

# Bertha Bartlett Public Library

## Board Meeting–

Monday, February 21, 2022

6:00 p.m. – Huxley Library Conference Room

Zoom Link: <https://us02web.zoom.us/j/83666881293?pwd=aitPN3lNdzlSeUxOL3dmR1YrdUhrRUT09>

Meeting ID: 836 6688 1293

Passcode: 552502

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
- February bills
- Budget adjustment discussion

Circulation Report: Duane Fournier

Story County Trustee Board Training: 6:30 p.m. Council chambers @ Huxley

Zoom Meeting: <https://zoom.us/j/2304822985>

Correspondence/Communications:

Gilbert Update:

### **New Business:**

- Building Project – Steering Committee & other committees needed (Need more involvement!)
- Annex open house in April, Celebration of 100 years
  - Events associated to help with fundraising
- Next meeting with Architect – with staff, with board, details and changes to layout (before March 3 or after March 10)
- Additional board members

### **Old Business:**

- Education reimbursement

**Adjournment at 6:30 pm**

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

## Staff Report

Kolleen Taylor

February 2022

Online donations are available now through our website, using Paypal. This was set up to run through our page with donations to go directly to the library foundation, with combined efforts by Dave Morris and our Assistant Director, Matthew Tessmer.

We have narrowed the secondary mailing to about 650 addresses outside the Story City area, reducing duplicate household users so just one envelope will go to each household. Fundraising through the letter we mailed has hit \$30,000, most of which has gone to the Foundation, with a few checks written to the library, and I have a spreadsheet

We have received a tremendous amount of music that has been donated to the library from Vivian Whitaker. I have talked with Amelia Flickinger and Suzy Stellmaker about coming in to go through it and help me figure out what to keep, how to organize it best, and how to make their students aware of the donations. Matthew has suggested we try to find an ILS Intern through the University of Iowa who would specialize in music collections because the quantity is pretty massive and beyond what we might be able to work into our normal days. We can discuss this in future months.

We do need to move forward with the architect so we can have some plans to show in April. The city has committed to putting some money into the Building project over the next 4 years, if a Capital Improvements Bond is successful. That bond vote will be in September of 2022.

During the meeting Chris asked about the possibility of adding more board members to give us more depth into the community and to insure quorums. Mark Jackson indicated this would have to be voted upon by the community. I'm attaching the research he showed based on the Marion Public Library by Cedar Rapids, which was trying to increase their trustees from 9 members to 11 members, and change the length of the term for each.

I also pulled the information compiled from the 1994 building project and we have wonderful scrapbooks that document the efforts to raise the \$775,000 necessary for the building at that time. One aspect that we are missing is a full range of committees designated to help do what I am trying to manage between the boards and staff now. We really need to get the Steering Committee back together and get more depth of volunteers, as at that time over 300 individuals were involved with the project. The various committees had 3 to 8 members who were able to focus on just one aspect of the project. People such as Dave and Carol Ann Morris, Chuck and Cheryl Semler, Mike and Patsy Jensen are still here, but many of the prior committee members are not around or have passed away. Perhaps we can tie all this together with a list of committees that are posted at the Open House and invite people to volunteer for the various roles.

Some of the grant possibilities are showing up now with deadlines. One deadline upon us is for the Prairie Meadows Grant, which could potentially be for up to \$775,000. The deadline for the major grant is on February 28, but I understand this is very political and we really need to know someone to achieve involved with board or staff of Prairie Meadows to tap into this. I spoke with the Des Moines Public Library Foundation Executive Director, and she gave me some great ideas, including involvement with a website called Library Giving Day, a day each year which promotes supporting libraries financially with graphics and ideas. I'm just starting to explore this. She also mentioned two of the grants which we are pursuing. We really need to organize some events to bring more attention to this project and to celebrate 100 years, and we also need to tap into some of our community who know people

# **Bertha Bartlett Public Library**

## **Board Meeting**

Monday, January 24, 2022

6:00pm

Meeting held via Zoom and at Library

**Present:** Director Kolleen Taylor, City Representative Mary Kay Solberg via Zoom, Gilbert City representative Tera Sitzmann via Zoom, Lynn Cummings, Secretary Jessica Hensch via Zoom, President Chris Feil, Treasurer Duane Fournier

**Called to Order:** 6:08p

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

No changes

### **Approval of Minutes:**

Motion to approve the December 2021 minutes by Cummings, seconded by Fournier, approved unanimously.

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

### **Treasurer's Report**

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

#### **Story City:**

½ way through budget year and slightly under budget. Group health insurance has increased due to another full time employee added.

#### **Gilbert:**

Budget doing well.

### **Budget Adjustment:**

Taylor reports this has to do with the overage on full time salary/part time salary needing to be adjusted as well as health insurance. Have to pay first and last month insurance at the same time a new employee is hired so they are guaranteed health insurance should they leave.

Fournier suggests that we will likely have to take out the other funds from the trust at the end of the year. Taylor reports it was suggested that she needs to make a budget adjustment.

Fournier will meet later this month and will address this with the city at that time.

### **December Bills:**

Gas bill is getting high due to the cold temperatures.

Cummings motions to approve January 2022 bills. Fournier seconds. Approved unanimously.

**Circulation:**

Has dropped since last year.

Gilbert circulation and county circ has increased since this time last year.

**Board Training – Story County Trustee Training – February 21<sup>st</sup> 6:30p Huxley (6:24p – 6:41p)**

Taylor reports she has a full PowerPoint presentation that will be sent to the city regarding the building project.

Could have a mini-meeting before the training in Huxley – Meeting would need to start at 5:30p in Huxley.

**Correspondence/Communications:**

Donations are coming in from businesses in the community. The board thanks you!

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

Matthew has been filling in at Gilbert and helps as a backup during Story Time on Thursdays. Possibly opening up a few more hours each week. There was a daycare child who came in with COVID which made the staff uncomfortable. Continuing to remind everyone to stay home if not feeling well or been in contact with others who are positive.

Increase in hours. Will be for a three-year period and a 12-month notice to cancel. The number has gone up to \$62,000. Feil will sign the budget and it will be sent over.

Motion to approve the 2022 Library Services Contract with Gilbert by Cummings, seconded by Fournier, approved unanimously.

**New Business****Review of ADA checklist:**

There are a few places where there isn't enough space for a wheelchair to pass through. As well as light switches that are too high. These issues will be addressed during the building renovation.

**Policy Review:****Interlibrary Loan Policy:**

Taylor estimates less than \$100/year brought in from interlibrary loan fees.

**Outreach Policy:**

Reviewed

**Meeting Room Policy:**

Will likely change a lot after the remodel. Will likely result in the need for a different system for reserving.

**Reading Room Policy:**

Kinney Wing -

**Basic Circulation policy (needed a reworking):**

The last sentence – please review the “confidentiality and Library user Records Policy” was added.

**Confidentiality and Library User Records Policy:**

This is a new policy added in 2022. Ensures library isn't giving out private information to other entities.

Fournier motions to approve all of the above policies, Cummings seconds, approved unanimously.

**Review of submission for State Accreditation (to include these above items)**

Members have been provided with the entirety of the document for review for submission.

Fournier motions to approve the submission for State Accreditation, Cummings seconds, approved unanimously.

**Old Business**

**Credit Card or Debit Card Payments to Library**

Tabled

**Cell Phone**

Tabled

**Education Reimbursement:**

Tabled

**Adjournment:** Motion to adjourn by Cummings, seconded by Fournier. Approved unanimously at 7:15pp.

**Next Meeting:** Monday, February 21<sup>st</sup>, 2022 – unsure as to whether we will be meeting via zoom or in person.

Jessica Hensch

Secretary

Board of Trustees

**Bertha Bartlett Public Library Cash Flow**  
**January 2022 P L**

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2021-2022 Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget remaining</u>	<u>% of funds Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 49,953.00	\$ 6,007.52	\$ 33,605.89	\$ 16,349.11	32.73%
001-4410-6020	Salaries: Part-time	\$ 61,543.00	\$ 2,242.18	\$ 29,737.77	\$ 31,807.23	51.68%
001-4410-6110	FICA/Medicare	\$ 8,530.00	\$ 609.21	\$ 4,764.42	\$ 3,765.58	44.15%
001-4410-6130	IPERS	\$ 10,525.00	\$ 744.30	\$ 5,229.90	\$ 5,295.10	50.31%
001-4410-6150	Insurance - Group Health	\$ 5,737.00	\$ 1,294.36	\$ 5,820.36	\$ (85.36)	-1.49%
001-4410-6230	Travel/Training	\$ 1,000.00	\$ -	\$ 283.46	\$ 716.54	71.65%
001-4410-6320	Building/Grounds	\$ 7,312.00	\$ 431.25	\$ 3,587.67	\$ 3,722.33	50.92%
001-4410-6371	Utilities	\$ 2,200.00	\$ 536.47	\$ 1,474.31	\$ 725.69	32.99%
001-4410-6373	Telephone	\$ 4,800.00	\$ 84.52	\$ 494.83	\$ 4,305.17	89.69%
001-4410-6408	Insurance-General	\$ 2,900.00	\$ -	\$ -	\$ 2,900.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 67.50	\$ 277.50	\$ 1,722.50	86.13%
001-4410-6499	Miscellaneous	\$ -	\$ 31.99	\$ 31.99	\$ (31.99)	0.00%
001-4410-6500	Programming	\$ 2,500.00	\$ 0	\$ 134.03	\$ 2,365.97	94.64%
001-4410-6501	Building Supplies	\$ 1,000.00	\$ 59.27	\$ 486	\$ 514.00	51.40%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,539.85	\$ 460.15	23.01%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ -	\$ 574.94	\$ 925.06	61.67%
001-4410-6506	Office Supplies	\$ 2,200.00	\$ -	\$ 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	\$ 556.51	\$ 6,298.27	\$ 5,701.73	47.51%
001-4410-6773	Video	\$ 800.00	\$ 52.38	\$ 246.55	\$ 553.45	69.18%
001-4410-6774	Online Databases	\$ 5,000.00	\$ 100.00	\$ 558.79	\$ 4,441.21	88.82%
		\$ 186,000.00	\$ 12,817.46	\$ 97,702.25	\$ 88,297.75	47.47%
<b>Deposits to: **</b>						
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	\$ -
	<b>Total Deposits</b>					
<b>B. Trust Fund Deposits/Balance</b>						
			YTD			
031-	Trust in General Fund	\$ 335,760.10	\$ 777.92	\$ 336,538.02		
031-4410-2-4404	Local Grant		\$ -	\$ 4,953.09		
	ASB Savings Account	\$ 107,170.03	\$ 105,378.24	\$ 212,548.27		
031-0950-4-4300	Interest (CD's)*					
031-4410-4-4799	Misc. Receipts	\$ -				
	(*Both CD's now in GNB Bank-Lib. Savings account)			\$ 554,039.38		
<b>Library Trust Expenses</b>						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds		\$ 5,128.00			
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			
	<b>Total Library Trust Exp</b>		\$ 7,858.70			



**Bertha Bartlett Public Library**  
**February 2022 bills**

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	1/29/2022	\$ 1,294.36	Health Insurance, KT-Single, MT w/spouse
001-4410-6320	Aspen	2/13/2022	\$ 30.00	Trash removal
001-4410-6320	Sabrina Gogerty	2/21/2022	\$ 256.25	Library cleaning, 1/week (through Jan. 24)
001-4410-6371	Black Hills Energy	2/21/2022	\$ 801.32	503 & 509 Broad Street
001-4410-6373	Aureon	2/1/2022	\$ 82.66	Telephone
001-4410-6500	Amazon Capital Services	1/31/2022	\$ 17.13	Programming-construction paper
001-4410-6500	Visa	2/6/2022	\$ 14.14	Adventure In A Box - programming
001-4410-6500	Maria Hartt	2/18/2022	\$ 4.27	Play Doh sets for programming
001-4410-6506	Access Systems	2/22/2022	\$ 140.15	Copier (estimate -bill not arrived)
001-4410-6499	Amazon Capital Services	2/5/2022	\$ 63.46	Office supplies, labels, signage glue
001-4410-6502	Amazon Capital Services	1/23/2022	\$ 15.99	Presentation pointer/laser
001-4410-6505	Visa	2/6/2022	\$ 40.00	Award winner labels
001-4410-6772	Gale/Cengage	2/2/2022	\$ 50.98	Large Print books
001-4410-6772	Gale/Cengage	2/9/2022	\$ 23.25	Large Print books
001-4410-6772	Gale/Cengage	1/24/2022	\$ 22.50	Large Print books
001-4410-6772	Gale/Cengage			Large Print books
001-4410-6772	Baker & Taylor	1/26/2022	\$ 64.96	Books
001-4410-6772	Baker & Taylor	2/7/2022	\$ 76.37	Books
001-4410-6772	Ingram	2/8/2022	\$ 233.57	Books
001-4410-6772	Ingram	2/11/2022	\$ 147.21	Book
001-4410-6772	Centerpoint Large Print	2/1/2022	\$ 139.02	Books
001-4410-6772	Visa	2/6/2022	\$ 90.95	LP Book, special from other library
001-4410-6772	Amazon Capital Services	2/21/2022	\$ 115.01	Books
	<b>TOTAL - Story City</b>		\$ 3,723.55	
	<b>Gilbert Bills</b>			
033-4410-6500	Amazon Capital Services	1/31/2022	\$ 17.13	Programming-construction paper
033-4410-6500	Maria Hartt	2/18/2022	\$ 29.66	Programming supplies, SRP
033-4410-6506	Maria Hartt	2/18/2022	\$ 3.88	Light bulbs for lamps
033-4410-6772	Ingram	2/11/2022	\$ 51.46	Books
033-4410-6772	Ingram	2/8/2022	\$ 22.95	Books
033-4410-6772	Amazon Capital Services	1/23/2022	\$ 9.99	books
	<b>Total - Gilbert</b>		\$ 135.07	

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



# Bertha Bartlett Public Library

## 2021-2022 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	Jan. 22			
City	2072	2402	1585	1929	1694	1671	1651	1411	1375	1750	1487	1296	1334	1399			
County	383	353	301	355	333	246	330	307	358	357	325	377	258	350			
Other	916	817	615	890	791	777	690	854	576	853	726	786	581	903			
Gilbert	289	639	195	439	332	295	287	276	259	250	226	292	249	201			
<b>Total</b>	<b>3660</b>	<b>4211</b>	<b>2696</b>	<b>3613</b>	<b>3150</b>	<b>2989</b>	<b>2958</b>	<b>2848</b>	<b>2568</b>	<b>3210</b>	<b>2764</b>	<b>2751</b>	<b>2422</b>	<b>2853</b>			
Open Access	916	817	615	890	791		690	854	576	853	726	786	581	903			
Adult	1254	1348	910	1021	1051	975	1135	1030	957	1113	1015	975	953	1167			
Young Adult	381	197	231	189	226	100	190	65	158	65	209	54	161	115			
Juvenile	1565	2229	1149	1989	1439	1536	1132	1378	1106	1546	1137	1315	943	1222			
Video	0	0	0		1		1		2		3		1				
DVD	375	324	333	349	357	270	294	305	267	391	313	302	247	254			
Audio	6	0	10		1		4		0		1	59	6	21			
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	29			
Magazines	9	18	11	14	19	40	24	17	19	12	16	18	36	13			
Puzzles	10	1	1	1	8	9	13	6	10	28	6	7	16	26			
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	6			
<b>Total</b>	<b>3660</b>	<b>4211</b>	<b>2696</b>	<b>3613</b>	<b>3150</b>	<b>2989</b>	<b>2858</b>	<b>2848</b>	<b>2546</b>	<b>3210</b>	<b>2764</b>	<b>2751</b>	<b>2422</b>	<b>2853</b>			
E-books	497		462	406	396	350	414	344	412	303	409	317	374	403			
Downloaded Audio	390		348	300	315	284	310	293	303	313	321	334	267	334			
Ref.? Asked	126	213	114	179	132	134	115	139	120	147	139	59	103	70			
Ref.? Answered	126	213	114	179	132	134	115	139	120	147	139	59	103	70			
Reference-Gilbert	83	54	40	54	86	51	58	32	45	37	42	10	72	27			
<u>PATRONS</u>																	
Programs - children	5		6		3					3		3	4	13			

Bertha Bartlett Public Library  
2021-2022 Statistics Report

Attendance - children	105				77					22		23				
Attendance - adults	??									15		21				
Programs - StoryX	0															
Attendance - children	0															
Attendance - adults	0															
Programs - Teen/Tweens	0									2		1				
Attendance - teens	0									8		5				
Attendance - adults	0									1		0				
Programs - Adult	1		1		1					5		4	1			
Attendance - children	0											0				
Attendance - adults	7		7		4					29		28	4			
Total Programs	6		7							10		8				
Total Attendance	112									75		77				
Gilbert Programs			5							6		5				
Attendance										22		45				
Attendance - Adults										29		28				
<b>Hours - Gilbert</b>	65.75	81	65	73	63	76	66	70.0	54	66.0	58.3	76.0	60.0	68		
Total People	153	818	123	324	147	165	147	172	110	179	93	181	118	171		
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	2.5		
Gilbert Site Circ.	619	881	383	594	613	458	520	456	474	409	419	471	404	369		
<b>Hours - Story City</b>	161	198	149	202	157	191	164	194	164	193.0	171.5	186.0	168.0	190		
Total People	1219	2301	1215	2117	1515	3341	1821	2199	1077	2029	1097	1781	757	1813		
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	9.5		
<b>CARDS</b>																
Issued - Story City	4	11	3	23	7	15	10	6	6	22	1	5	10	12		
Issued - Gilbert	2	9	0	6	5	3	1	4	0	1	0	1	0	0		
Withdrawn	0	3	0	2	0	0		0	0		3	0	0	0		

Bertha Bartlett Public Library  
2021-2022 Statistics Report

renewed - Story City	4	1	8	40	6	57	7	35	4	27	7	3	15	30			
renewed - Gilbert	6	11	5	2	1	13		(combined)	0	9	2	4	2	2			
Meeting Room Library	0	15	1	2				8	1	9	0	5		8			
Meeting Room Other	0	2	0	6				5		9	1	5		5			
Computer Use	211	130	106	141	108	106		96		96		80		86			
Test Proctoring	0			0		0					0	0					
Interlibrary Loans Requested	10	11	25	14	9	8	14	10	10	25	13	4	15	24			
Interlibrary Loans Sent	27	27	16	35	20	31	24	31	32	37	15	27	22	35			
Book Club Sets	1	0	1	2	3	0	0	2	1	1	1	2	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	15			
In House Use - Gilbert		464		221	89	107		100			48	117					

In House Use - Story City

## **Changing the Number & Terms of members of Library Trustees**

The Marion Library Board of Trustees requested that the City Council consider revising the Marion Code of Ordinances to increase the number of trustees from 9 to 11 members as well as reduce the term length of members from 6 years to 4 years. Ordinance No. 20-04 was approved by the City Council on April 23, 2020 (see attached). The Library Director at that time was later informed by the State Library Board that this change would require a public vote.

Per Section 392.5 of the Code of Iowa, voter approval is required to alter the composition, manner of selection or charge of a library board.

Below is suggested ballot language to match what was approved in Ordinance No. 20-04

### **Public Measure No. 1 Language:**

Shall the number of trustees be increased for the Marion Library Board by amending Section 21.02 of the Marion Code of Ordinances to read as follows:

*The Mayor, with the approval of the Council, shall appoint eleven (11) persons to constitute a Board of Library Trustees. The Mayor shall appoint bona fide citizens and residents of the City over the age of twenty-one (21).*

### **Public Measure No. 2 Language:**

Shall term length be reduced for appointments to the Marion Library Board by amending Section 21.03 (1) of the Marion Code of Ordinances to read as follows:

*1. Term of Office. All appointments shall be for four (4) years, from July 1 following appointment, except appointments to fill vacancies. Each year Council shall appoint 4 or 3 Board members as needed to fill vacancies. No person shall hold appointment as a member of the Library Board for more than two (2) full consecutive terms, except that when the initial appointment was to fill a vacancy there may be appointment for two (2) full consecutive terms thereafter. Any person may be appointed to the Library Board again after an interval of two (2) years, subject to the above limit of two (2) full consecutive terms. Board members appointed and serving at the time of the approval of this measure may fulfill the original term that they were appointed for.*

# Advantage Archives

Preserving The Past, Making It Available In The Present, And Ensuring Its Future

**Prepared For:**  
**Kolleen Taylor**  
Bertha Bartlett Public Library  
503 Broad Street  
Story City, IA,

**Prepared By:**  
**Jeff Brown**  
IA Partnership Manager  
jeffbrown@advantagearchives.com

**Delivered:** Feb 1, 2022 10:42 AM  
**Valid Until:** May 31, 2022  
**Terms:** Net 30 Days

## Project Summary:

Microfilm and digitize the Story City Herald 1/1/2014 - 6/26/2019

Service	Details	Qty	Cost Per	Extended
Preservation Microfilming (Camera Master & Service Copy)	Story City Herald 1/1/2014 - 6/26/2019	5	\$ 300.000	\$ 1,500.000
Microfilm Digitization - 35MM Roll Film: Bitonal/C	Story City Herald 1/1/2014 - 6/26/2019	5000	\$ 0.135	\$ 675.000
Community History Archive - Content Update/C	Add to <a href="https://berthabartlett.advantage-preservation.com/">https://berthabartlett.advantage-preservation.com/</a>	5000	\$ 0.010	\$ 50.000

Questions?

Contact Jeff at [jeffbrown@advantagearchives.com](mailto:jeffbrown@advantagearchives.com) or call

**Total Investment: \$ 2,225.000**

*NO Microfilm - \$250.00  
COPY*

**Agreement:**

Your signature below indicates acceptance of this proposal to Story City Update 2014-2019 for the Bertha Bartlett Public Library, and agree to the terms and conditions herein.



**Terms & Conditions:**

All pricing is based on the assumption that the microfilm provided to Advantage Archives by the Bertha Bartlett Public Library contains no more than the widely accepted standard of 600 frames or 1200 split images per reel. If the image count is found to exceed 600 frames or 1200 individual images, Jeff Brown will contact the Bertha Bartlett Public Library to discuss how best to proceed.

Advantage Archives prides itself on delivering the highest quality images possible from the original source materials provided for digitization. The quality of the digital image will only be as good as the quality of the microfilm or paper documents provided. Digitization cannot compensate for microfilm that is blurry, scratched, not filmed to standards, the density is too dark or too light, or where the image is cut off or incomplete. If Advantage Archives discovers significant quality issues with the original materials at any point during the production process, we will consult with the partner to discuss options and explore solutions.

Payment terms are **net thirty (30)** days from the date of the invoice. Invoice will be sent at the completion of each phase of the project.

By signing this quote, you acknowledge that you agree to the terms and conditions. Any details not included in writing in this quotation are not binding upon either party. If the source materials are in a condition unknown or undisclosed by the client at the time of quotation, it will be voided and a new estimate will be issued to more accurately outline the Scope Of Work for this project.

Advantage Archives strictly adheres to Federal Copyright Law and will not digitally reproduce any content that is not in the Public Domain without written permission from the rights holder.

We trust that you will find our proposal satisfactory and look forward to partnering with the Bertha Bartlett Public Library. Please contact us should you have any question at 1-855-303-2727

Accepted By: \_\_\_\_\_ On \_\_\_/\_\_\_/\_\_\_\_\_ Of Bertha Bartlett Public Library

Return To:

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