

Bertha Bartlett Public Library

Board Meeting–
Monday, August 22, 2022
6:30 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Committee updates –

Summary from building committee meeting

Treasurer's Report: Duane Fournier –

- P& L Expenses
- August bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update:

New Business:

- Hoopla: See attachment of costs
- Who signs off on building expansion contracts, funding, etc.,
- Joint meeting with Foundation

Old Business:

- Building update
- Fine free summer – results, continue, need limits?
- Interlibrary loan policy

Adjournment

Monthly board meeting: Monday, September 26, 2022?

Staff Report

Kolleen Taylor

August 2022

Summer felt like normal this year, and we have been hopping utilizing volunteers everywhere we can. Both Abby and Nicole were tremendous help in both Gilbert and Story City, and we are still reeling with large numbers of children coming to the library. I should have final numbers of participants by the meeting, but we are well over 300 participants in Story City, with nearly 200 more in Gilbert. Prizes for adults have been given out as we go, but next week all the KOOL and Teen/Tween prizes will be presented and photographs

We scheduled a work day at the library last week, where we tried to reduce some of the items which have been stored for years in our main library work area. It turned into an incredibly busy day, and at one point we had six employees all working to assist patrons. We will be dismantling the summer reading materials this week, and hope to have things ready for the fall shortly.

Maria had an accident at the fair last week, hurting her back badly. We are hoping she will be able to return to work without so much pain soon, but we will be delaying the start of our Preschool Storytime now until after Labor Day. Maria will focus on Gilbert this fall and Nicole will be our Story City leader.

Nicole will also be picking up the Storytime Express program, in addition to handling the weekly early dismissal program at Roland Story. The teen/tween program will be held the first and third Wednesdays each month.

I gave a talk to the lunch held at the Community Center last week and since it was scheduled for 11 a.m., Rod Bohner had to bow out, as he thought it was at 10 a.m. I decided to focus on the 100th anniversary of the library, discuss our services, and the way our library is used. I talked briefly about the building expansion, so on September 7 we will watch the full presentation. I'm hoping we have some decisions by then. One enlightening concern raised is that the Community Center is not fully utilized. I thought it was heavily used, so this surprised me. One of the gentlemen raised the question, so I discussed with the staff about using it next summer.

I have forwarded some of the modifications and suggestions the building committee had for the expansion project to the architect. I'm hoping we have time to discuss how much this might help the cost of the project. The 20-27% inflation figures thrown out at the last meeting caused much concern, and foremost consideration was eliminating the basement in the project. To do that we have to chisel out ways to handle some of the storage we might lose in the remodeling. One suggestion is not to change the bathrooms in the main library, and if we do not tear out as many walls, saving both demolition and rebuilding expense. Please take time to review the list and photographs. He has responded that he will not have time to look closely at these until after he has some other deadlines. In his email to me, he has indicated some of the changes to the public bathrooms need to meet the ADA requirements, and may not be able to be changed much.

The packets are coming out early as I'm taking off Friday, August 19 to attend the fair with family. Any changes to the agenda will need to wait until Monday, but I will print out the packets in the afternoon.

Bertha Bartlett Public Library

Board of Trustees

Minutes
Thursday July 21, 2022

The July meeting of the Board of Trustees was called to order at 6:37 p.m. by President Chris Feil. Attending were Kolleen Taylor-Library Director, Vice President-Matt Emerson, Treasurer-Duane Fournier, Lynn Cummings and Gilbert City Council representative-Tera Seitzer, Absent were Secretary Jessica Hensch and Story City Council representative Mary Kay Solberg.

Tera Sitzmann was introduced from the City of Gilbert. This was her first in-person meeting, and everyone introduced themselves quickly.

The agenda was approved as submitted.

A motion to approve the minutes was made by Fournier, seconded by Cummings. The minutes were approved with two changes. In Fourniers Treasurers report the overage for Gilbert should read: "Money will be moved from Gilbert reserves to make up the difference". Under correspondence, the last two words "was received", were repeated, and we need to strike the second set of words.

Citizens' Appearance: Feil reported on behalf of Mary Kay Solberg that the ballot for the Capital Improvements Levy which would be held in September was approved at the council meeting, but the change in the bylaws to add two more board positions hit a snag as the legal wording was not received yet, and putting it on a November ballot was not an option. He noted a special meeting would be held to get this on the September ballot.

Foundation update: Kolleen gave the Foundation update, reporting that the Wynia law firm is trying to remedy the error made in filing the Foundation with the IRS. This has caused a hold on several grants. The Foundation members are waiting for decisions about the building project.

Committee updates: Several groups to meet in August

Treasurers report: Fournier noted that the Story City budget came in slightly under budget with roughly \$750 remaining in the budget at year end. Gilbert was over budget by nearly \$5,000, which was anticipated with the hiring of an Assistant Director. The money transferred by the city was \$4615.90, which was slightly different than the overage, when asked why, the library director did not know the reason it was different.

July bills were reviewed. There are several bills not available yet, as the meeting is earlier in the month than normal. Those amounts will be distributed to board members after Taylor receives them. A motion was made by Emerson, and seconded by Cummings to approve the financial reports and bills.

New business:

State reports have been prepared by Taylor, and she shared the submitted documents for the Direct State Aid report and the Open Access report. The reports were approved with a motion by Emerson, seconded by Cummings. All approved.

Old Business:

Copier: Taylor presented three bids for copiers both for purchase and leasing. The three companies were Konica Minolta, Premier and Access. Access had the lowest lease price, Konica Minolta had the lowest purchase price. Taylor noted that she had lost faith with Access as there have been multiple price increases, hidden charges, the product did not provide some of the features requested during the last bidding process, and the sales rep seemed to misrepresent his product. Emerson made a motion to purchase the Konica Minolta 30si copier, at a cost of \$4,061. This was seconded by Cummings, all approved

Credit Card machine: The city of Story City has dropped off a credit card reader, and we have been sent links to training modules that will allow us to accept credit cards and debit cards at the library. The board had been waiting for an update as to the expense of this, but Taylor said all the charges are billed to the user. The account will send all payments directly to the city accounts, but will charge it off as a library income line item.

Building project: Feil reported he had talked with our architect, Gary Landhauser, and they discussed the impact of the recent inflation on our building project. He noted that projects he initiated 1 year ago, had seen increases between 21 and 27%. Feil indicated that we had to be realistic about what we can do, and will have the building committee get together after his vacation in early August.

Feil made a motion to adjourn the meeting at 7:45 p.m., Emerson 2nd, all approved.

The next meeting will be held Monday, August 22 at 6:30 pm.

Respectfully submitted,

Kolleen Taylor, acting secretary
Library Director

Bertha Bartlett Public Library Cash Flow
July 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	\$ 80,983.00	\$ 3,926.34	\$ 3,926.34	\$ 77,056.66	95.15%
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 4,300.90	\$ 4,300.90	\$ 39,449.10	90.17%
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 622.73	\$ 622.73	\$ 8,919.27	93.47%
001-4410-6130	IPERS	\$ 11,774.00	\$ 741.00	\$ 741.00	\$ 11,033.00	93.71%
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 443.90	\$ 443.90	\$ 16,131.10	97.32%
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 381.25	\$ 381.25	\$ 1,618.75	80.94%
001-4410-6371	Utilities	\$ 2,200.00	109.85	109.85	\$ 2,090.15	95.01%
001-4410-6373	Telephone	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	100.00%
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ -	\$ 3,900.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6499	Miscellaneous					
001-4410-6500	Programming	\$ 2,500.00	\$ 118.84	\$ 118.84	2381.16	95.25%
001-4410-6501	Building Supplies	\$ 1,000.00	0	\$ -	\$ 1,000.00	100.00%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	100.00%
001-4410-6506	Office Supplies	\$ 2,000.00	\$ 413.01	\$ 413.01	\$ 1,586.99	79.35%
001-4410-6507	Misc. Operating supplies					
001-4410-6727	Capital Equipment					
001-4410-6508	Petty Cash/Postage	\$ 100.00	0	\$ -	\$ 100.00	100.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 1,606.56	\$ 1,606.56	\$ 7,469.44	82.30%
001-4410-6773	Video	\$ 500.00	\$ 37.92	\$ 37.92	\$ 462.08	92.42%
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
		\$ 186,000.00	\$ 12,702.30	\$ 12,702.30	\$ 182,597.70	93.50%
Deposits to: **						
001-4410-1-4580	General Fund		\$ 158.54	\$ 158.54	\$ 158.54	
001-4410-1-4470	General Fund	\$ 25,000.00				
031-4410-2-4705	Donations		\$ 145.00	\$ 145.00	\$ 145.00	
031-4410-4-4300	Interest on Deposits		\$ 424.46	\$ 424.46	\$ 424.47	
	Total Deposits		\$ 728.00	\$ 728.00	\$ 728.01	
B. Trust Fund Deposits/Balance						
			YTD			
031-	Trust in General Fund	\$ 334,196.47	\$ 501.80	\$ 334,698.27		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 212,900.89	\$ 67.66	\$ 212,968.55		
031-0950-4-4300	Interest (CD's)*					
031-4410-4-4799	Misc. Receipts	\$ -				
	(*Both CD's now in GNB Bank-Lib. Savings account)			\$ 547,666.82		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -				
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	Total Library Trust Exp	\$ -	\$ -	\$ -		

Bertha Bartlett Public Library

August 2022 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	8/1/2022	\$381.54	Health Insurance, KT
001-4410-6320	Early Bird Window Washing		\$ 75.00	Window washing
001-4410-6320	Aspen		\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	8/22/2022	\$ 150.00	Library cleaning
001-4410-6371	Black Hills Energy		\$ 79.85	503 & 509 Broad Street (estimate based on July)
001-4410-6320	Amazon Capital Services	8/14/2022	\$ 54.28	Exterior Trash can liners & bands
001-4410-6373	Aureon	8/1/2022	0	Tax credits being applied
001-4410-6500	Amazon Capital Services	8/14/2022	\$ 13.31	Programming (split with Gilbert-parachute)
001-4410-6506	Visa	8/6/2022	\$ 69.99	Receipt printer paper
001-4410-6506	Access Systems	8/22/2022	\$ 149.61	Monthly overage & usage fee
001-4410-6770	Ames Tribune	7/29/2022	\$ 270.40	1 year subscription
001-4410-6772	Gale/Cengage	8/12/2022	\$ 23.25	Large Print books
001-4410-6772	Gale/Cengage	8/17/2022	\$ 52.48	Large Print books
001-4410-6772	Gale/Cengage			Large Print books
001-4410-6772	Gale/Cengage			Large Print books
001-4410-6772	Baker & Taylor	7/12/2022	\$ (2.51)	Credit: 0003266197
001-4410-6772	Baker & Taylor	8/3/2022	\$ 64.39	Books
001-4410-6772	Baker & Taylor	8/10/2022	\$ 67.81	Books
001-4410-6772	Baker & Taylor	7/26/2022	\$ 47.29	Books
001-4410-6772	Baker & Taylor	7/18/2022	\$ 74.60	Books
001-4410-6772	Baker & Taylor	8/17/2022	\$ 26.09	Books
001-4410-6772	Centerpoint Large Print	8/1/2022	\$ 140.22	books
001-4410-6772	Ingram	8/2/2022	\$ 244.07	books
001-4410-6772	Ingram	7/22/2022	\$ 559.65	books
001-4410-6772	Ingram	7/27/2022	\$ 218.73	books
001-4410-6772	Amazon Capital Services	8/22/2022	\$ 77.36	Books
001-4410-6772	Visa	8/6/2022	\$ 6.94	Book - Thrift Books
001-4410-6773	Amazon Capital Services	8/22/2022	\$ 82.61	DVD
001-4410-6774	Overdrive	8/1/2022	\$ 501.96	Downloadable ebooks & audio book subscription
	TOTAL - Story City		\$3,458.92	
	Gilbert Bills			
033-4410-6500	Amazon	8/14/2022	\$ 13.31	Programming (split with Story City-parachute)
033-4410-6772	Ingram	8/2/2022	\$ 20.69	Books
033-4410-6774	Overdrive		\$ 501.96	Downloadable ebooks & audio book subscription
	Total - Gilbert		\$ 535.96	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2022-2023 Statistics Report

	July 21	July 22	Aug. 21	Sept. 21	Oct. 21	Nov. 21	Dec. 21	Jan. 22	Feb. 22	Mar. 22	Apr. 22	May 22	June 22
City	2402	2237	1929	1671	1411	1750	1296	1399	1521	1583	1540	1045	2469
County	362	435	361	246	307	357	381	360	256	414	458	393	445
Other	817	1062	890	777	854	853	786	903	763	914	638	790	932
Gilbert	639	438	439	295	276	250	292	201	201	206	214	229	540
Total	4220	4172	3619	2989	2848	3210	2755	2863	2741	3117	2850	2457	4386
Open Access	817	1062	890		854	853	786	903	763	914	638	790	932
Adult	1348	1227	1021	975	1030	1113	975	1167	1088	1244	1036	1026	1293
Young Adult	197	216	189	100	65	65	54	115	61	143	127	111	203
Juvenile	2229	2293	1989	1536	1378	1546	1315	1222	1252	1275	1343	1058	2461
Video	0											0	6
DVD	324	302	349	270	305	391	302	254	224	312	241	201	305
Audio	0						59	21	44	43	16		4
CD	0	1			0					4	1	1	0
CD book	67	71	39	40	35	51	11	29	19	23	28	24	59
Magazines	18	17	14	40	17	12	18	13	16	32	26	21	19
Puzzles	1	32	1	9	6	28	7	26	31	35	31	11	25
Puppets	6	4	11	0	0	0						0	7
Other	21	9		19	12	4	10	6	5	6	1	4	43
Total	4211	4172	3613	2989	2848	3210	2751	2853	2740	3117	2850	2457	4425
E-books		350	406	350	344	303	317	403	346	320	267	289	322
Downloaded Audio		384	300	284	293	313	334	334	327	323	351	330	347
Ref.? Asked	213	105	179	134	139	147	59	70	78	82	82	65	121
Ref.? Answered	213	105	179	134	139	147	59	70	78	82	82	65	121

Bertha Bartlett Public Library
2022-2023 Statistics Report

Reference- Gilbert	54	32	54		51		32		37		10		27		19		26		29		18		43
<u>PATRONS</u>																							
Programs - children	11	14			3		4		3		3		4		6		5		7		9		8
Attendance - children	321	373			26		30		22		23		43		88		43		135		106		428
Attendance - adults	113	179			19		22		15		21		16		41		32		59		35		156
Programs - StoryX		0																					
Attendance - children		0																					
Attendance - adults		0																					
Programs - Teen/Tweens	3	5			4		2		2		1		3		2		1		3		2		6
Attendance - teens	17	26			12		4		8		5		19		15		4		16		12		54
Attendance - adults	6	6			2		0		1		0		1		0		1		3		3		
Programs - Adult	3	6	1		4		4		5		4		6		5		7		9		5		6

Bertha Bartlett Public Library
2022-2023 Statistics Report

Attendance - children	4	0	5		5					0		0		0			5				31		
Attendance - adults	14	41	2		22		3		29		28		34		30		46		61		37		144
Total Programs	17	21	1		11		10		10		8		13		13		13		19		16		14
Total Attendance	475	625	7		86		72		75		77		113		174		126		281		187		547
Gilbert Programs	13	11			5		5		6		5		3		4		6		4		2		13
Attendance - Gilbert	379	341			7		2		22		45		29		33		41		30		20		579
Attendance - Adults	108	116			9		8		29		28		15		16		24		18				192
Hours - Gilbert	81	72	73		76		70.0		66.0		76.0		68		68		83		68		66		78
Total People	818	697	324		165		172		179		181		171		134		215		183		217		1029
People/hour	10.10	9.70	4.40		2.1		6.5		2.7		2.4		2.5		2		2.6		2.7		3.2		13.2
Gilbert Site Circ.	881	700	594		458		456		409		471		369		369		422		340		357		794
Hours - Story City	198	187	202		191		194		193.0		186.0		190		184		209		196		195		199

Bertha Bartlett Public Library
2022-2023 Statistics Report

Total People	2301	2665	2117		3341		2199		2029		1781		1813		1728		2541		2078		2009		3048
People/Hour	11.6	14.3	10.5		17.5		11.3		10.5		9.6		9.5		9.4		12.2		10.6		10.3		15.3
<u>CARDS</u>																							
Issued - Story City	11	25	23		15		6		22		5		12		9		16		20		12		20
Issued - Gilbert	9	3	6		3		4		1		1		0		0		3		3		5		12
Withdrawn	3	0	2		0		0				0		0		0		20		16		0		0
renewed - Story City	1	27	40		57		35		27		3		30		24		32		16		11		43
renewed - Gilbert	11	8	2		13		(combined)		9		4		2		1		0		0		11		2
Meeting Room Library	15	9	2				8		9		5		8		10		9		14		10		9
Meeting Room Other	2	8	6				5		9		5		5		5		12		7		7		2
Computer Use	130	96	141		106		96		96		80		86		89		111		115		91		93
Test Proctoring											0				0				0		0		
			0		0																		
Interlibrary Loans Requested	11	12	14		8		10		25		4		24		15		16		19		13		11

Bertha Bartlett Public Library
2022-2023 Statistics Report

Interlibrary Loans Sent	27	27	35		31		31		37		27		35		32		38		24		28		27	
Book Club Sets	0		2		0		2		1		2		2		2		0		0					0
Microfilm Use			0		0		1		2		0				0				0		1		2	
Gilbert Computer use	22	41	27		37		28		21		13		15		15		16		11		8		6	
In House Use - Gilbert	464	221	221		107		100				117				42		77		65		70		276	

In House Use -
Story City

Data Pulled 8/3/2022	1st Year Projections		
	10 Circs, \$3.99 All Formats		
	1,229,000+ Titles Available		
	\$1.95 Average Cost Per Circ		
Library	Population	Typical Adoption	Accelerated Adoption
Zearing	554	\$960	\$1,800
Colo	876	\$960	\$1,800
Story City	3,431	\$1,440	\$2,220
Roland	1,284	\$960	\$1,800
Maxwell	920	\$960	\$1,800
Collins	495	\$960	\$1,800
Cambridge	827	\$960	\$1,800
Total	8,387	\$7,200	\$13,020

Data Pulled 8/3/2022	1st Year Projections		
	5 Circs, \$3.99 All Formats		
	1,229,000+ Titles Available		
	\$1.95 Average Cost Per Circ		
Library	Population	Typical Adoption	Accelerated Adoption
Zearing	554	\$720	\$1,200
Colo	876	\$720	\$1,200
Story City	3,431	\$1,020	\$1,560
Roland	1,284	\$720	\$1,200
Maxwell	920	\$720	\$1,200
Collins	495	\$720	\$1,200
Cambridge	827	\$720	\$1,200
Total	8,387	\$5,340	\$8,760

Changes to the library expansion project plans:

Basement: Eliminate completely – Cost savings of \$434,000

Existing Library renovations: Reduce to bare minimum. Fresh paint, new carpet: Estimate of \$236,000 (can this be reduced by half?) I have volunteers touching up paint now.

These two considerations might reduce project by about \$500,000

Changes to actual plans listed below: conserving space and creating storage to make up for lack of basement.

Second floor:

1. Make Restrooms smaller, family/unisex, consider a shared sink, to create some additional storage
2. Move janitors closet in area around stairway (use dead space?)
3. Storage of chairs, make that area closer to the alley, create large enough piano can be moved there, move special collections to that area (further north) and make that room much smaller.
4. Consider installing windows facing the mural on the 2nd floor east wall in large room.
5. Move performance room closer to Broad Street

First Floor:

1. Entrance on park: Shouldn't that be a double door if it's to be a main entrance, currently appears to be a single door.
2. Move entry to new addition to the Kinne Wing, where there is already a door. Do not eliminate reference area in main library.
3. Eliminate one door to the north side alley area
4. Eliminate separate server room combine it with storage area.
5. Move "staff break room" kitchenette so that it is closer to Broad street, and behind the bathrooms to keep all the water and plumbing together (2nd floor should be directly above), make it a kitchenette that opens into the programming space, make the space a storage area for crafts and supplies. Create storage space for children's craft supplies on north wall or somewhere near this area
6. Move janitor closet under the stairs? Put locking cupboards inside bathrooms for additional supply storage.
7. Can elevator move more to the east?
8. Don't move current staff bathroom, can existing location be retained, and eliminate that cost. Add storage cupboards in staff bathroom for supply storage.
9. Eliminate or shrink one mechanical room on north side and create additional storage space.
10. On plans, there is a blue area which seems to indicate the exterior wall in the children's area. Can we keep the full wall, keep the windows so we can look into the children's area, yet keep the noise more confined.
11. Make the entrance where there are currently double windows at the corner of the existing building. This will still be larger than current space, but that will be primarily space for Preschool materials. This still creates additional space in west side of library for juvenile, westerns and Large print books.
12. Can we continue to use the existing attic space for storage? Make an access door from the 2nd floor, consider some insulation so it's not so hot or cold in that area and has much safer access, no drop down ladder access. Not a total remodel, just adding a door from 2nd floor for potential use safely.

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
Reviewed 8/21, 1/22

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

FINE POLICY

The fines for all overdue books, DVDs, videos, CD books, cassettes, puppets and all other materials will be 10 (ten) cents per day that the library is open. Fines will accumulate until they reach the replacement cost as per chart below. This is to include children and adults. There will be a short grace period after the due date before fines start to accumulate.

The State Code of Iowa states that library materials not returned in three months are considered stolen, the City policy also defines failure to return materials within this time frame as theft.

Adult patrons will not be allowed to check out any further items once they have reached an accumulated fine of \$10.00. Children (under 18 years of age) who have fines over \$10, may, at the Director's discretion, check out one item at a time until they or their parents have paid down their fines to under \$10.00. The Director or Children's Librarian may reduce or forgive fines for children if all material has been returned.

If any item is lost or damaged beyond repair, the patron will have to pay the replacement cost plus a service charge of \$5.00. The service charge is to help defray the cost of cataloging, postage and processing.

New or renewed cards will be issued for lost or damaged cards when fines are paid in full. Replacement fee for a lost or damaged library card is \$2.00.

The guidelines of charges for damaged materials will be as follows:

1. Cover ruined (damaged, torn, chewed, etc.)	\$2.00 to total replacement
2. Barcode damaged	\$1.00
3. Water soaked	Total replacement
4. Mildewed	Total replacement
5. Colored or written in, dirty or sticky	.25 per page
6. Ruined plastic jacket	\$2.00
7. Mendable plastic jacket	\$1.00
8. Cut or torn but mendable	.25 per page
9. Plastic bags (replace)	.75
10. Puppets or Hanging bags	2.50
11. Compact disc case	2.00
12. DVD case	2.50 – 5.00
13. Book on Tape (Case only)	6.50 – 13.50
14. Book on Tape (sleeves)	.55 per sleeve
15. Date Due Slips torn out	

Costs for lost or damaged items:

Will be the actual replacement cost, if available, or as listed below:

Books

Adult fiction/biography	\$	32.00
Adult non-fiction		37.00
Juvenile		22.00
Board Books		7.00

Paperbacks

Adult Mass market	10.00
Adult Trade	18.00
Children's Paperback	7.00

Periodicals

8.00

Policy established 1/1986
Revised 8/2006
Updated 12/2008
Revised 8/2011

Updated 12/2014
Updated 10/2018
Revised 7/2021