are associated with. So far, members of the public have put our names into two financial organizations: Vanguard and Principal finance and we are in the process of completing paperwork for these.

I spoke at the Kiwanis meeting last week in Roland, and they gave us a check for $100 (made out to the Story City Library) and offered to conduct a fundraiser later in the year. There were also some very enthusiastic suggestions made during the meeting, and an offer of storage space when we need it.

Chris Feil, Shelley Hart and myself attended the last Council meeting to present the Architects plan for the expansion. City Manager Mark Jackson has since requested a meeting with Chris, Shelley and I to discuss this further in the next three weeks. We should be able to provide an update at the next board meeting.

The last steps of the Accreditation process will be completed after this meeting, with the review of the ADA checklist done by Matthew and myself, and the final policies reviewed. Matthew has been a tremendous help with this, going through the details and ensuring we have all the requirements completed. Our President, Chris Feil will need to sign off on this after we review our submission criteria, and our updated policies and bylaws are uploaded. This will finalize this work for another 3 years. Attendance at the Story County Trustee Training in February would be helpful, (not required) for the following accreditation cycle, as this is now an accreditation checklist item.

We did cancel Preschool Story time in both Gilbert and Story City on the 14th, 20th and 21st, due to weather conditions, and an increase in illnesses due to both Covid and the flu. We do have several staff members who are quarantining right now with family members who have contracted Covid, and I've sent test kits to those who need them. Overall most of us are remaining healthy and are able to keep things going, although we have all been masking in the library due to the high levels of illnesses in the communities.

Finally, thanks to Duane Fournier, who helped me when three of our furnaces quit working. Since we had just been serviced, it felt like something else was wrong. We just had to replace 2 fuses and clean the connections on the battery for the thermostat on the 3rd unit. That saved us a few dollars!!!

<div align="center">

Bertha Bartlett Public Library
Board Meeting
Tuesday, December 28th, 2021
6:00pm
Meeting held via Zoom and at Library

</div>

Present: Director Kolleen Taylor, City Representative Mary Kay Solberg, Assistant Director Matthew Tessmer, Lynn Cummings, Secretary Jessica Hensch via Zoom, President Chris Feil, Shelly Hart, Gilbert Representative Teri Callaghan, Duane Fournier (6:13p), Matt Emerson (6:39p)

Called to Order: 6:06p

Changes to and approval of the Agenda
> Remove "architect presentation". This was a typo from last month's agenda.

Approval of Minutes:
> Motion to approve the November 2021 minutes by Cummings, seconded by Hensch, approved unanimously.

Citizen's Appearance:
> Shelly Hart – joining as president of library foundation.
>
> Started fundraising efforts for the building expansion project. An article has been written by Shelly for the Herald. Shelly will be attending meetings to stay up to date on what decisions are made.
>
> Cummings reports that the foundation has offered $1 million and then a $500,000 of matching funds.
>
> Foundation would like to see something held at the library annex to give donors an idea of why demo is being discussed of the building. Possibility of a public meeting of this type in February. This will depend upon when Shelly is able to meet with the City Council.
>
> Trustee and Foundation board members should plan to be at the January 17th City Council Meeting to garner community support for the expansion.
>
> Shelly suggests including the building expansion in the city briefing that comes out in February.

Treasurer's Report
P and L:
> **Story City:**
>> 58% of budget remaining. Seems to be mostly in line with percentage remaining with a few exceptions.
>> Magazines are over budget. Taylor reports all subscriptions went up but it is done with payment for the year.

Gilbert:

Insurance seems to be high. Travel/training has only 37% remaining for the year. Cataloging and supplies is over budget. Taylor reports that should be the end for the year.

Budget Approved:

Some miscommunication occurred regarding the percentage of full time salary/insurance allocated to the Gilbert site. This will need to be investigated and changed.

      This budget asks for around $5,000 from the trust

      Cutbacks were required on the Gilbert site as well to accommodate for salaries and insurance.

      Feil reports on the Gilbert City Council meeting he attended.

            Provided information to council regarding what other sites pay for libraries

            Feil mentioned there was an offer to be open for more hours

            Teri reports city council will discuss budget in January.

Fournier motions to approve the 2022-2023 budgets for Story City and Gilbert, Cummings seconds, approved unanimously.

December Bills:

Water was getting into an outside outlet, causing power to be lost to the inside of the building. DDM electric fixed this and ordered new bulbs for the building.

Black Hills increased due to colder temps.

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

Circulation:

Good month! Large increase from last month.

Gilbert is also still doing well.

Board Training – Story County Options – Individual Training Modules 6:36p – 6:39p

 Taylor asks if members would be available to attend a Story County training. Members are agreeable to that.

Taylor also reports that individual trainings completed makes it unnecessary to do them at the meetings, saving time.

Correspondence/Communications:

Taylor reports receiving donation checks – Thank you!

Gilbert Update –

Nothing additional after budget discussions

New Business

    Holiday Closings:

        Motion to close 12/31 and 1/1 by Hensch, Emerson seconds. Approved unanimously.

Discuss Architectural Plans and Financial Support from Trust

Architecture Plans

Discussion from each board member discussing pros/cons of plans.

Motion to proceed with a 2-story addition with basement concept moving forward by Fournier, Hensch seconds, approved unanimously.

Feil suggest creating a Power point to show where we are with fundraising and how the process is planned to proceed.

General flow:

Board votes on a general concept with which to move forward

City council approval

Fundraising

Architect meetings for specifics on blueprints

Send out bid for construction

City approves bid/contract for construction

Policies to Review:

Computer Policy –

Remove "log in through Time Limit Manager" as this no longer applies.

Internet Policy –

No changes required.

Bylaws –

Possible term limits on board positions were discussed. This can be reviewed again next year.

Ordinance number in section 2 needs to be changed as it is not correct.

Should be changed to Ordinance 22.01 – 22.12

Gift Giving –

No changes required.

Reference Policy –

Remove names of databases in section 8.

Motion to approve the revisions to policies as noted above by Fournier, Hensch seconds, approved unanimously.

Bylaws for Bertha Bartlett Public library review with corrections motioned by Fournier, Emerson seconds, approved unanimously.

Old Business

Fine Free Presentation – Matthew 7:20 – 7:31p

Power point presentation provided to trustees

Discussed the harmful properties of collecting fines and the benefits to the library of no fines.

Credit/Debit Card Payments to Library

Tabled

Cell Phone:

Tabled

Adjournment: Motion to adjourn by Cummings, seconded by Fournier. Approved unanimously at 7:33p.

Next Meeting: Tuesday, January 24th at 6pm at the library

Jessica Hensch
Secretary
Board of Trustees

Bertha Bartlett Public Library Cash Flow
December 2021 P L

Acct #	Story City Expenses	2021-2022 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	$ 49,953.00	$ 5,926.39	$ 27,598.37	$ 22,356.63	44.75%
001-4410-6020	Salaries: Part-time	$ 61,543.00	$ 2,772.17	$ 27,495.59	$ 34,049.41	55.32%
001-4410-6110	FICA/Medicare	$ 8,530.00	$ 643.51	$ 4,115.21	$ 4,374.79	51.29%
001-4410-6130	IPERS	$ 10,525.00	$ 789.47	$ 4,485.60	$ 6,039.40	57.38%
001-4410-6150	Insurance - Group Health	$ 5,737.00	$ 2,444.88	$ 4,526.00	$ 1,209.00	21.08%
001-4410-6230	Travel/Training	$ 1,000.00	$ -	$ 283.46	$ 716.54	71.65%
001-4410-6320	Building/Grounds	$ 7,312.00	$ 1,008.26	$ 3,156.42	$ 4,153.58	56.82%
001-4410-6371	Utilities	$ 2,200.00	$ 328.86	$ 937.84	$ 1,262.16	57.37%
001-4410-6373	Telephone	$ 4,800.00	$ 83.46	$ 410.31	$ 4,389.69	91.45%
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	65.47	134.03	2365.97	94.64
001-4410-6501	Building Supplies	$ 1,000.00	0	426.73	$ 573.27	57.33%
001-4410-6502	Technology	$ 2,000.00	$ -	$ 1,539.85	$ 460.06	23.01%
001-4410-6505	Cataloging Supplies	$ 1,500.00	$ -	$ 574.94	$ 925.06	61.67%
001-4410-6506	Office Supplies	$ 2,200.00	$ 140.15	$ 950.72	$ 1,249.28	56.79%
001-4410-6507	Misc. Operating supplies	$ 200.00	$ -	$ 115.52	$ 84.48	42.24%
001-4410-6727	Capital Equipment					
001-4410-6508	Petty Cash/Postage	$ 500.00		$ 75.00	$ 425.00	85.00%
001-4410-6770	Magazines	$ 1,000.00	$ -	$ 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	$ 932.25	$ 5,741.76	$ 6,258.24	52.15%
001-4410-6773	Video	$ 800.00	$ 5.96	$ 194.17	$ 605.83	75.73%
001-4410-6774	Online Databases	$ 5,000.00	$ -	$ 458.79	$ 4,541.21	90.82%
		$ 186,000.00	$ 15,140.83	$ 84,844.79	$ 101,115.12	54.36%
Deposits to: **						
001-4410-1-4580	General Fund	$ 3,500.00	$ (83.50)	$ 1,424.32	$ 2,075.68	$ 59.31
001-4410-1-4470	General Fund	$ 24,000.00	$ 5,456.69	$ 19,410.99	$ 4,589.01	-19.12%
031-4410-2-4705	Donations	$ -		$ 250.00	$ 250.00	$ -
031-4410-4-4300	Interest on Deposits	$ 3,404.35	$ 206.24	$ 3,610.59	$ 3,404.35	$ -
	Total Deposits					
B. Trust Fund Deposits/Balance			YTD			
031-	Trust in General Fund	$ 335,760.10	$ 5,776.92	$ 341,537.02		
031-4410-2-4404	Local Grant		$ -	$ 4,953.09		
	ASB Savings Account	$ 107,170.03	$ 105,306.06	$ 212,476.09		
031-0950-4-4300	Interest (CD's)*					
031-4410-4-4799	Misc. Receipts	$ -				
	(*Both CD's now in GNB Bank-Lib. Savings account)			$ 558,966.20		
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 Cash Flow
December 2021 P L

Acct #	Gilbert Expenses	Budget		Monthly		YTD		Budget remaining	% of funds Remaining
033-4410-6010	Salaries, Full-time	$	16,377.00	$	1,975.43	$	9,199.36	$ 7,180.64	43.84%
033-4410-6020	Salaries, Part-time	$	15,373.00	$	869.59	$	8,183.42	$ 7,191.58	46.77%
033-4410-6110	FICA & Medicare	$	2,489.00	$	210.31	$	1,309.84	$ 1,180.16	47.40%
033-4410-6130	IPERS	$	2,997.00	$	268.58	$	1,575.07	$ 1,419.93	47.41%
033-4410-6150	Insurance,	$	1,913.00	$	814.96	$	1,878.42	$ 31.58	1.65%
033-4410-6230	Travel & Training	$	500.00	$	-	$	313.70	$ 186.30	37.26%
033-4410-6408	Insurance, General	$	500.00	$	-	$	-	$ 500.00	100.00%
033-4410-6490	Professional Services	$	-						
033-4410-6500	Programming	$	1,000.00	$	48.49	$	121.19	$ 878.81	87.88%
033-4410-6502	Technology	$	500.00	$	-	$	-	$ 500.00	100.00%
033-4410-6504	Minor Equipment			$	-				
033-4410-6505	Cataloging Supplies	$	400.00	$	-	$	574.93	$ (174.93)	-44%
033-4410-6506	Office Supplies	$	100.00	$	-	$	97.36	$ 2.64	2.64%
033-4410-6507	Misc. Operating Supplies	$	-	$	-	$	115.51	$ (115.51)	0.00%
033-4410-6727	Capital Equipment								
033-4410-6770	Magazines	$	100.00	$	-	$	43.47	$ 56.53	56.53%
033-4410-6772	Books	$	1,551.00	$	31.62	$	973.72	$ 576.28	37.18%
033-4410-6773	Video	$	200.00	$	-	$	-	$ 200.00	100.00%
033-4410-6774	Online Licensing/Databases	$	2,000.00	$	-	$	458.79	$ 1,541.21	77.06%
033-4410-6910	Transfer	$	2,000.00	$	-	$	-	$ 2,000.00	100.00%
	Total Gilbert Exp.	$	48,000.00	$	4,218.98	$	24,844.78	$ 23,155.22	57.03%

Bertha Bartlett Public LIbrary
January 2022 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	12/29/2021	$ 2,444.88	Health Insurance, KT-Single, MT w/spouse
001-4410-6320	Aspen	12/29/2021	$ 30.00	Trash removal
001-4410-6320	Watson Plumbing	12/29/2022	$ 150.00	additional repairs
001-4410-6320	Sabrina Gogerty	1/24/2022	$ 281.25	Library cleaning, 1/week (through Jan. 24)
001-4410-6371	Black Hills Energy	1/24/2022	$ 506.47	503 & 509 Broad Street
001-4410-6373	Aureon	1/1/2022	$ 84.52	Telephone
001-4410-6490	Visa	1/9/2022	$ 67.50	Iowa Library Association
001-4410-6499	Amazon Capital Services	1/13/2022	$ 31.99	Headphones
001-4410-6501	Quill	1/7/2022	$ 59.27	paper towels and cleaning refills
001-4410-6506	Access Systems		$ 140.15	Copier (estimate -bill not arrived)
001-4410-6772	Gale/Cengage	12/22/2021	$ 24.74	Large Print books
001-4410-6772	Gale/Cengage	12/29/2021	$ 24.00	Large Print books
001-4410-6772	Gale/Cengage	1/10/2022	$ 14.24	Large Print books
001-4410-6772	Gale/Cengage	1/18/2022	$ 23.25	Large Print books
001-4410-6772	Baker & Taylor	1/4/2022	$ 63.82	Books
001-4410-6772	Baker & Taylor	12/29/2021	$ 111.60	Books
001-4410-6772	Ingram	1/13/2022	$ 196.53	Books
001-4410-6772	Ingram	12/9/2021	$ (45.69)	Book credit
001-4410-6772	Centerpoint Large Print	1/1/2022	$ 139.02	Books
001-4410-6773	Amazon Capital Services	1/13/2022	$ 32.38	DVDs
001-4410-6772	Kolleen Taylor	1/24/2022	$ 5.00	LP Book, special from other library
001-4410-6773	Kolleen Taylor	1/24/2022	$ 20.00	DVD - New Providence
001-4410-6774	Visa	1/9/2022	$ 120.00	TechSoup for Antivirus - Bitdefender
	TOTAL - Story City		$ 1,930.04	
031-4410-6798	Emergent Architecture	12/31/2022	$ 5,128.00	Phase I contract with expenses
	Gilbert Bills			
033-4410-6490	Visa	1/9/2020	$ 67.50	Iowa Library Association dues
033-4410-6500	Kolleen Taylor	1/24/2022	$ 9.48	Gingerbread House supplies-Walmart
033-4410-6500	Kolleen Taylor	1/24/2022	$ 36.73	Gingerbread House supplies-Walmart
033-4410-6772	Baker & Taylor	12/29/2021	$ 37.99	Books
033-4410-6772	Ingram	1/13/2022	$ 100.56	Books
033-4410-6773	Kolleen Taylor	1/24/2022	$ 20.00	DVD - New Providence
	Total - Gilbert		$ 204.76	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2020-2021 Statistics Report

	July 20	July 21	Aug. 20	Aug. 21	Sept. 20	Sept. 21	Oct. 20	Oct. 21	Nov. 20	Nov. 21	Dec. 20	Dec. 21	Jan. 21
City	2072	2402	1585	1929	1694	1671	1651	1411	1375	1750	1487	1296	1334
County	383	353	301	355	333	246	330	307	358	357	325	377	258
Other	916	817	615	890	791	777	690	854	576	853	726	786	581
Gilbert	289	639	195	439	332	295	287	276	259	250	226	292	249
Total	**3660**	**4211**	**2696**	**3613**	**3150**	**2989**	**2958**	**2848**	**2568**	**3210**	**2764**	**2751**	**2422**
Open Access	916	817	615	890	791		690	854	576	853	726	786	581
Adult	1254	1348	910	1021	1051	975	1135	1030	957	1113	1015	975	953
Young Adult	381	197	231	189	226	100	190	65	158	65	209	54	161
Juvenile	1565	2229	1149	1989	1439	1536	1132	1378	1106	1546	1137	1315	943
Video	0	0	0		1		1		2		3		1
DVD	375	324	333	349	357	270	294	305	267	391	313	302	247
Audio	6	0	10		1		4		0		1	59	6
CD	3	0	3		2		4	0	3		14		16
CD book	56	67	45	39	38	40	53	35	22	51	48	11	41
Magazines	9	18	11	14	19	40	24	17	19	12	16	18	36
Puzzles	10	1	1	1	8	9	13	6	10	28	6	7	16
Puppets	0	6		11	0	0	0	0	0	0	0		0
Other	1	21	3		8	19	8	12	2	4	2	10	2
Total	**3660**	**4211**	**2696**	**3613**	**3150**	**2989**	**2858**	**2848**	**2546**	**3210**	**2764**	**2751**	**2422**
E-books	497		462	406	396	350	414	344	412	303	409	317	374
Downloaded Audio	390		348	300	315	284	310	293	303	313	321	334	267
Ref.? Asked	126	213	114	179	132	134	115	139	120	147	139	59	103
Ref.? Answered	126	213	114	179	132	134	115	139	120	147	139	59	103
Reference-Gilbert	83	54	40	54	86	51	58	32	45	37	42	10	72
PATRONS													
Programs - children	5		6		3							3	4
Attendance - children	105				77							23	
Attendance - adults	??											21	
Programs - StoryX	0												
Attendance - children	0												
Attendance - adults	0												
Programs - Teen/Tweens	0											1	
Attendance - teens	0											5	
Attendance - adults	0											0	
Programs - Adult	1		1		1							4	1
Attendance - children	0											0	
Attendance - adults	7		7		4							28	4

Bertha Bartlett Public Library
2020-2021 Statistics Report

Total Programs	6	7										8	
Total Attendance	112											77	
Gilbert Programs		5										5	
Attendance												45	
Attendance - Adults												28	
Hours - Gilbert	65.75	81	65	73	63	76	66	70.0	54	66.0	58.3	76.0	60.0
Total People	153	818	123	324	147	165	147	172	110	179	93	181	118
People/hour	2.3	10.10	1.9	4.40	2.3	2.1	2.2	6.5	2	2.7	1.6	2.4	2.0
Gilbert Site Circ.	619	881	383	594	613	458	520	456	474	409	419	471	404
Hours - Story City	161	198	149	202	157	191	164	194	164	193.0	171.5	186.0	168.0
Total People	1219	2301	1215	2117	1515	3341	1821	2199	1077	2029	1097	1781	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	9.6	4.5
CARDS													
Issued - Story City	4	11	3	23	7	15	10	6	6	22	1	5	10
Issued - Gilbert	2	9	0	6	5	3	1	4	0	1	0	1	0
Withdrawn	0	3	0	2	0	0		0	0		3	0	0
renewed - Story City	4	1	8	40	6	57	7	35	4	27	7	3	15
renewed - Gilbert	6	11	5	2	1	13		(combined)	0	9	2	4	2
Meeting Room Library	0	15	1	2				8	1	9	0	5	
Meeting Room Other	0	2	0	6				5		9	1	5	
Computer Use	211	130	106	141	108	106		96		96		80	
Test Proctoring	0		0		0						0	0	
Interlibrary Loans Requested	10	11	25	14	9	8	14	10	10	25	13	4	15
Interlibrary Loans Sent	27	27	16	35	20	31	24	31	32	37	15	27	22
Book Club Sets	1	0	1	2	3	0	0	2	1	1	1	2	2
Microfilm Use	0		0	0	0	0	0	1		2	0	0	
Gilbert Computer use	17	22	12	27	23	37		28	18	21	23	13	13
In House Use - Gilbert		464		221	89	107		100			48	117	
In House Use - Story City													

LIBRARY SERVICES CONTRACT:

The City of Gilbert, Gilbert, Iowa and the Bertha Bartlett Public Library, 503 Broad Street, Story City, Iowa, agree as follows:

1. The Bertha Bartlett Public Library will provide the residents of the City of Gilbert with library service. All residents of Gilbert will be issued library cards upon request and will have full use of the main library in the City of Story City. In addition, the Bertha Bartlett Public Library will work in cooperation with the City of Gilbert to operate and staff the library on average at least 13 hours, not to exceed 30 hours per week at the Gilbert Branch library now located at 207 Main Street. The Bertha Bartlett Public Library will provide book shelves, books, and 2 computers with internet access, in addition to full support services of the Bertha Bartlett Public Library.

2. The City of Gilbert will provide all utilities and internet access, in addition to building maintenance, snow removal and lawn upkeep, including cleaning. The City of Gilbert will provide a space that can be secured to protect library investments, and will extend their insurance to cover the building that houses the library in Gilbert.

3. This contract shall be for a three year period, which will terminate on June 30, 2025. Twelve months notice would be necessary to cancel this contractual agreement. The parties agree that this contract may be extended by mutual agreement after re-negotiation of the terms thereof.

4. The City of Gilbert shall pay to the Bertha Bartlett Public Library the sum of $62,000 per year for library service during the period July 1, 2022 through June 30, 2025 with the above mentioned increase in hours open. Payment shall be made in two installments each year, with the first payment prior to Dec. 31 of each year, and the second on or before June 1 of each year.   It is understood that execution of the terms of this contract shall be contingent upon appropriations by the Gilbert City Council sufficient to meet the terms of this contract.

Date:_____   Date:_____

Bertha Bartlett Public Library   City of Gilbert

_____   _____
Chris Feil, President- Board of Trustees   Jonathan C. Popp, Mayor
Bertha Bartlett Public Library   Gilbert City Council
Story City, Iowa   Gilbert, Iowa

Bertha Bartlett Public Library
Story City, Iowa

Inter-library Loan Services & Book Club Policy

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a $1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the $1.00 fee when the book is received. Non-residents (those who live outside Story City whose primary library would not be Story City) who request an interlibrary loan through our library at will pay a $3.00 fee upon request of the interlibrary loan which will usually cover the cost of postage. Story County residents who use Story City as their primary library would still pay $1.00.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08
Reviewed 11/10, 12/14, 8/16,
Revised 10/18

BERTHA BARTLETT PUBLIC LIBRARY
MEETING ROOM POLICY

1. Library sponsored activities are given priority. Under adequate notice the library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the library expects to be notified within a reasonable time so that another meeting may be scheduled.

2. The library meeting room is available for group meetings. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The library director is authorized to deny permission to use the library meeting room to any group or individual that behaves in a disorderly or inappropriate manner.

3. Reservations for the use of the meeting room are to be made with the librarian on duty. Rooms may be booked a maximum of 6 months in advance. The reservation procedure involves the completion of an application and signature of a responsible party (over 18 years of age). No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.

4. If a key is needed the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.

5. No parties.

6. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. Alcoholic beverages and smoking are not permitted in the building.

7. Plans for decorations must be approved by the library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.

8. Permission to use the meeting rooms in no way implies that the library supports the views of the group.

9. In consideration of the Library's granting permission to use the facility, the users promise, covenant, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.

10. Everyone using the room except local service organizations (i.e., Boy Scouts, Girl Scouts, etc.),   will pay a $25.00 deposit which is refundable if the room is left in proper order. Fees for using the room are as follows: City of Story City non-profit community groups, no charge. For profit groups $15 for up to 4 hours, $25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge.

11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Saturday; 12 noon - 10 p.m.- Sunday.

April 1994, Reviewed 6/04, Updated 11/07, 10/11, Updated 12/14, Reviewed 10/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

Reading Room Policy – Kinne Wing

1. The room is to be used only during open library hours.
2. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The Kinne Wing may be used as an alternative meeting room, when main room is booked or deemed too small. Large children's programs and special activities would be exempted from the quiet zone. The library director is authorized to deny permission to the use of the library reading room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. The room may be booked a maximum of 6 months in advance. (Same rules apply to this area as apply to the other rooms). Please place reservations in purple notebook denoting that the use is other than the main meeting room.
4. Usage will be limited to cultural and literary meetings only, with children's library programs included in this criteria. (No admission fee can be charged to people attending the programs).
5. If the meeting room is available it should be used first.
6. Meetings should not last longer than two (2) hours.
7. Patrons wishing to use the room to browse for books, magazines or other library materials must be allowed to use the room during the meeting.
8. Use of the room is free. The room must be left as it was found.

9/95
Reviewed 11/98
Reviewed 5/2001
Reviewed 6/04
Reviewed 1/08
Updated 10/11, 11/14
Reviewed 10/18

<div align="center">

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

BASIC CIRCULATION POLICY

</div>

Books and other circulating library materials (other than DVDs) may be checked out for a three week period.   New borrowers may check out (2) items/

Books and materials may be renewed for an additional three week period. An additional renewal will be at the discretion of the librarian. Renewals may be confirmed by telephone or in person.

Patrons may check out any number of books. A limit of 8 periodicals, 4 music CD's and 4 DVDs may be checked out. The number of items may be increased at the discretion of the librarian based on patron history. The Library Director has the discretion to limit when deemed necessary.

Holds:
1. Patrons may request that an item be held for them by filling out a patron request form, or by placing item on hold from computer catalog.   A librarian may also place a hold for patron directly into the catalog if requested by phone or in person.
2. When the item is available, the first person on the In-stock Hold list is notified
3. If the item is not picked up within 5 days after notification, it will be given to the next person on the list or returned to general circulation. If the patron still wants the item, their name may then be replaced at the end of existing holds list.

Reserved Materials:
1. Patrons who want an item for a specified future period of time may reserve that item for those dates. This can be done through the online catalog or by staff. Reserves can be made for as far as one year out from the date and item reserved may have a shortened checkout date if someone would chose that item from the shelf.
2. If someone has requested an item for purchase, the first one to request the item should be the first to receive the item when it has been fully cataloged.

If a patron is waiting for an item that is currently checked out by another patron, that person's name will not be released by staff members. Please refer to the ***Confidentiality and Library Users Record Policy.***

Reviewed: 7/21
Revised:

CONFIDENTIALITY AND LIBRARY USER RECORDS POLICY

The Board of Trustees of the Bertha Bartlett Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board of Trustees believes that public access to names of persons who hold Bertha Bartlett Public Library cards could discourage use of the Library.

CONFIDENTIAL INFORMATION

The Library will not reveal the identities of individual users for private, public or commercial use. The Library will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:
- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable provisions of the Iowa Code, unless excepted below.

EXCEPTIONS

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library in order to conduct Library business.
- The Library Director may authorize use of Library user contact information by Bertha Bartlett Public Library Foundation for such purposes as fundraising, marketing, or advocacy.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges. Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.
- Contact information provided by the user to book a meeting room is considered public information.
- Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.
- Library User Records shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.

REFERENCES

This policy has been developed in concert with Code of Iowa Chapter 22, "Examination of Public Records (Open Records" and *Code of Ethics of the American Library Association*.

Approved: (Jan. 2022)

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design

36"min
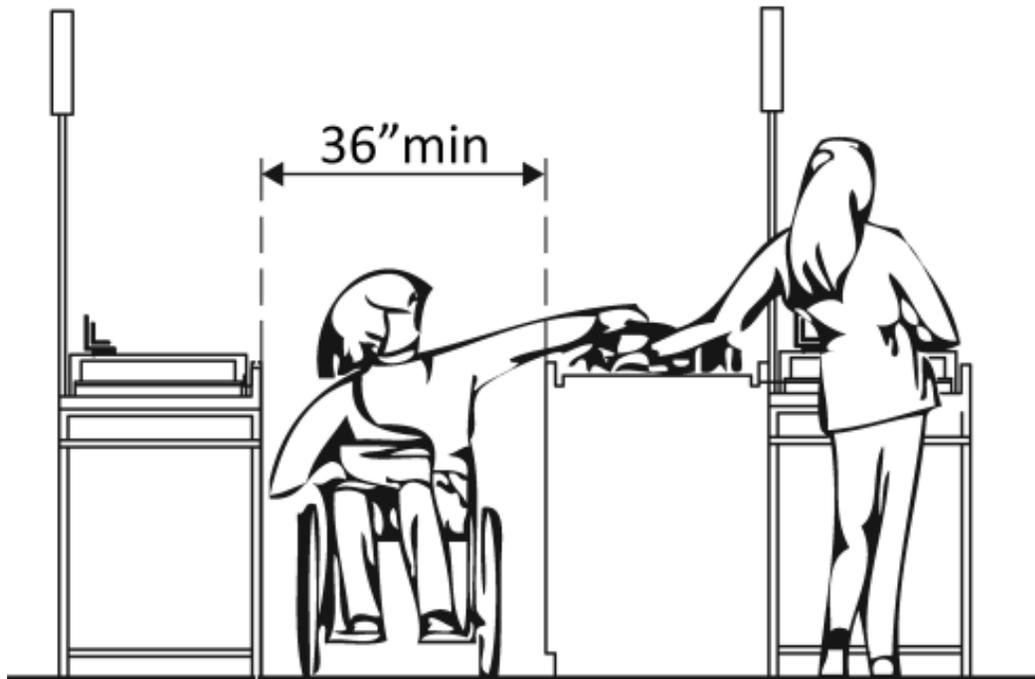
Project - FY23 Accreditation

Building - Bertha Bartlett Public Library

Location - 503 Broad St. Story City, IA 50248

Date - 1/10/2022

Surveyors - Kolleen Taylor, Library Director

Matthew Tessmer, Assistant Director

Contact Information - (515) - 733 - 2685
kolleen@storycity.lib.ia.us; matthew@storycity.lib.ia.us

Reviewed

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 2 – Access to Goods & Services			Comments	Possible Solutions
2.1	Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]	☒Yes ☐No	Photo #:	• Create accessible route • •
Interior Accessible Route				
2.2	Are all public spaces on at least one accessible route? [206.2.4]	☒Yes ☐No	Photo #:	• Create accessible route • •
2.3	Is the route stable, firm and slip-resistant? [40.2, 302.1]	☒Yes ☐No	Photo #:	• Repair uneven surfaces • •
2.4	Is the route at least 36 inches wide? [403.5.1] Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.	☒Yes ☐No Measurement: 36" - 60"	Photo #:	• Widen route • •

2.5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]	☒Yes ☐No Measurement: 60" x 60"	 Photo #:	• Widen route for passing space • •
2.6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3] Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.	☒Yes ☐No Measurement: 0.0	 Photo #:	• Regrade • •
2.7	Is the cross slope no steeper than 1:48? [403.3]	☒Yes ☐No Measurement: 0.0	 Photo #:	• Regrade • •
2.8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or	☒Yes ☐No Measurement: 4" for all but two detailed below	 4"max Or	• Remove object • Add tactile warning such as permanent planter or partial walls •
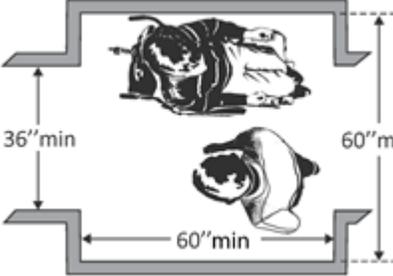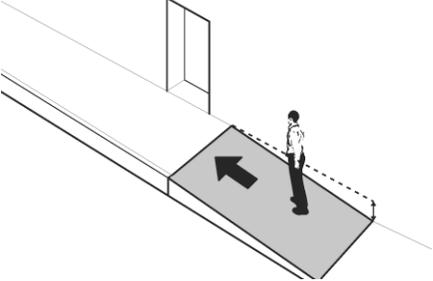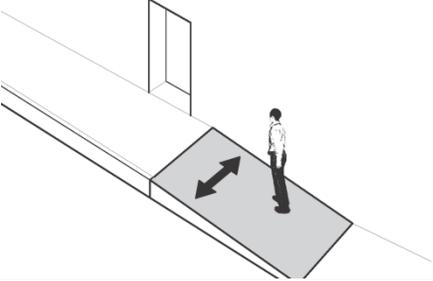
	If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? [307.2] Or Is the bottom leading edge at 80 inches or higher above the floor? [307.4]	☐ Yes ☒ No Measurement: Water Fountain: Bottom leading edge 30" Juvenile end cap: bottom leading edge 46.5" ☒ Yes ☐ No Measurement: 92"	 Photo #:		
2.9	Are there elevators or platform lifts to all public stories? Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility	☐ Yes ☐ No	N/A Photo #:	• Install if necessary • Offer goods and services on an accessible story •
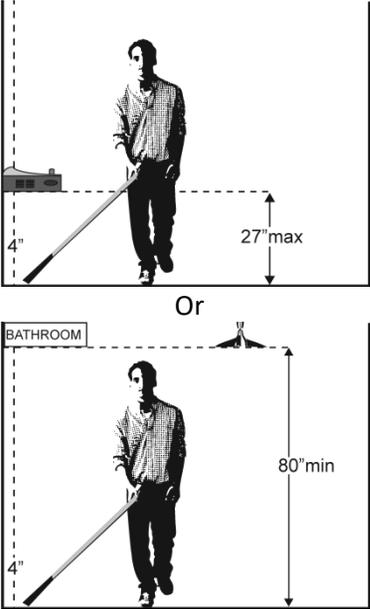
Ramps

2.10	If there is a ramp, is it at least 36 inches wide? [405.5] Note: If there are handrails, measure between the handrails.	☐ Yes ☐ No Measurement:	36"min	N/A Photo #:	• Alter ramp • •
2.11	Is the surface stable, firm and slip resistant? [405.4]	☐ Yes ☐ No		N/A Photo #:	• Resurface ramp • •
2.12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2] Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.	☐ Yes ☐ No Measurement:	1 12 min	N/A Photo #:	• Lengthen ramp to decrease slope • Relocate ramp •
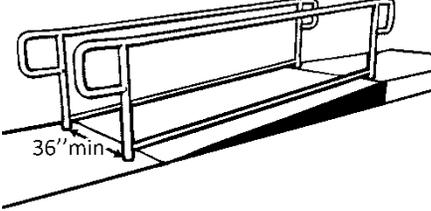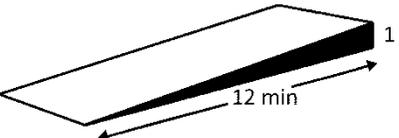
2.13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp? [405.7.2, 405.7.3]	☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A	 landing widths must be at least equal to ramp width 60"min 60"min Photo #:		• Alter ramp • Relocate ramp •
2.14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]	☐ Yes ☐ No Measurement:	 60"min 60"min Photo #:	N/A	• Increase landing size • •
2.15	If the ramp has a rise higher than 6 inches are there handrails on both sides? [405.8]	☐ Yes ☐ No Measurement:	 if greater than 6'' Photo #:	N/A	• Add handrails • •
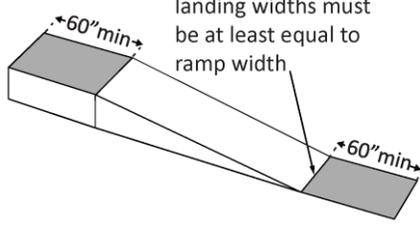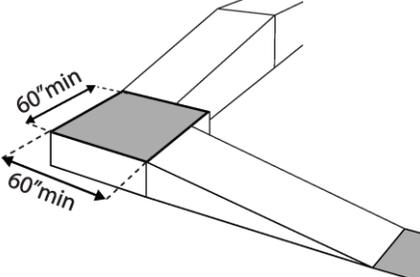
2.16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]	☐ Yes ☐ No Measurement:	34"-38"	N/A Photo #:	• Adjust handrail height • •
2.17	Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]	☐ Yes ☐ No ☐ Yes ☐ No Measurement:		N/A Photo #:	• Reconfigure or replace handrails • •
2.18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]	☐ Yes ☐ No Measurement:	1¼-2"	N/A Photo #:	• Replace handrails • •
2.19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	☐ Yes ☐ No Measurement:	2¼" 2¼" 2¼" 4"-6 ¼" perimeter	N/A	• Replace handrails • •
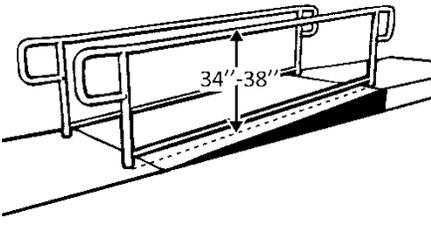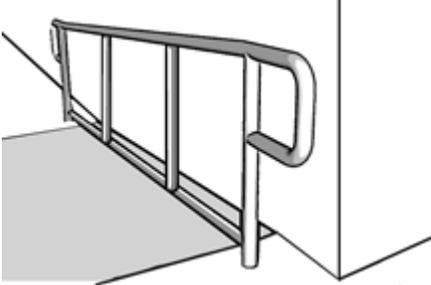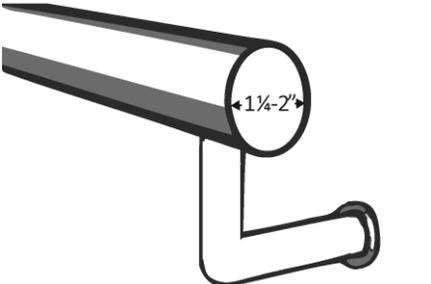
Is the cross section no greater than 2¼ inches? [505.7.2]	☐ Yes ☐ No Measurement:		Photo #:	
2.20 Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface? [505.10.1] Note: If a 12" extension would be hazardous (in circulation path), it is not required.	☐ Yes ☐ No Measurement: ☐ Yes ☐ No	12" min 12" min	N/A Photo #:	• Alter handrails • •
2.21 To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	12"min less than 4"	N/A Photo #:	• Add curb • Add barrier • Extend ramp width • •
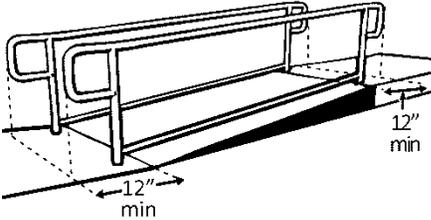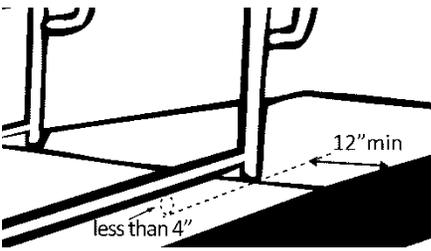
Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.

2.22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]	☐ Yes ☐ No Measurement:	 54"max Photo #:	N/A	• Change call button height • •
2.23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?* [407.3.3]	☐ Yes ☐ No Photo #:		N/A	* If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically • Install opener •
2.24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated? [403.3.2]	 ☐ Yes ☐ No ☐ Yes ☐ No Time:	 Photo #:	N/A	• Add power operated door • Adjust opening time •
2.25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at	 ☐ Yes ☐ No Measurement: ☐ Yes ☐ No	 ←36"min→ 16 sq.ft.min 54"min ←32"min→	N/A	• Replace elevator • •
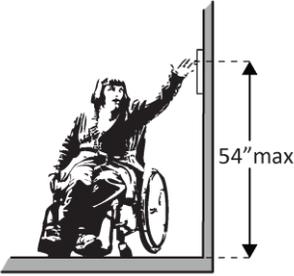
	least 32 inches? [407.4.1 Exception] Measurement:		Photo #:	
2.26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? [408.4.1 Exceptions 1 and 2]	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	N/A Photo #:	• Replace elevator • •
2.27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	N/A Photo #:	• Change control height • •
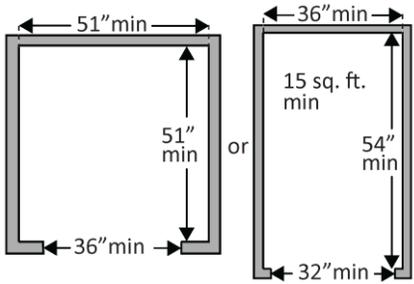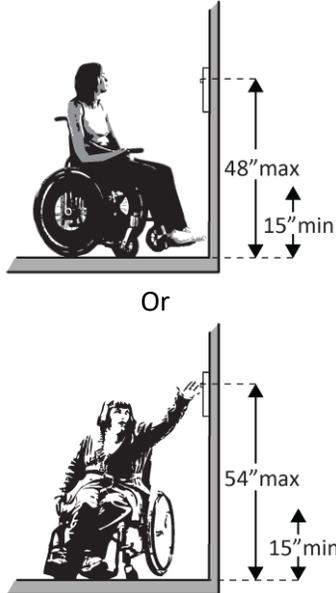
2.28	If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]	☐Yes ☐No Measurement:		N/A Photo #:	• Reconfigure controls • •
2.29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille? [407.4.7.1, 703.2]	☐Yes ☐No ☐Yes ☐No		N/A Photo #:	• Add raised characters • Add Braille •
2.30	If there is a full size elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]	☐Yes ☐No		N/A Photo #:	• Install audible signals • •
2.31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast	☐Yes ☐No ☐Yes ☐No ☐Yes ☐No	48"min	N/A	• Install signs • Change sign height • •
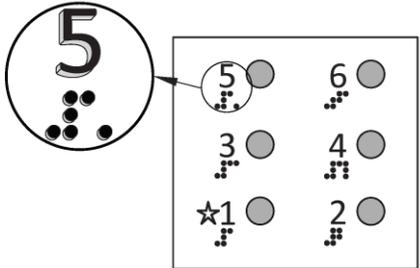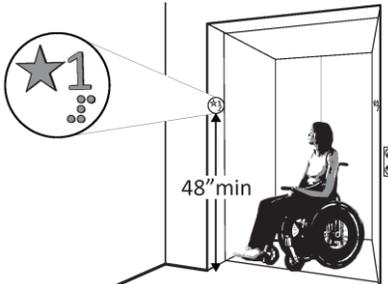
with their backgrounds?				
Are text characters raised?	☐ Yes ☐ No			
Is there Braille?	☐ Yes ☐ No			
Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?* [407.2.3, 408.2.3]	☐ Yes ☐ No Measurement:		Photo #:	* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

Platform Lifts

2.32	If a lift is provided, can it be used without assistance from others? [410.1]	☐ Yes ☐ No	N/A Photo #:	• Reconfigure so independently operable • •
2.33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [410.5]	☐ Yes ☐ No Measurement:	N/A Photo #:	• Remove obstructions • •
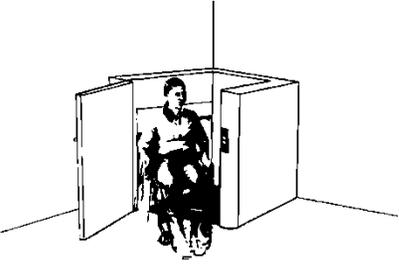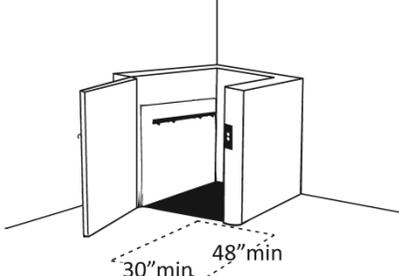
2.34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]	☐ Yes ☐ No Measurement:	15"-48" Photo #:	N/A	• Change control height • •
2.35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]	☐ Yes ☐ No Measurement:	36 " min 48" min Photo #:	N/A	• Replace lift • •
2.36	If there is an end door, is the clear opening width at least 32 inches? [410.6]	☐ Yes ☐ No Measurement:	32"min Photo #:	N/A	• Alter door width • •
2.37	If there is a side door, is the clear opening width at least 42 inches? [410.6]	☐ Yes ☐ No Measurement:	42"min Photo #:	N/A	• Alter door width • •
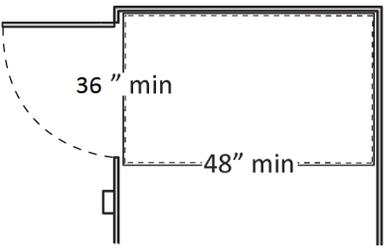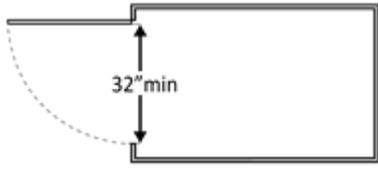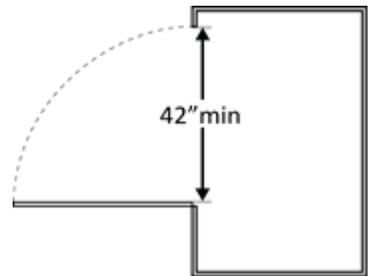
Signs "Tactile characters" are read using touch, i.e. raised characters and Braille.

2.38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]			2 Emergency Exit Doors do not have tactile signs	• Install tactile sign • Relocate sign •
	Do text characters contrast with their backgrounds? [703.5]	☒Yes ☐No		Signs for bathrooms located on the door, not the wall	
	Are text characters raised? [703.2]	☒Yes ☐No		Double doors to lobby have signs on the side of the active leaf	
	Is there Braille? [703.3]	☒Yes ☐No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☐Yes ☒No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* [703.4.2]	☒Yes ☐No Measurement: 18" x 18"			*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

---

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? * [703.4.1]

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

☐ Yes ☒ No

Measurement: Tactile characters below 48" for In and Out signs in lobby
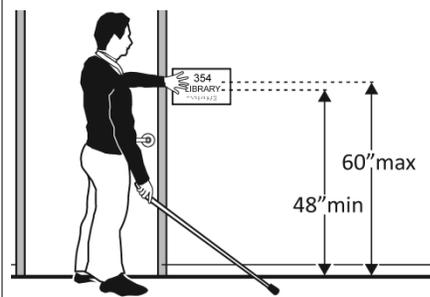
60"max
48"min

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required

Photo #:

2.39 If there are signs that provide direction to or information about interior spaces:

Do text characters contrast with their backgrounds? [703.5.1]

Is the sign mounted so that characters are at least 40 inches above the floor? [703.5.6]

Note: Raised characters and Braille are not required.

☒ Yes ☐ No

☐ Yes ☒ No

Measurement: Short library shelf signs are under 40" from floor

LIBRARY
40"min
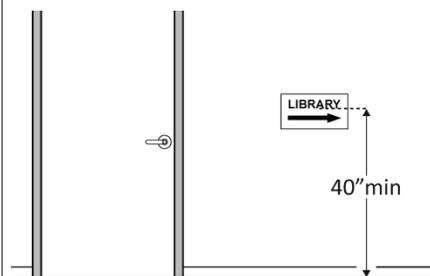
• Install signs with contrasting characters
• Change sign height
•

Photo #:

Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.

2.40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☒Yes ☐No Measurement: 35.5"		Photo #:	• Install offset hinges • Alter the doorway •
2.41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door. On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	☒Yes ☐No Measurement: 18" and 60" ☒Yes ☐No Measurement: 0.0			• Remove obstructions • Reconfigure walls • Add automatic door opener

[404.2.4]			Photo #:	
2.42 If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	1/4"max→ 1/2"max→ 3/4"max→	N/A Photo #:	• Remove or replace threshold • •
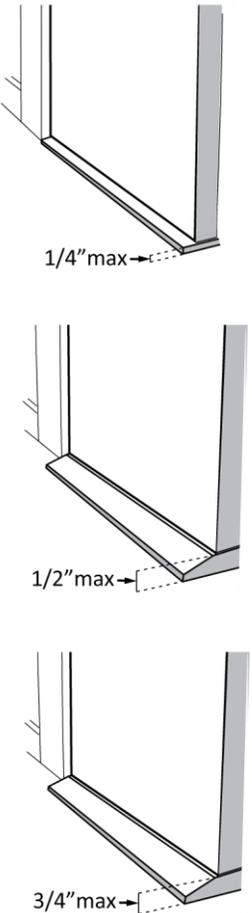
2.43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☒Yes ☐No ☒Yes ☐No ☐Yes ☒No		Lock requires grasping, pinching, and twisting Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
2.44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐Yes ☒No Measurement: Locks at 51"	34''- 48''	Door handles are located between 34" and 48" Lock is above 48" from floor Photo #:	• Change hardware height • •
2.45	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☒Yes ☐No Measurement: South door: 10 oz. North door: 3.5 lbs.	5 lbf	Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
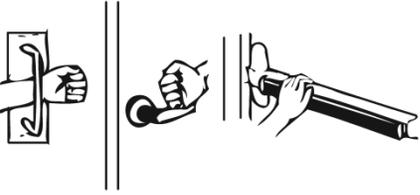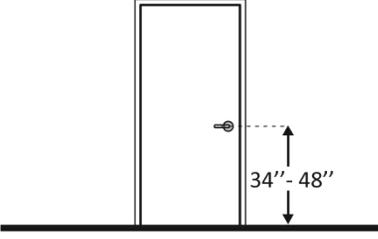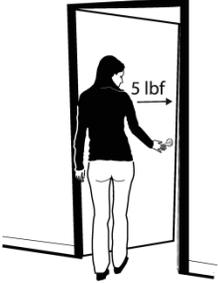
2.46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☐ Yes ☐ No Measurement:		N/A Photo #:	• Adjust closer • •
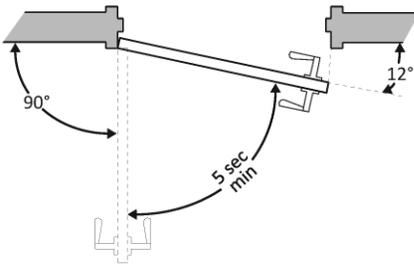
Rooms and Spaces – stores, supermarkets, libraries, etc.

2.47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]	☐ Yes ☒ No Measurement: Less than 36"		Furniture is in the way of providing wide enough aisles between certain shelves: Display octagon in fiction Table in puzzle area Table in reference area (only when in use by patrons) Photo #:	• Rearrange goods, equipment and furniture • •
2.48	Are floor surfaces stable, firm and slip resistant? [302.1]	☒ Yes ☐ No		Photo #:	• Change floor surface • •
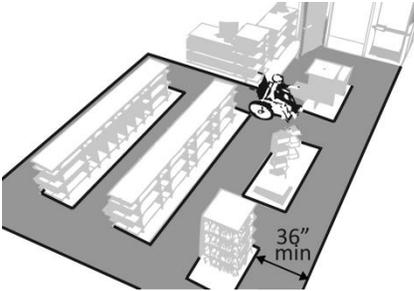
2.49	If there is carpet: Is it no higher than ½ inch? Measurement: 1/8" Is it securely attached along the edges? [302.2]	☒Yes ☐No ☒Yes ☐No		Photo #:	• Replace carpet • •

Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.

2.50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3] Are the operable parts no higher than 48 inches above the floor?* [309.3, 308]	☐Yes ☒No Measurement: Under 12" in places ☐Yes ☒No Measurement: 52"		Many controls located in between shelving units Photo #:	• Change height of control • • *If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor
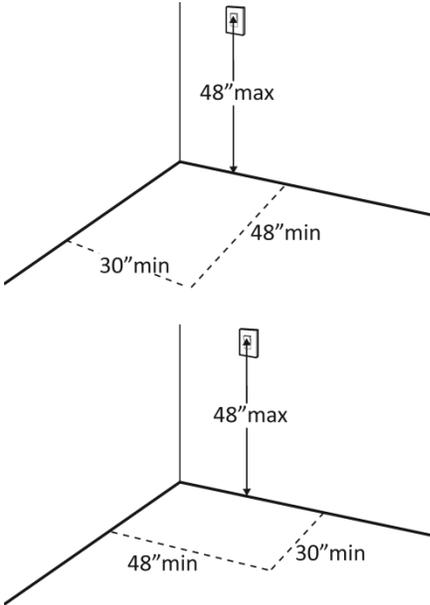
2.51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4]	☒ Yes ☐ No		Photo #:	• Replace control • •
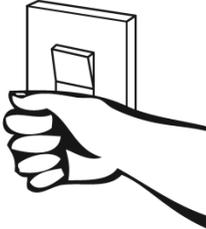
Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc.

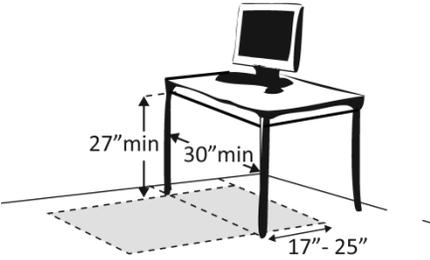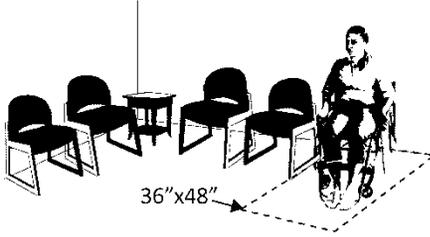|					
2.52	Are an adequate number of wheelchair spaces provided? [221.2.1]	☐ Yes ☐ No Total #: Wheelchair #:	**# of Seats** / **Wheelchair Spaces** 4 - 25 / 1 26 - 50 / 2 51 - 150 / 4 151 - 300 / 5 300+ see 2010 Standards 221.2.1.	N/A Photo #:	• Reconfigure to add wheelchair spaces • •
2.53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]	☐ Yes ☐ No		N/A Photo #:	• Reconfigure to disperse wheelchair spaces • •
2.54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]	☐ Yes ☐ No		N/A Photo #:	• Alter for line of sight • •
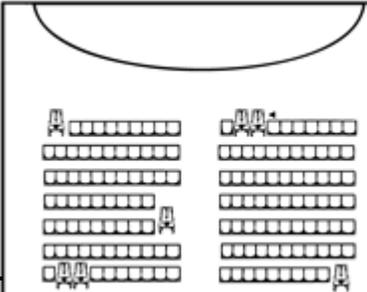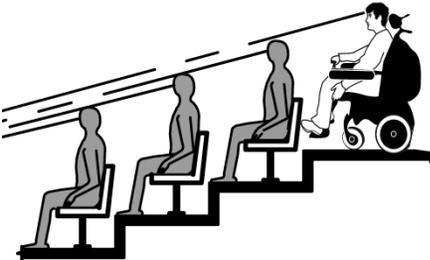
				N/A	
2.55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]	☐ Yes ☐ No			• Alter for line of sight • •
				Photo #:	
2.56	If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]	☐ Yes ☐ No Measurement:		N/A	• Alter space • •
				Photo #:	
2.57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]	☐ Yes ☐ No Measurement:		N/A	• Alter spaces • •
				Photo #:	
2.58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]	☐ Yes ☐ No Measurement:		N/A	• Alter space • •
				Photo #:	
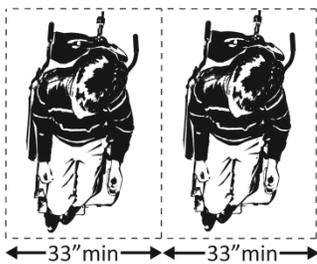
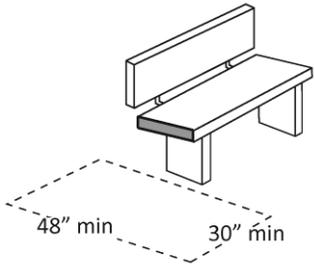|				N/A	Alter space
2.59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]	☐ Yes ☐ No Measurement:	60"min		• Alter space • •
				Photo #:	
2.60	Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]	☐ Yes ☐ No	Accessible Route 36"min	N/A	• Alter spaces • •
				Photo #:	
2.61	Is there at least one companion seat for each wheelchair space? [221.3]	☐ Yes ☐ No		N/A	• Add companion seats • •
				Photo #:	
2.62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]	☐ Yes ☐ No		N/A	• Alter seating • •
				Photo #:	
2.63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]	☐ Yes ☐ No		N/A	• Add equivalent seating • •
				Photo #:	
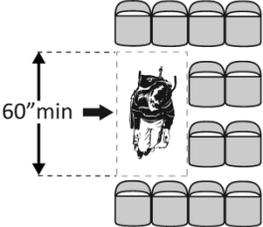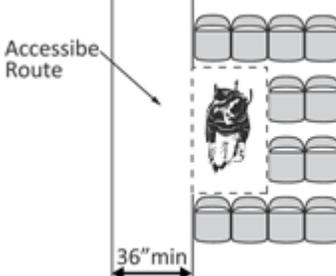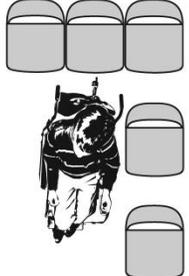
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)				
2.64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]	☒Yes ☐No Total #: 42 Wheelchair #: 3	 Photo #:	• Alter to provide accessible spaces • •
2.65	Is there a route at least 36 inches wide to accessible seating? [403.5.1]	☒Yes ☐No Measurement: 36"	 36"min Photo #:	• Widen route • •
2.66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3] Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.	☒Yes ☐No Measurement: 28.75"	 28"-34" Photo #:	• Alter surface height • •
2.67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3] Does it extend no less than 17 inches and no greater than 25 inches under the surface?	☒Yes ☐No Measurement: 30" x 48" ☐Yes ☒No Measurement: Space 1 - 31"	 30" 48"	• Alter table or work surface • Add accessible table or work surface •
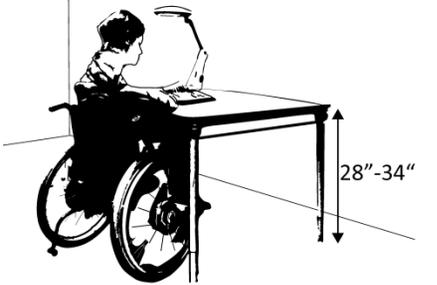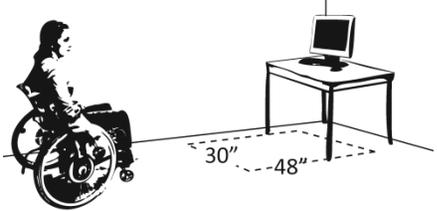
Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3] Note: If for children, the knee space may be 24 inches high.	Space 2 & 3 - 34.75" ☐ Yes ☒ No Measurement: Space 2 & 3 - 24"	27"min 30"min 17"- 25" Photo #:		

Seating: General – reception areas, waiting rooms, etc.

2.68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? [802.1.2, 802.1.3]	☐ Yes ☐ No Measurement:	36"x48" Photo #:	N/A	• Move furniture and equipment to provide space • •

Benches – In locker rooms, dressing rooms, fitting rooms This section does not apply to any other bences.

2.69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [222.1, 803.4]	☐ Yes ☐ No	Photo #:	N/A	• Add bench • •
2.70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	48" min 30" min	N/A	• Move bench • Replace bench • Affix bench to wall • •

Does the bench have back support or is it affixed to a wall?	☐ Yes ☐ No			
Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor? [903]	☐ Yes ☐ No Measurement:			
			Photo #:	
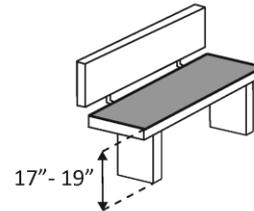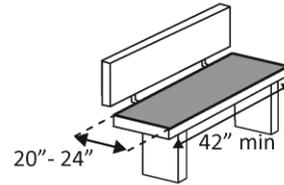
Check-Out Aisles – supermarkets, large retail stores, etc.

2.71	Is the aisle at least 36 inches wide? [904.3.1]	☐ Yes ☐ No Measurement:		N/A Photo #:	• Widen aisle • •
2.72	Is the counter surface of at least one aisle no higher than 38 inches above the floor? [904.3.2]	☐ Yes ☐ No Measurement:		N/A Photo #:	• Lower counter • •
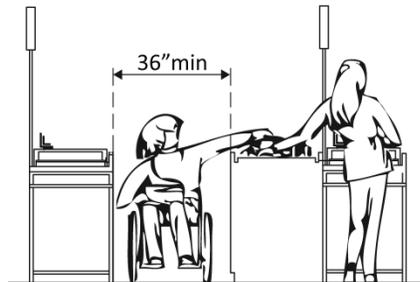
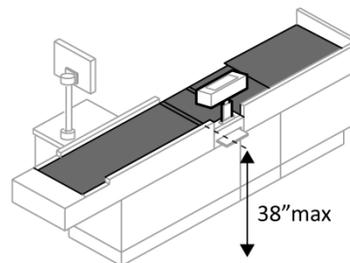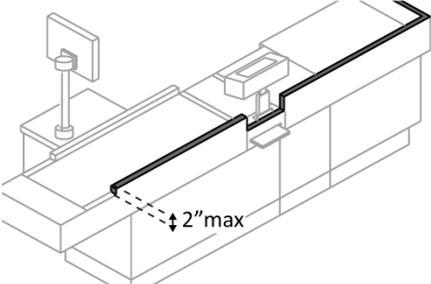| 2.73	Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]	☐Yes ☐No Measurement:	N/A Photo #:	• Lower edge protection • •
2.74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3]	☐Yes ☐No Measurement:	N/A Photo #:	• Alter check writing surface • •
2.75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]	☐Yes ☐No	N/A Photo #:	• Add sign • •
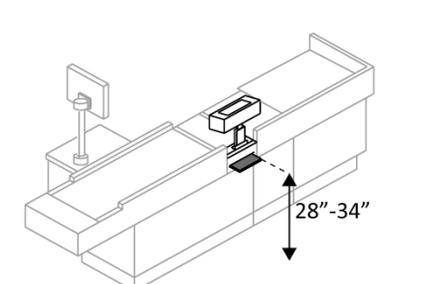
Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.

2.76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long? [904.4.1]	☒Yes ☐No Measurement: 32" ☒Yes ☐No Measurement: 53"		• Lower section of counter • Lengthen section of counter • Photo #:
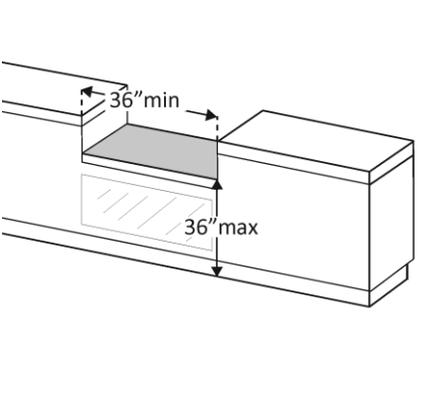
2.77	Does the accessible portion of the counter extend the same depth as the counter top? [904.4]	☒Yes ☐No Measurement: 26.5"	Photo #:	• Alter accessible portion • •
2.78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]	☒Yes ☐No ☒Parallel Measurement: 30" x 48" ☒Forward Measurement: 48" x 30"	Photo #:	• Reconfigure to provide a parallel or forward approach • •
2.79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1]	☒Yes ☐No Measurement: 48"	Photo #:	• If a parallel approach is not possible, a forward approach is required • •
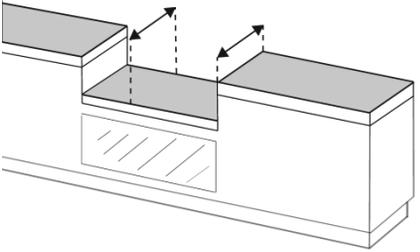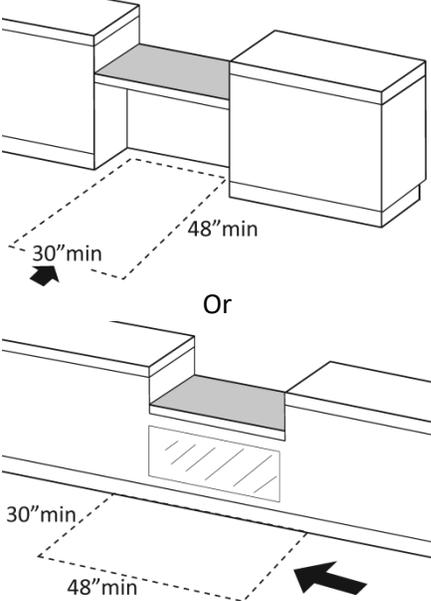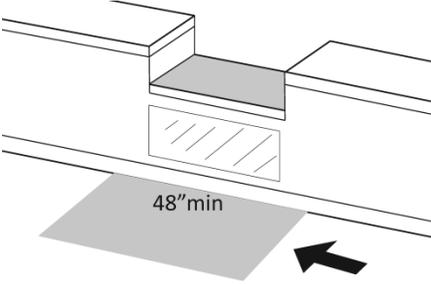
2.80 For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3] Is there at least 27 inches clearance from the floor to the bottom of the counter? [306.3.1]	☐Yes ☒No Measurement: 0" extend under the counter ☐Yes ☒No Measurement: 0"	17-25" 48"min 27"min Photo #:	No portion of the counter provides knee clearance	• Reconfigure to provide knee clearance • •
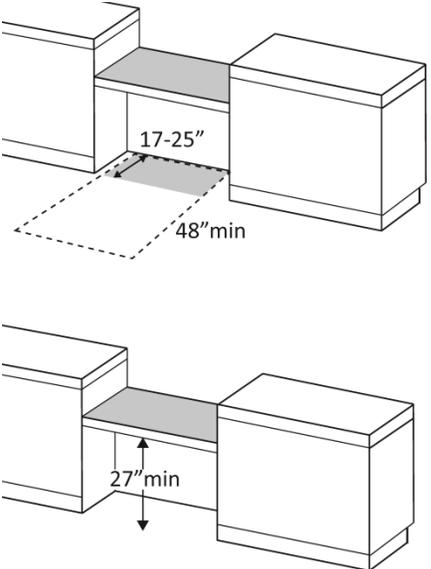
Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc.				
2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]	☐Yes ☐No ☐Forward ☐Parallel	Or	N/A	• Reconfigure to provide approach • •
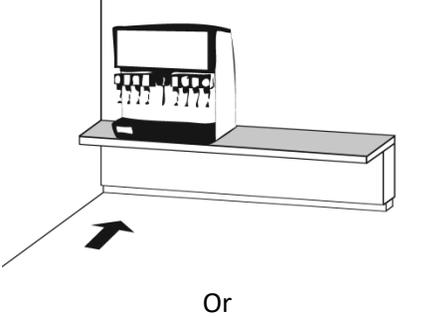
			Photo #:	
2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	☐ Yes ☐ No Measurement:	48" max	N/A Photo #:	• Lower shelf and/or dispensing device • •
2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	☐ Yes ☐ No Measurement:	10" max 48" max	N/A Photo #:	• Lower shelf and/or dispensing device • •
2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]	☐ Yes ☐ No Measurement:	10"-24" 46" max	N/A Photo #:	• Lower shelf and/or dispensing device • •
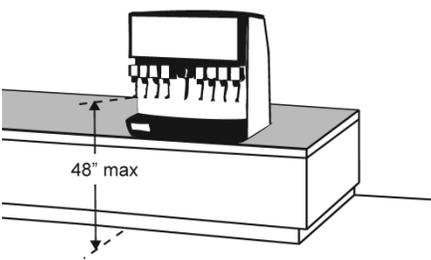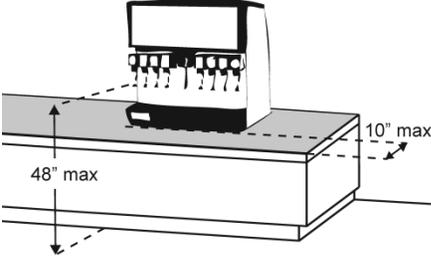
2.85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]	☐Yes ☐No Measurement:	48"max	N/A Photo #:	• Lower shelf and/or dispensing device • •
2.86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	20"max 48" max 20"min	N/A Photo #:	• Reconfigure to provide knee space • Lower shelf and/or dispensing device •
2.87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	20"-25" 44" max	N/A Photo #:	• Reconfigure to provide knee space • Lower shelf and/or dispensing device •
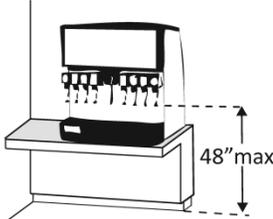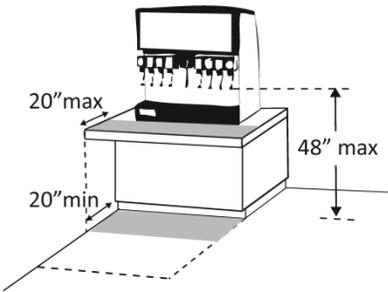
2.88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]	☐ Yes ☐ No Measurement:	28"- 34" Photo #:	N/A Photo #:	• Reconfigure • •
		☐ Yes ☐ No	Photo #:		• • •
		☐ Yes ☐ No	Photo #:		• • •
		☐ Yes ☐ No	Photo #:		• • •
		☐ Yes ☐ No	Photo #:		• • •
		☐ Yes ☐ No	Photo #:		• • •
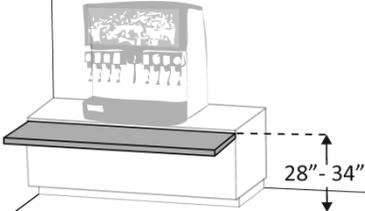
Bertha Bartlett Public Library
FY23 Application Form for Accreditation and Direct State Aid Tier Level

INTRODUCTION

Due February 28, 2022

The Standards and Accreditation program exists to encourage the ongoing development of high quality public library services in Iowa. To save space on this application form, questions have been shortened. For more information and examples, refer to the full text of the publication: <u>In Service to Iowa: Public Library Standards</u>

Instructions

The FY23 application form is available in online and print versions. The print version is to aid data collection only. Printed versions of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: <u>scott.dermont@iowa.gov</u> or 515-281-7573.

Check the box next to each standard met.

(FY21) = Standards marked this way should use data taken from the FY21 Iowa Public Library Annual Survey. Dates covered (July 1, 2020 - June 30, 2021.) Some standards use data from more than one fiscal year and will be shown as (FY21, FY20, FY19).

LINE# = Data taken from the Public Library Annual Survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30 ÷ LINE E29** would divide line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.

Submittal: When you are ready to submit your application, follow the steps listed below.
Step 1: Verify that you have all of your updated supporting documentation on file at the State Library. The Supporting Documents Checklist is included at the end of this application form. You must check the box at the bottom of the third (part 3) "Request for Supporting Documentation" page in order to submit your application.
Step 2: Click on the "Show Status" button on the top right of the page.
Step 3: Resolve any edit checks.
Step 4: Click on "Unanswered Questions" at the top of the page and make sure all required questions are

answered.

Step 5: Click on the "Submit" button on the top right of the page.

Step 6: You will see a list of items on the "Submit Survey" page. If any of the items on the list have a red triangle with a message you will need to go back and resolve any issues. Click on the link to go back and fix any issues.

Step 7: If all items on the "Submit Survey" page have check marks next to them, you are ready to submit. Click the blue button at the bottom of the page labeled "Submit". If everything is correct you will see a popup box that says "Congratulations, your survey was submitted successfully!"

Step 8: If you wish, you may print a copy of your application form at this point. Click the link at the top right labeled "Survey List." Under other surveys you will see an option called "FY23 Application Form for Accreditation and Direct State Aid Tier Level." Click the icon shaped like a printer to print your form. NOTE: Once submitted you will not be able to make changes to your application, you can only print it. Please contact Scott Dermont at the State Library if you need to unlock your application.

Step 9: Complete the Signature Page.

SECTION 1: LIBRARY GOVERNANCE
#1 - 11

1.	(Tier 1) A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file.	Yes
2.	(Tier 1) The library board or other authority as defined by ordinance: • Hires the library director • Delegates the active management of the library, including personnel administration, to the library director • Has legal authority over the library's budget and over all gifts, bequests, and donations	Yes
3.	(Tier 1) The library board adopts an annual budget.	Yes
3a.	Meeting Date (include month, day, and year) of most recently completed budget approved by board	12/28/2021
4.	(Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard.	Yes
5.	(Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. For help developing your bylaws, please contact your district consultant. Bylaws must be dated February 1, 2019 or later.	Yes
6.	(Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. COVID Exceptions - 6 meetings are acceptable for FY20 & FY21. Submit dates of board meetings for the past three years Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.	Yes
6a.	FY21	7/23/20; 8/27/20; 9/28/20; 10/22/20; 11/24/20; 12/22/20;

		1/28/21; 2/25/21; 3/25/21; 4/22/21; 5/27/21; 6/24/21
6b.	FY20	7/24/19; 8/29/19; 9/27/19; 10/17/19; 11/22/19; 12/30/19; 1/30/20; 2/27/20; 3/26/20; 4/23/20; 5/28/20; 6/25/20
6c.	FY19	7/19/18; 8/30/18; 9/27/18; 10/29/18; 11/26/18; 12/17/18; 1/28/19; 2/25/19; 3/28/19; 4/25/19; 5/28/19; 6/26/19

7.	(Tier 1) The library board adopts four required written policies - circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. For help developing your policies, please contact your district consultant.	Yes
	Policies should be dated February 1, 2019 or later.	
8.	(Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.	Yes
	Briefly summarize your library's board development training opportunities for the past three years.	
8a.	FY21	Training included educational presentations, review and discussion of related articles and documents, and demonstrations of related websites.
8b.	FY20	Training included educational presentations, review and discussion of related articles and documents, and webinar recordings from the Public Library Association.
8c.	FY19	Training included educational presentations, discussion of recorded programs, and demonstrations of products and websites.
9.	The library board has written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. For help developing your policies, please contact your district consultant.	Yes
	Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:	
a.	Bulletin board and displays	Yes
b.	Customer conduct in the library	No
c.	Customer service	No

d.	Disaster preparedness and recovery	No
e.	Emergencies and evacuation	Yes
f.	Friends groups	No
g.	Gaming	No
h.	Gifts and donations	Yes
i.	Hours including holiday and weather closings	No
j.	Library foundation	No
k.	Meeting rooms	No
l.	Proctoring	No
m.	Programs for youth and adults	No
n.	Public access computers	No
o.	Public relations	No
p.	Reference and readers' advisory services	No
q.	Sex offender	No
r.	Tablet checkout	No
s.	Unattended children	No
t.	Volunteers	No
u.	Wireless use	No
9v.	Other policies (List no more than two)	
10.	The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/statistics	Yes
10a.	Enter county per capita support -OR-	$41.01
10b.	Enter county cents per thousand support	
11.	The library trustees attend county-wide trustee meetings, which should occur at least once per year.	
	List dates that trustees attended county-wide meetings for the past three years. Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.	No
11a.	FY21	
11b.	FY20	
11c.	FY19	

SECTION 2: LIBRARY MANAGEMENT
#12 - 19

12.	(Tier 1) The library director provides written financial and statistical reports for review at library board meetings.	Yes
13.	(Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.	Yes

14.	(Tier 1) The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard.	Yes
a.	Orientation sessions by the director at regularly scheduled board meetings	Yes
b.	Presentation and discussion of recorded programs	No
c.	Orientation sessions conducted by State Library staff or other qualified consultants	No
d.	Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook at regularly scheduled board meetings	No
14e.	Other	1-on-1 personal discussion sessions

15.	(Tier 2) The library director shares information with the board about the following laws that affect library operations.	
	Guidance may be found in the latest Iowa Library Trustee's Handbook	
	• Confidentiality of library records (Iowa Code Chapter 22.7 (13)) - see chapter 13 of the Library Trustee's Handbook for guidance. • Open meetings law (Iowa Code Chapter 21) - see chapter 11 of Iowa Library Trustee's Handbook for guidance • Fair Labor Standards Act (U.S. Code Title 29, Chapter 8) - see chapter 13 of the Library Trustee's Handbook for guidance.	Yes

16.	(Tier 2) The library keeps its borrowers' registrations up-to-date. At least one of the suggestions below (check all that apply) and the date of last purge is required to meet this standard.	Yes
a.	Indicate date of last purge (must be February 1, 2019 or later) Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.	3/19/2021
b.	Annual purge	No
c.	Card expiration and renewals (only count non-expired cards as active)	Yes
d.	Individual purges on a regular basis	No
16e.	Other	
17.	(Tier 2) The library has a written plan. To meet this standard, all boxes below must be checked.	Yes
	The plan must:	
a.	Be current - coverage through 2022 at least	Yes
b.	Address community needs based on community data	Yes
c.	Contain a mission statement, which describes the library's purposes in the community	Yes
d.	Show goals and measurable objectives to be achieved over a period not to exceed five years	Yes
18.	The library director informs the board of pending library legislation on the local, state, and national levels to enable	Yes

board members and staff to participate in the legislative process.

19.   The library director attends county-wide directors' meetings, which should occur at least once per year.

       List dates that the director attended county-wide meetings for the past three years.   Yes
Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.

19a.	FY21	9/1/20; 11/5/20; 1/15/21
19b.	FY20	8/6/19; 12/10/19
19c.	FY19	8/21/18; 12/11/18; 4/26/19

SECTION 3: LIBRARY PERSONNEL
#20 - 28

20.   (Tier 1) The library has a permanent, paid director who is endorsed at the required level within two years of hire date.   Yes

20a.   Start date of current director as director   04/07/2007

21.   (Tier 1) The library has written job descriptions that include educational and experience requirements. A written salary range Yes
for each position is recommended, but not required.

22.   (Tier 1) The library director's performance is evaluated by the board at least annually.

                                          Yes
List evaluation dates for the past three years.
Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.

22a.	FY21	9/22/2021
22b.	FY20	6/9/2020
22c.	FY19	7/24/2019

23.   (Tier 1) The library allows the director to participate in continuing education opportunities during their work time.   Yes

24.   (Tier 2) (FY21) The library employs paid staff as listed in chart. Number of hours per week and FTE (Full Time Equivalents) are Yes
given. Either figure can be given to meet the standard. To see full table, click on the question mark.

24a.   Report the total number of paid staff FTE (LINE B08)   3.79

25.   (Tier 3) The library has a planned orientation program for all new employees.   Yes

26.   Other library employees are evaluated annually by the director or supervisor.   Yes

27.   The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.   Yes

       List annual amount spent on CE opportunities for the past three years.

| 27a. | FY21 | $624.89 |
| 27b. | FY20 | $936.75 |

27c.	FY19	$1,572.78
28.	The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard. The director is covered by standard #23.	Yes
	(NOTE: These can also be used to receive CE credit from the State Library's certification program.)	
a.	Attending webinars or other activities provided by the State Library of Iowa	Yes
b.	Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations	Yes
c.	Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities	Yes
d.	Completing learning assignments following continuing education activities	Yes
e.	Taking a library or library-related course for academic credit	Yes
28f.	Other (List no more than one)	

SECTION 4: LIBRARY COLLECTIONS
#29 - 34

29.	(Tier 1) (FY21, FY20, FY19) The library determines its total annual circulation of library materials.	Yes
	Report total circulation for the past three years:	
29a.	FY21 (LINE F27)	47,023
29b.	FY20 (LINE F27)	50,195
29c.	FY19 (LINE F27)	58,329
30.	(Tier 1) The library provides access to current local, county, and/or regional news sources.	Yes
30a.	List the title of one resource provided	Story City Herald
31.	(Tier 3) (FY21, FY20, FY19) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc.	Yes
	Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.	
Report percentage of collection withdrawn:		
31a.	FY21 (LINE E31 ÷ LINE E29)	4.7%
31b.	FY20 (LINE E31 ÷ LINE E29)	1.6%
31c.	FY19 (LINE E31 ÷ LINE E29)	3.0%
31d.	Total percentage withdrawn (FY21 + FY20 + FY19)	9.3%
31e.	Average of three years (Total percentage withdrawn divided by	3.1%

3)
This amount needs to be 3% or greater to meet standard #31

32.   (Tier 3) (FY21, FY20, FY19) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard.

    Yes

    Report all items added regardless of funding source. Include donated items.To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.

Report percentage of collection added:

32a.	FY21 (LINE E30 ÷ LINE E29)	3.7%
32b.	FY20 (LINE E30 ÷ LINE E29)	3.6%
32c.	FY19 (LINE E30 ÷ LINE E29)	4.1%
32d.	Total percentage added (FY21 + FY20 + FY19)	11.4%
32e.	Average of three years (Total percentage added divided by 3) *This amount needs to be 3% or greater to meet standard #32*	3.8%

33.   The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard.

    Yes

a.	Adult basic education materials	Yes
b.	Audio books and/or captioned video	Yes
c.	Braille materials	Yes
d.	Children's and young adult materials	Yes
e.	Large print books	Yes
f.	Materials for English language learners	Yes
33g.	Other (List no more than one)	

34.   The library provides non-traditional physical collections for checkout use outside the library. Check one or more of the suggestions below to meet this standard.

    Yes

a.	Cake pans	No
b.	Art prints	No
c.	Tablets	No
d.	Wireless hotspots	No
34e.	Other (List no more than one)	Puzzles

SECTION 5: LIBRARY ACCESS
VIRTUAL SPACES #35 - 46

35.	(Tier 1) (FY21) The library offers public access Internet-enabled devices and staff trained in their use.	Yes
35a.	Report the number of Internet-enabled devices (LINE G33).	5
36.	(Tier 1) (FY21, FY20, FY19) The library counts the total public	Yes

use of Internet-enabled devices in the library.

Report the annual public use of Internet-enabled devices for the
past three years.

36a.	FY21 (LINE G34)	1,037
36b.	FY20 (LINE G34)	4,336
36c.	FY19 (LINE G12)	9,080
37.	(Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device.	Yes

Enter make and model of printer

37a.	Printer Make & Model	SHARP MX-3050
38.	(Tier 2) The library provides wireless Internet access for its customers.	Yes
39.	(Tier 3) The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard.	Yes

To meet this standard, the website MUST include:

a.	Access to the library's online catalog	Yes
b.	Information about the library	Yes
c.	Links to local, state, or national resources	Yes
39url	Enter the URL of the library's website:	https://www.storycity.lib.ia.us/
40.	The library budgets for computer replacement on a regular basis.	Yes
41.	The library sets aside a separate computer location for use by children and/or young adults.	Yes
42.	The library provides computer and/or Internet training for its customers.	Yes
43.	The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload.	Yes
43a.	Library's download speed (Must be at least 25 Mbps to meet standard)	25.09 Mbps
43b.	Library's upload speed (Must be at least 3 Mbps to meet standard)	24.27 Mbps
44.	The library provides access to and promotes online database products.	Yes
44a.	List the name of one of the library's online database products:	Brainfuse
45.	The library provides access to and promotes a downloadable materials collection.	Yes
45a.	List the name of one of the library's downloadable materials collections:	BRIDGES e-library
46.	The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection.	Yes
46a.	List the name of one of the library's digitized local collections:	Story City Herald Database

SECTION 6: LIBRARY ACCESS

PHYSICAL SPACES #47 - 66

47.	(Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures.	Yes
48.	(Tier 1) The library has an email address.	Yes
49.	(Tier 1) Library hours are posted and fixed based on users' and potential users' available time. A typical week does not include summer hours or closures because of COVID-19 or other reasons.	Yes
	To satisfy this standard the library must be open:	
a.	A minimum of 10 hours per week and at least one hour during each of the following times:	Yes
b.	At least one morning (12am to 12pm)	Yes
c.	At least one afternoon (12pm to 5pm)	Yes
d.	At least one evening (until 6pm)	Yes
e.	Saturday and/or Sunday	Yes
50.	(Tier 1) The library provides reference and readers' advisory service to residents of all ages.	Yes

51. (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose no more than one from the list below:

51a.	Catalog is offline only (card catalog, etc.). Provide a picture of the catalog.	0
51b.	Catalog is online but not accessible on the web. Provide vendor and product name:	0
	Vendor and product name.	
51c.	Catalog is available on the web. Provide the link:	1
	Link:	https://scbbpl.com/Library/Home

52. (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. Libraries that meet this standard automatically meet standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #51. Choose no more than one from the list below:

52a.	Catalog is online but not accessible on the web.	0
52b.	Catalog is available on the web.	1
53.	(Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower.	Yes
54.	(Tier 2) Minimum days and hours of service comply with the chart contained in Help. A typical week does not include summer hours or closures because of COVID-19 or other reasons. Click on the question mark to access the chart.	
	Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.	Yes
54a.	Enter number of days open per typical week:	6
54b.	Enter number of hours open per typical week:	46
55.	(Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use.	Yes
56.	(Tier 3) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO Locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The catalog link must be on the library's web page. The catalog link will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:	
	• Author • Title • Subject	Yes
	Note: Each item in the catalog must also have a call number or some other means to locate the item.	
57.	(Tier 3) All the library's services are available when the library is open. Restricting services due to COVID-19 will not affect this standard.	Yes
58.	Residents of the community have free access to tax-supported public library services.	Yes
59.	The library provides the necessary equipment to use any	Yes

audiovisual materials in the library's collection.

60.	The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.	Yes
61.	The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours.

Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources. | Yes |
62.	The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.	Yes
63.	The library allocates space and furniture for young adults with all materials readily available.	Yes
64.	The library has a makerspace.	Yes
64a.	To meet this standard, describe the makerspace services provided by the library:	a. The makerspace is a shelf with a variety of machines, supplies, and materials including magnet tiles, a snap circuits kit, LEGO robotics and WeDo kits, a sewing machine, a stamping, scrapbooking, and card-making kit, and a beginning wood-carving kit.
65.	The library provides self-service or other kinds of automated equipment used to increase efficiency.	No
65a.	To meet this standard, describe the self-service and/or automated services provided by the library:	
66.	The library allows patrons to make payments using debit or credit cards.	No

SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS #67 - 77

67.	(Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program.	Yes
68.	(Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.	Yes
69.	(Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items.	Yes
a.	Annual reports attractively packaged and made available to the public	No
b.	Attractive and frequently changed exhibits, displays, and bulletin boards	Yes

c.	Newspaper articles, columns, or ads	Yes
d.	Posters, flyers, brochures, and bookmarks advertising library services	Yes
e.	Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.)	Yes
f.	TV and/or radio exposure	No
g.	Visually appealing printed materials and graphics	Yes
h.	Website	Yes
i.	Walk-throughs in the library to assess the image it projects	No
69j.	Others (list)	
70.	(Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations.	Yes
	To meet this standard check at least two items.	
a.	Attend city council meetings other than when making a budget request	No
b.	Give presentations to community groups and organizations	Yes
c.	Invite city council to meet in the library	Yes
d.	Participate in community organizations and activities	Yes
e.	Serve as a bridge to bring different types of people together	Yes
f.	Regularly assess community assets and needs	Yes
g.	Include local leaders in library planning	Yes
h.	Participate in city planning	No
70i.	Other	
71.	The library offers outreach services. Outreach service includes collections and programming provided at other community locations.	Yes
71a.	Describe one of the outreach services provided by the library.	Send collections of books to Cedar Place, an independent living facility
72.	The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard.	Yes
73.	The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard.	Yes
74.	The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard.	Yes
75.	The library collaborates with other organizations, including agencies that serve special populations, to improve library service.	Yes
75a.	Describe one of the library collaborations to meet this standard.	Storytelling festival in conjunction with with the Story City Historical Society

76.	The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).	Yes
77.	The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities.	Yes
	To meet this standard at least four items must be checked.	
a.	Accessible meeting rooms	Yes
b.	Braille materials	Yes
c.	Enhanced computer display for visually impaired	No
d.	Hearing augmentation system in meeting room	No
e.	Home delivery of materials	No
f.	Interpreters for the hearing impaired	No
g.	Large Print materials	Yes
h.	Minimum space between shelving stacks of 36"	No
i.	Story times and programs in accessible meeting rooms or outside the library	Yes
77j.	Others (list)	

SECTION 8: LIBRARY FACILITY #78 - 85

78.	(Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.	Yes
79.	(Tier 1) (FY21, FY20, FY19) The library determines the number of people who come into the library each year. (Also known as door count)	Yes
	Report Annual Library Visits:	
79a.	FY21 (LINE G29)	22,259
79b.	FY20 (LINE G29)	30,941
79c.	FY19 (LINE G09)	40,940
80.	(Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard:	

- The library board must review at least one of the four priority checklists
- The board review date of at least one of the four priority checklists must be February 1, 2019 or later
- The library must submit a completed a completed copy of at least one of the four priority checklists to the State Library

Yes

*Please do not submit photos. We only need a copy of the checklist.

The checklist can be found at: <u>ADA Checklist page</u>

81.	The library provides adequate and convenient parking to the	Yes

library's customers on or adjacent to the library's site. One
parking space is available for every 500 square feet of building.

82.   The library provides adequate handicapped accessible parking
       spaces in compliance with table in Help. Click on the question   Yes
       mark in the circle to view the table.

83.   The library provides adequate public reader seating space based
       on the chart in Help. Click on the question mark in the circle to   Yes
       view the table.

84.   The library provides adequate space for the staff to work in a
       non-public area.   Yes

85.   The library director completes and shares a written space needs
       assessment with the board.
                                                                           Yes
       To meet this standard, the assessment should be dated no older
       than February 1, 2017.

Request for Supporting Documentation (FY23)

<p style="text-align:center; color:red">Due 2/28/2022</p>

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following
documentation to the State Library for review. The list below shows if we have the appropriate
documentation on file. NOTE: The dates below are only accurate as of December 2, 2021. They will not
be updated as you submit your documentation.

If the dates for Standards 5 & 7 are dated February 1, 2019 or later you don't need to send us anything. If
the coverage date for Standard 17 is 2022 or later, you don't need to send us anything. If the date for
Standard 80 is February 1, 2019 or later you don't need to send us anything. "Not on File" indicates that
we don't have a document on file for that standard.

For Standards 1 and 2 we need the most recent copy of the library's ordinance. Libraries will need to send
in current copies of their ordinance each time they apply for accreditation.

For Standards 25 and 26 we need to have some form of documentation on file to meet the Standard. In
each case the box below will say "On File" or "Not on File" depending on the library's situation.

For Standard 78 we need to have photos on file to show that you meet the standard. The box below will
say "On File" or "Not on File" depending on the library's situation.

Supporting documentation should be sent in as electronic files to Toni Blair at toni.blair@iowa.gov. Keep
in mind that you only need to send in the documentation if you meet the appropriate standard.

All libraries must provide a copy of the Signature Page in order to certify your application.
1. Standards 1 and 2 (Tier 1) - One copy of the most current library ordinance.
       Ordinance on file: Not On File
2. Standard 5 (Tier 1) - One copy of the library board's bylaws.
       Bylaws on file must be dated February 1, 2019 or later: 11/1/2018
3. Standard 7 (Tier 1) - One copy of each of the policies listed below.

   - Circulation Policy must be dated February 1, 2019 or later:
   - Collection Development Policy must be dated February 1, 2019 or later:

- Personnel Policy must be dated February 1, 2019 or later:
- Internet Use Policy must be dated February 1, 2019 or later:

Circulation Policy must be dated February 1, 2019 or later:	7/1/2018
Collection Development Policy must be dated February 1, 2019 or later:	10/1/2018
Personnel Policy must be dated February 1, 2019 or later:	2/1/2018
Internet Use Policy must be dated February 1, 2019 or later:	11/1/2018

4. Standard 17 (Tier 2) - One copy of the library's plan.

Plan must cover 2022 or later:	2023

5. Standard 25 (Tier 3) - A checklist or other documentation used for employee orientation program.

Checklist or other orientation:	Not On File

6. Standard 26 - One blank copy of one staff evaluation form.

Staff evaluation form:	Not On File

7. Standard 78 (Tier 1) - A photograph of the library book return

Photo of library book return:	On File

8. Standard 80 (Tier 1) - One copy of the ADA Checklist for Existing Facilities filled out and approved by the board of trustees. Completion of at least one priority is required to meet the standard.

The checklist can be found at: ADA Checklist page

Dated February 1, 2019 or later.	1/16/2019

9. One copy of the Signature Page signed by the director and board president.

The Signature Page can be found at: Signature Page

Signature Page:	Submit with application
Please check this box to indicate that you either have all records on file at the State Library of Iowa or intend to send updated versions of required files. This box needs to be checked in order to submit the application form. All supporting documentation is due at the State Library by February 28, 2022.	Yes

Survey Completion

Number of standards met at each Tier level.

Tier 1 (29 Standards)	29
Tier 2 (12 Standards)	12
Tier 3 (6 Standards)	6
Non-Tier (must meet 20 of 38 to be considered Tier 3 accredited)	35
Date of application:	1/24/2022
Name of person completing this application.	Kolleen Taylor