

Bertha Bartlett Public Library

Board Meeting

Monday, February 24, 2025 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of January Meeting Minutes

Citizens' Appearance

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier

- Review City reports
- February bills

Circulation Report: Tara Turner

Correspondence/Communications

Gilbert Update: Tera Sitzman

Board Training Opportunity:

Building Project Update:

Change Orders status –

Other changes

Current bills

Other items

Book drop – will present to City Council Monday, March 3rd

Old Business:

- Scandinavian Days

Policy updates: Patron Policy

Grants/Funding

- **Story County Library Grant** – 5 hotspots (received), 3 tablets, 2 programs

New Business:

- Bridges/Libby renewal
- Adventure Pass renewal
- Staffing/employee reviews
- VOIP phones/hometown computing
- Items needed for Library

Adjournment:

Next monthly Board Meeting: Monday, March 24, 6:30 pm

Upcoming Library Events:

BBPL:

Regular Programs:

Story Times

Wednesday 9:00 (for larger groups) and 10:30

Music and Movement

Friday 10:30

Kool Kids: Wednesdays 2:15 – 3:15

Tween/Teen: Wednesdays 2:30 – 3:30

Teen Book Club: Wednesdays 4:00

Adult programs Monday evenings at 6 (unless otherwise noted)

Tech Help – Mondays 11-12

Staying Fit – Thursdays 3-4 pm

VITA Tax prep help – Every other Thursday 10 -3

Feb 27 Buy Local Presentation

March 6 Cookbook Club

March 10 Paint and Pour

Gilbert Library

Book Club Sunday, February 2

Story Time Tuesdays 9:00

Little Tiger Story Time Thursdays 9, 10, 10:30

Director's Report February 2025

We have amazing staff. They have coped with wonky phones, touchy internet, moving collection, and constantly changing procedures and have continued to hold regular programming and treat patrons with kindness and respect and offered an exceptionally high level of service. Please offer them your thanks and appreciation!!

Gilbert: Gilbert continues to grow!! We have been working with the City to update phone and internet systems. The staff have been patient as these changes have taken place

Construction – Walls are going up and we are beginning to see our new library take shape!!!

Foundation: We will be working closely with the Foundation to furnish our library – bookcases, chairs, tables/chairs for meeting room, etc.

Staffing – We continue to rely heavily on volunteers to keep the Library running smoothly. Summer is fast approaching and we will be placing ads to look for summer interns/part-time help. We would love any energetic college or senior high school age applicants who love to work with kids and can handle a lively environment.

Bertha Bartlett Public Library
Board of Trustees
Minutes
January 27, 2025

Chris Feil, board President, opened the meeting at 6:33p.m. Attending were Trustees Chris Feil, Grant Reimers, Laura Donaldson, Duane Fournier, Lynn Cummins, and Theresa Sens; Tara Turner, library director; Mary Kay Solberg; Shelley Hart of the Foundation.

The agenda was reviewed. A motion was made by Theresa, second by Laura to approve the agenda as written. All approved.

Minutes were reviewed from the December meeting. A motion to approve the minutes as written was made by Grant, second by Laura. All approved.

Citizens Appearance – None today.

Foundation Report - Shelley gave the report to the board. The Foundation Board held a meeting January on 20. The board is planning a grand opening event later in the summer and would like to coordinate with the Trustees. The Foundation will meet again in February.

Treasurer's Report - Financial and Budget reports were reviewed by Duane.

The board reviewed the January 2025 bills. A motion to approve the bills for January 2025 was made by Duane, second by Lynn. All approved.

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update.

Correspondence – None this month.

Gilbert Update - Tara gave the Gilbert update. Gilbert city council voted to increase the library budget significantly but is tabling a decision on expanding the current space until a later date.

Board Training Opportunity - Tara let us know of an online training available next week for board members if they wish.

Building Project Updates - Tara gave a building project update to the board. Some items of discussion included: HVAC system has been ordered; Park Avenue entrance options; Exterior book drop status; DDM Electric has requested an update; Tara and Chris discussed a proposed change to the layout of the library to create a circulation room and place the director's office near the Park entrance. The board took a tour of the building to see progress.

Old Business:

Chapters and Cocktails Reimbursements. The Foundation is expecting some reimbursement requests to help pay for the event.

Policy Updates

- None at this time

Grant Update:

- Story County Library Grant – 5 hotspots, 3 tablets, 2 programs.

New Business

- Survey Result correction. Will discuss next month.
- Library Purchases – Tara discussed some recent purchases and some items high on her list of needs for the library.
- Scandinavian Days – Staff and board agree to not have a parade presence this year, but the trustees would like to host an activity in the park.
- Summer Reading – Due to construction and staffing needs, the program events will be toned down a bit this year. A magician has already been hired for the end-of-program event.
- Discussion of staff appreciation dinners. Trustees agreed to split the cost of a dinner out for staff with the Foundation.

Our next meeting will **February 24, 2025 at 6:30pm.**

Laura made a motion to adjourn the meeting at 8:05pm. Theresa second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library

February 2025 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
	GNB Visa - late/ Interest		\$ 37.74	
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy			
001-4410-6320	Aspen	auto	\$ 37.16	Trash removal (automatic monthly)
001-4410-6320	Sabrina Gogerty	Feb	\$ 300.00	Cleaning February
001-4410-6320	Story City Space Center	Feb	\$ 70.00	Rent for March
001-4410-6320	Right Roofing	Feb	\$ 2,500.00	Roof Repair
001-4410-6320	Amazon Capital 4CX4	2/10/2025	\$ 25.98	Tool organizer
001-4410-6320	Amazon Capital P1LM	2/14/2025	\$ 39.88	Key lockbox
001-4410-6373	Aureon	Feb	\$ 66.81	Telephone service January
001-4410-6500	GNB Visa -Meta - Facebook Ads	1/9	\$ 25.00	Advertising - Programming
001-4410-6500	GNB Visa -Meta - Facebook Ads	1/25	\$ 8.00	Advertising - Programming
001-4410-6501	GNB Visa -Amazon 6969815	1/9	\$ 32.99	Cleaning supplies
001-4410-6502	GNB Visa -Amazon 8738616	1/9	\$ 44.49	POE computer device
001-4410-6502	GNB Visa -Amazon 8281819	1/9	\$ 153.90	2 access points - new building
001-4410-6502	GNB Visa -Amazon 3025814	1/9	\$ 60.00	Wireless Network adapter
001-4410-6502	GNB Visa -E-Fax subscription	1/24	\$ 5.35	Fax
001-4410-6505	GNB Visa -Amazon 2782623	1/6	\$ 14.98	Key labels
001-4410-6505	Amazon Capital R39F	1/6/2025	\$ 13.99	POUCHES
001-4410-6505	Amazon Capital QYMQ	1/6/2025	\$ 14.22	MARKERS
001-4410-6506	GNB Visa -Amazon 2782623	1/6	\$ 14.18	Labels
001-4410-6506	GNB Visa -Item Inc	1/22	\$ 290.00	Wireless adapter for printer
001-4410-6506	GNB Visa -amazon 7021838	2/2	\$ 47.35	Restroom supplies
001-4410-6506	Amazon Capital 1VML	12/30/2024	\$ 16.62	WIPES
001-4410-6506	Amazon Capital MX7Y	1/13/2025	\$ 159.98	PAPER ORGANIZER
001-4410-6506	Amazon Capital P1LM	2/14/2025	\$ 12.67	HOOKS
001-4410-6506	Amazon Capital 7K6K	2/20/2025	\$ 22.99	Data cable tool
001-4410-6507	Amazon Capital r39f	1/6/2025	\$ 16.49	Replacement toy
001-4410-6770	GNB Visa -National Geographic Magaz	2/2	\$ 57.24	Annual Renewal
001-4410-6772	GNB Visa -Amazon 5270646	1/2	\$ 19.40	Books
001-4410-6772	GNB Visa -Thrift Books 61793917	1/23	\$ 69.80	Books
001-4410-6772	GNB Visa -Amazon 3866618	2/3	\$ 17.72	Books
001-4410-6772	GNB Visa -Amazon 6327419	2/2	\$ 6.50	Books
001-4410-6772	Center Point Large Print	Feb	\$ 29.96	Large Print Books
001-4410-6772	Baker and Taylor			
001-4410-6772	2038846557	1/27	\$ 64.95	Books
001-4410-6772	2038855455	1/30	\$ 194.72	Books
001-4410-6772	2038872428	2/10	\$ 45.56	Books
001-4410-6772	2038886494	2/14	\$ 234.64	Books
001-4410-6772	Amazon Capital R39F	1/6/2025	\$ 28.19	Books
001-4410-6772	Amazon Capital TMR4	1/14/2025	\$ 8.99	Books
001-4410-6772	Amazon Capital P1LM	2/14/2025	\$ 25.44	Books
001-4410-6772	Amazon Capital VJ34	2/15/2025	\$ 169.41	Books
001-4410-6772	Amazon Capital 1KNO	2/16/2025	\$ 11.02	Books
001-4410-6772	Ingram 86285443 and 86611354	1/28 and 2/14	\$ 65.39	
		Total	\$ 5,632.70	

**Bertha Bartlett Public Library
February 2025 Bills**

	Gilbert Bills			
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6505	GNB Visa Amazon 6327419	2/2	\$ 22.71	Tape - Cataloging
033-4410-6505	Amazon Capital 1FWP	1/29	\$ 22.50	Tape - Cataloging
033-4410-6506	Amazon Capital P1LM	2/14	\$ 9.99	Shelf clips
033-4410-6772	Amazon Capital VJ34	2/15	\$ 23.78	Books
033-4410-6772	Baker and Taylor			Books
	2038846557	1/27	\$ 41.56	Books
	2038855455	1/30	\$ 114.30	Books
	2038872428	2/10	\$ 62.40	Books
	2038886494	2/14	\$ 99.69	Books
033-4410-6772	Ingram 86285443 and 86611354	1/28 and 2/14	\$ 86.18	Books
		Total	\$ 596.93	

Submitted

2/25/2025

Approved on this day _____ by _____

BBPL - Expenses submitted February 25- Goal remaining 33.3%

Acct #	Story City Expenses	2024-2025 Budget	January 31 balance	% Remaining - Goal 50%	Submitted January	Goal 41.6% Remaining	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 28,846.24	42%	\$ 3,605.78	35.10%	\$ 17,547.98
001-4410-6020	Salaries: Part-time	\$ 91,500.00	51,108.52	44%	6800	36.71%	\$ 33,591.48
001-4410-6110	FICA/Medicare (7.65%)	\$ 10,825.00	6028.41	44%	790.84	37.00%	\$ 4,005.75
001-4410-6130	IPERS (5.75%)	\$ 13,358.00	7387.63	45%	598.33	40.22%	\$ 5,372.04
001-4410-6150	Insurance - Group Health	\$ 6,250.00	3000.21	52%	553	43.15%	\$ 2,696.79
001-4410-6230	Travel/Training	\$ 750.00	246.79	67%	\$ -	67.09%	\$ 503.21
001-4410-6320	Building/Grounds	\$ 8,800.00	5030.25	43%	\$ 2,973.02	9.05%	\$ 796.73
001-4410-6371	Utilities	\$ 4,500.00	819.66	82%		81.79%	\$ 3,680.34
001-4410-6373	Telephone	\$ 1,000.00	397.12	60%	\$ 66.81	53.61%	\$ 536.07
001-4410-6408	Insurance-General	\$ 8,200.00	0	100%	\$ -	100.00%	\$ 8,200.00
001-4410-6490	Professional Services	\$ 1,500.00	445	70%		70.33%	\$ 1,055.00
001-4410-6499	Miscellaneous	\$ 200.00	261.38	-31%		-30.69%	\$ (61.38)
001-4410-6500	Programming	\$ 1,000.00	556.13	44%	\$ 33.00	41.09%	\$ 410.87
001-4410-6501	Building Supplies		0		\$ 32.99		\$ (32.99)
001-4410-6502	Technology	\$ 1,000.00	28.85	97%	\$ 263.74	70.74%	\$ 707.41
001-4410-6505	Cataloging Supplies	\$ 1,500.00	555.13	63%	\$ 43.19	60.11%	\$ 901.68
001-4410-6506	Office Supplies	\$ 2,300.00	1220.94	47%	\$ 563.79	22.40%	\$ 515.27
001-4410-6507	Misc. Operating supplies	\$ 250.00	1300	-420%	\$ 16.49		\$ 250.00
001-4410-6727	Capital Equipment	\$ -	0				\$ -
001-4410-6508	Petty Cash/Postage	\$ 250.00	100	60%	\$ -	60.00%	\$ 150.00
001-4410-6770	Magazines	\$ 1,000.00	1005.58	-1%	\$ 57.24	-6.28%	\$ (62.82)
001-4410-6771	Audio	\$ 250.00	0	100%	\$ -	100.00%	\$ 250.00
001-4410-6772	Books	\$ 13,067.00	6557.04	50%	\$ 991.69	42.23%	\$ 5,518.27
001-4410-6773	Video	\$ 1,000.00	147.36	85%	\$ -	85.26%	\$ 852.64
001-4410-6774	Online Databases	\$ 1,500.00	451.5	70%	\$ -	69.90%	\$ 1,048.50
		\$ 220,000.00	\$ 115,493.74	48%	\$17,389.91	39.60%	\$ 87,116.35

estimates

areas of concern

Gilbert - Expenses submitted January 24 - goal 33.3% remaining

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>2024-2025 Budget</u>	<u>January Ending Balance</u>	<u>% Remaining Goal 50%</u>	<u>January Submitted</u>	<u>Goal 41.6% Remaining</u>	<u>Budget Remaining</u>
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 9,615.32	23%	\$ 1,201.92	13.5%	\$ 1,682.76
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 18,359.67	39%	\$ 2,178.63	31.5%	\$ 9,461.70
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 2,110.58	35%	\$ 253.54	27.3%	\$ 886.88
033-4410-6130	IPERS	\$ 4,012.00	\$ 2,631.01	34%	\$ 139.85	30.9%	\$ 1,241.14
033-4410-6150	Insurance,	\$ 1,200.00	\$ 893.42	26%	\$ 200.00	8.9%	\$ 106.58
033-4410-6230	Travel & Training	\$ 250.00	\$ 43.79	82%	\$ -	82.5%	\$ 206.21
033-4410-6490	Professional Services	\$ 500.00	\$ 36.00	93%	\$ -	92.8%	\$ 464.00
033-4410-6500	Programming	\$ 500.00	\$ 21.30	96%	\$ -	95.7%	\$ 478.70
033-4410-6502	Technology	\$ -					\$ -
033-4410-6504	Minor Equipment	\$ -					\$ -
033-4410-6505	Cataloging Supplies	\$ 1,250.00	\$ 234.30	81%	\$ 45.21	77.6%	\$ 970.49
033-4410-6506	Office Supplies	\$ 500.00	\$ 45.45	91%	\$ 9.99	88.9%	\$ 444.56
033-4410-6507	Misc. Operating Suppl	\$ -	\$ 26.49		\$ -		\$ (26.49)
033-4410-6770	Magazines	\$ -	\$ -				\$ -
033-4410-6772	Books (have Foundatio	\$ 3,287.00	\$ 3,001.09	9%	\$ 427.91	-4.3%	\$ (142.00)
033-4410-6773	Video	\$ 250.00		100%		100.0%	\$ 250.00
033-4410-6774	Online Licensing/Data	\$ 1,500.00		100%		100.0%	\$ 1,500.00
033-4410-6910	Transfer	\$ 3,000.00		100%		100.0%	\$ 3,000.00
	Total Gilbert Exp.	\$ 62,000.00	\$ 37,018.42	40%	\$ 4,457.05	33.1%	\$ 20,524.53

areas of concern
estimates

MONTHLY SNAPSHOT

January 2025

Story City



Books added.....70	Meeting Room Use.....20 uses	New Patrons12
Books Withdrawn.....504	Library Sponsored.....18	Reference Questions:.....44
Books Repaired.....31	Patron Sponsored.....2 uses	Technical Assistance.....30
Interlibrary Loans.....47	Kinne Wing.....17	Number of volunteers20
Internet Usage:..... 462	Booked ahead study room..6	Volunteer hours.....156
Unique Users:.....170	Number of Programs.....38	Staff hours.....438.25
Computer Users.....49	Program Attendance.....325+	Hours Open.....161
Website : visits1268	Story Time.....167	Staff hours/hours open ..2.7
Menu Clicks :108	After-School Program.....66	Average staff wage.....\$16.2
	Tweens and Teens.....29	Staff cost/hour open..\$44.10
	Adult (Non Book Club).....35	
	Book Club.....8	
	Passive/Patron led.....23	

*Average staff pay, Staffing cost per hour did not include director cost, FICA, IPERS

Keep in mind the BBPL was closed to the public January 8 -14.

Library Usage	January	December	Increase or Decrease	January 2024	\$ spent
Physical items checked out	1994	2086	↓ 4.5%	2068	
(Both Libraries) Bridges Materials Unique users	1027	869	↑ 16.7%	855	\$100
	188	179	↑ 4.9%	156	
Hoopla Books	321	292	↑ 9.5%	125	\$757.33
Unique users	114	98	↑ 15.1%	40	
Total Items checked out	3342	3247	↑ 2.9%	3048	↑ 9.2%
Website Visits	1268	1272	↓ 14%	1769	
wifi	462	699	↓ 6.3%	502	
Library Visits	2382	2559	↓ 13%	2308	↑ 3.2%



MONTHLY SNAPSHOT

January 2025

Gilbert

<p>Items added.....24</p> <p>Items Withdrawn...85</p> <p>WiFi usage:.....38*</p> <p>Unique users.....18*</p> <p>PC.....17</p> <p>New Cards.....5</p> <p>*The Gilbert WiFi tracking went down 1/7. A solution is forthcoming.</p>	<p>Programs.....21</p> <p>Story Time.....303</p> <p>Bingo.....19</p> <p>Book Club.....6</p> <p>Passive Programming...144</p>	<p>Reference Questions.....45</p> <p>Number of volunteers....1</p> <p>Staff hours.....146</p> <p>Hours Open..... ..113</p> <p>Staff Hours/Hours Open....1.3</p> <p>Average staff pay.....\$14.54</p> <p>Staffing per hour cost.....\$18.8</p>
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Library Usage	This month	Last Month	Increase or Decrease	January 2024	Increase or Decrease
Physical items checked out	525	518	↑ 1.4%	580	↓ 10%
WiFi unique visitors sessions	18*	105	↓ 141.5%	22	↓ 20%
	38*	250	↓ 147.2%	143	↓ 116%
				15	Data for 1/1-1/7/24
				35	
Library Visits	495	438	↑ 12.2%	204	↑ 83.3%

BBPL Change Order/Contingency Fund Use

		Credit back	
CPR/PR #1	West Entrance/Vestibule	\$	28,488.97
PCO#002	Door #133	\$	414.00
CPR #003	Wall change	\$	494.00
CPR#002	Operable Partition (credit)		\$ 4,350.00
PCO# 003	Brick - special order color	\$	1,586.11
PCO #004	Foundation Soil Correction	\$	2,813.97
PR #004	Flooring change (credit)		\$ 560.16
PCO #007	Metal Clad Cabling (credit)		\$ 1,912.00
PCO #008	Door #122b	\$	854.00
PCO #6	Back Splash (credit)		\$ 250.00
PCO #5	Slab Soil Ammendment	\$	19,027.78
CPR #6	Restroom Removal	\$	8,400.18
	Foam Insulation	\$	3,012.35
	Lintel for brick	\$	965.65
CPR 7	Relocation of Door 113	\$	2,859.59
PCO 3	Mortar color change		\$ 595.00
Room 102	Vinyl base to tile	\$	1,502.50
CPr 10	Garbage disposal power		
CPR 11	Em light rlocation		
PR #12	IT Changes		
PR #13	Circulation Desk changes	\$	357.07
PR #14	Office addition	\$	14,529.27
PR #15	Emergency fixtures in 108		
		\$	68,916.60
Total Contingency Used		\$	61,844.44
		\$	7,072.16
			donor

Upcoming Expenses 2025 BBPL Project

I have listed some priority items near beginning of list, but the items come looser toward the end.

Item	QTY	Price each	budget Price	Source	Actual
toiletry items (5 bathrooms)			\$1,500	Amazon/J Lorenz - \$373+108--\$481 (5 paper towel dispenser+4 lidded garbage cans \$220)	
Shelving for storage including wall shelves in chair storage room)			\$1,500	Current spending - 5 shelves \$835	
Closet hardware			\$600	Rail shelf, hangers and hooks for backpacks	
Phone system					
VOIP Phones	7	\$199.00	\$1,493	Ubiquiti - 1 phone \$299, 6- \$199	
console	1	\$299.00	\$299	Ubiquiti	
converter for fax	1	\$99.00	\$99	Ubiquiti	
monthly service (\$10 line)	2			This would save Library about \$40/month over Aureon)	
Auto vacuum/mop	1	\$899 +acc	\$1,000	Amazon - will pay for itself in 3 months of saved staff time	
Converse Air - Replace condensers			\$10,500		
Lighting - DDM			\$32,800	DDm - Electric - all lights	
Blinds - sun screens	24	\$300.00	\$7,200	Select blinds.com Levolor Will also see if Megan can find us a discount/ architect is looking as some blinds are included	
Staff Appreciation dinners	2	\$250.00	\$500	Consider gift cards too	
Read with Rudder			\$3,500	built in book reading space for children Dean Vande Griend	
Front sidewalk and resurface parking			\$6,000	AA concrete and awaiting asphalt estimate	
Signage throughout Library - fire rooms, restrooms, colle		\$4,000.00	\$4,000	Some will be covered by ALA grant	
Charge station - cell phone	1	\$170.00	\$170	https://www.amazon.com/gp/product/B0D23RD8FX/ref=ox_sc_saved_title_6?smid=A3JVSEC9ISCMQJ&psc=1	
Camera system	1	\$200.00	\$200	Blink - 3 camers 2 receivers	
Desks for staff	4	\$1,500.00	\$6,000	wild estimate - just found out this was not included today	
Folding tables *\$59	40	\$59.00	\$2,360	https://www.samsclub.com/p/6-banquet-table-commerical-quality/prod6910044?xid=plp_product_1	
Rolling cart (each cart holds 10)	4	\$183.00	\$732	https://www.samsclub.com/p/lifetime-heavy-duty-table-cart-round-or-rectangle-tables/prod21363634?xid=plp_product_3	
Chairs (We have about 50 red)	225	\$35.00	\$7,875	https://www.bizchair.com/products/880-lb-capacity-ultra-compact-stack-chair-with-metal-fran	
Carts (each holds 20 chairs)	11	\$71.00	\$781	https://www.bizchair.com/products/sled-base-stack-chair-dolly-with-steel-frame-maintenance-truck-rut-188-dolly	
Reading chairs - throughout Library could g	12	\$500.00	\$6,000	Redekers or see if Megan can get us a discount	
Double sided 12 foot bookcase (YA, JF, LP,	6	\$5,300.00	\$31,800	Demco/library store - will look for alternatives	
Front facing Childrens bookcases - ranges c	4	\$4,000.00	\$16,000	https://libraryfurnitureinternational.com/product/browsing-bin-double-face-range-3/	
Front facing single - children's	2	\$3,500.00	\$7,000	https://libraryfurnitureinternational.com/product/browsing-bin-single-face-range-5/	
Bulletin Board (main/children's)			\$500		
Children's computer tables	2	\$500.00	\$1,000		
Self serve check out			\$750	Desk, scanner, kiosk	
Misc office/kitchen/other items			\$5,000		
Teen furniture			\$2,500	Need 2-4 chairs, maker space table	
Childrens Toys/seating			\$3,500	I'd love to get a library play set, some Norwegian/Viking focused toys and FURNITURE	
Tween table/seating,maker space			\$2,500	Maker space area	
Walker and wheelchair			\$1,000	Hoping we can find donor	
Customization of CHildren's area			\$3,000	I'd like to work with local craftsmen to get some great endcaps for book cases	
ookcase in children's current computer area			\$3,500	Dean Vande Griend?	
Paint for Mural			\$1,000	Possible Grant - Pittsburg paint	
Open House (1 donor/1 public)			\$2,000	Direct mail, decor, food	
Exterior signage over new entrance - Library Meeting room			\$1,500		

Monitors large meeting room	2	\$500.00	\$1,000		
Outdoor Display Screen	1	\$5,000.00	\$5,000		
Table cloths - for folding tables for events	40	\$6.00	\$240	Amazon	
Hot plates (cooking classes)	10	\$100.00	\$1,000		
Coffee Machine (public)	1	\$350.00	\$350	Machine, cups, accessories	
seminar tables	10	\$108.10	\$1,081	Sam's	
Table cart	1	\$183.00	\$183	https://www.samsclub.com/p/lifetime-heavy-duty-table-cart-round-or-rectangle-tables/prod21363634?xid=plp_product_3	
coffee tables (rdg room, adult)	3	\$500.00	\$1,500		
reference room table	1	\$500.00	\$500		
Director's desk /shelving			\$2,500		
Kiosk Piano room		\$250.00	\$250		
Display niches in columns	12	\$250.00	\$3,000		
Rolling circ desk	1	\$1,000.00	\$1,000		
bike rack					
Landscaping back courtyard area					
Benches back area	2				
TOTAL			\$195,263.00		

The following resolution was offered by Councilperson _____,
who moved its adoption

RESOLUTION NO. 17-50

A PUBLIC PURPOSE POLICY FOR THE EXPENDITURE OF FUNDS FOR CITY EMPLOYEES; ELECTED OFFICIALS; AND MEMBERS OF BOARDS & COMMISSIONS

WHEREAS, the City's auditor has reported that it is necessary for the City to adopt a Public Purpose Policy for the expenditure of certain funds for city employees, elected officials, and members of Board and Commissions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Story City, Iowa, hereby approves and adopts a Public Purpose Policy, as follows:

Background

Pursuant to provisions of the statutes and laws of the State of Iowa, which permit and require the expenditure of public funds for public purposes, the City of Story City believes it necessary and appropriate to provide assistance and guidance to the officials and employees of City of Story City to aid in the determination of when public funds may be spent for a public purpose

Definition

A public purpose expenditure is one which relates to the purpose for which the City of Story City exists and the duties and responsibilities of Story City, its elected and appointed officials, employees, and other representatives.

Public Purpose Guidelines

- A. Payment of employee work-related expenses, including travel, lodging, and meal expenses, serves a public purpose when those expenses are necessarily incurred by Story City employees in connection with their actual work assignments or official duties and those expenses are directly related to the performance of the governmental functions for which Story City has responsibility.
- B. Appropriate safety and health programs for Story City employees serve a public purpose because they result in healthier and more productive employees and reduce certain costs to the City and the taxpayers of Story City, including various costs associated with workers' compensation and disability benefit claims, insurance premiums, and lost time from employee absences.
- C. Public expenditures for appropriate Story City employee and volunteer recognition programs serve a public purpose because formally recognizing employees and volunteers who make significant contributions and demonstrate their commitment during the performance of their duties result in higher morale and productivity among all Story City employees and volunteers, and therefore help the City to fulfill its responsibilities efficiently and more cost effectively.

- D. Public expenditures for food and refreshments associated with official Story City City functions serve a public purpose when the provision of food or refreshments is an integral part of the function and is deemed necessary to ensure meaningful participation by the participants.
- E. Public expenditures for appropriate community and customer outreach and similar activities serve a public purpose when those expenditures are necessary for Story City to ensure the efficient operation of its programs/services, promote the availability and use of City resources, and promote coordinated, cooperative planning activities among and between the public and the private sectors.

Specific Programs and Expenditures

City of Story City expenditures must be valid based upon the public purpose for which it is purchased. The following items are deemed to meet the Council definition of public purpose expenditures.

- A. The City supports recognition plaques and up to \$50 for a cake in recognition of retirement for employees, volunteers and elected officials.
- B. Wellness Program. The City Council recognizes the importance of employee fitness and health as it relates to the overall work and life satisfaction of the employee and the overall impact on the City's health insurance program. As such, the City Council supports an Employee Wellness Program, which has been designed to educate employees on fitness/health issues. The cost of an Employee Wellness Program is included as part of the City's Annual Budget. These items are approved annually by the City Council as part of the overall budget approval process which includes a public hearing on the proposed budget.
- C. The City Council recognizes that situations in which City business needs to be discussed can and do occur during meal hours (i.e. luncheon meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may be necessary to create a more productive environment and to be responsive to participants' time schedules. The following items are deemed to meet the Council definition of public purpose expenditures in regards to food and meals.
 - 1. Meals and refreshments are allowed at City meetings and events that have a purpose of discussing City issues.
 - 2. Meals and refreshments are allowed when they are part of a breakfast/lunch/dinner meeting for official City business when it is the most reasonable time to meet. Usually these meals involve meeting with City Council members, City employees, Committee/Commission members, business or civic organizations. Payment for fees relating to a special event, such as a Chamber of Commerce event, may also be allowed when approved by the City Administrator and when attendance is deemed to meet the public purpose guidelines for community or customer outreach and marketing of the City.

3. Travel expenses for employees as outlined in the City Travel Reimbursement Policy.
4. No purchase of alcoholic beverages is allowed at any time.
5. Memberships & Dues. The City Council has determined that the City will fund memberships and dues (individual or organization) in professional organizations and City social and community organizations when the purpose is to promote, advertise, improve or develop the City's resources and relationships and not personal interest or gain. The cost of memberships/dues is included in the City's Annual Budget. These items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.
6. Flowers and Plants. The City may send flowers or a plant to the employees or family members of employees and/or elected or appointed officials who are suffering an illness or who experience a death in their immediate family. "Immediate family" shall be that as defined in the Personnel policy Manual. The maximum city expenditure for said gifts should not exceed \$50.00 per gift for illness, and \$50.00 per gift for a death.
7. Sustenance Supplies. The City may purchase sustenance supplies for the city's use. Sustenance supplies will include, but not be limited to, the following items: coffee, coffee creamer, coffee filters, sweetener, paper products, including plates, cups, utensils, paper towels or napkins, and any products deemed necessary by the department director and falling under the term "sustenance."

This motion was seconded by Councilperson _____, and, upon roll call was carried by an aye and nay vote, as follows:

AYE: _____

NAY: _____

ABSENT: _____

WHEREUPON, the Mayor declared the Resolution duly adopted this 5th day of July, 2017

Mike Jensen, Mayor

ATTEST: _____
Dena Nichols, City Clerk

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa
PATRON POLICY

I. Decorum of Library Patron

It is expected that the library patrons will behave with respect and courtesy to the library staff and other patrons, and that they will observe policies and rules at all times. The staff member in charge will first warn the unruly or disruptive patron and then ask him/her to leave if the disruption continues. The patron who continues his/her disruptive behavior over a period of time may be denied some or all library privileges at the discretion of the librarian. Under these circumstances the librarian will notify the Library Board and a parent if the patron is a minor.

II. Known sexual predators will be monitored

III. If staff or patrons complain of inappropriate or offensive behavior a warning will be issued. A second episode will be reported to police.

IV. The Unattended Child. Preschool children are expected to be accompanied and supervised by a responsible person. Older, unattended children who are disruptive will be dealt with according to the library's stated policy. Toddlers and infants must have an adult caregiver with them at all times. Pre-school children must have a parent or care-giver present in the building. Children under the age of 8 should not be using the public access internet computers without adult supervision. (These can be enforced at the librarians' discretion).

V. No smoking, vaping or chewing tobacco is allowed in the library or on library grounds (courtyard, sidewalk).

VI. No pets allowed in the library. An exception will be made for animals that aid the handicapped. Other exceptions may be made at the librarians' discretion.

VII. Appeal.

A patron who acts inappropriately, including improper use of the internet, in the library, will receive 2 warnings, upon the third offense the patron will be refused library privileges for a period of time deemed appropriate for the situation.

A patron who feels he/she has been unfairly suspended may file an appeal in writing with the board of trustees, provided they have been received seven days prior to the meeting.

Approved: March 27, 1989

Revised 9/98

Reviewed: 5/2001, 1/2003

Revised : 1/08, 5/10

Reviewed 5/14, 7/18

Revised: 7/21

BERTHA BARTLETT PUBLIC LIBRARIES
Story City and Gilbert, Iowa

PATRON POLICY

The purpose of the Patron Policy is to affirm the rights of all people to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm or invasion of privacy. Bertha Bartlett Public Libraries strive to provide a safe, clean, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes.

Misconduct will not be allowed in the Library and may be subject to follow-up by law enforcement. Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Customers who observe misconduct should avoid confrontation and immediately notify Library staff.

I. Decorum of Library Patron

It is expected that the library patrons will behave with respect and courtesy to the library staff and other patrons and that they will observe policies and rules at all times.

Examples of prohibited behaviors include and are not limited to: Using threatening, abusive or foul language, fighting or challenging to fight, shoving or throwing things, failing to comply with a staff request, unauthorized entry in a staff area or failure to leave the library during emergencies and at closing time, taking pictures or videotaping people, except at events and/or authorized by the Director, hygiene, odor or scent that constitutes a nuisance to others or poses a health risk, bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs, introducing bed bugs or other pests via returned materials or personal belongings, use of tobacco products, vaping, drug use of any kind, bullying or harassment, etc.

II. Assistance

While Librarians will make every effort to assist all patrons, we have limited staff and time. At librarian discretion, assistance can be limited to 15 minutes of time per patron per day.

III. Food and Drink

Light, easy to clean up snacks and covered drinks are generally permitted throughout the library except near electronic equipment. We ask patrons to refrain from eating products that are noisy, messy, or have strong odors. Librarians may ask patrons to move to a designated area at their discretion.

Food may be eaten in designated areas. All food and drink consumption is always at the discretion of the Librarian on duty and patrons are expected to respect Librarian direction as to appropriate behavior. Damage caused to materials or equipment is at the responsibility of the patron.

IV. Restroom Policy

Family restrooms are meant to accommodate a single user or a user and a caregiver only. Inappropriate use of the bathroom will not be tolerated.

V. Sex Offenders

Sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly via telephone or online, or by designee, making arrangements for a person of their choosing to select, check out, and return materials using that card. Under any of these circumstances, a sex offender convicted of sex offenses against minors will remain responsible for all activity on their card. They may access information resources via telephone or online if eligible.

Sex offenders convicted of sex offenses against minors may not loiter, as defined under Iowa Code Section 692A.113(1)(g), as amended, within three hundred (300) feet of library property.

VI. Unattended Child(ren)

Preschool children are expected to be accompanied and supervised by a responsible person. Older unattended children who are disruptive will be dealt with according to the library's stated policy. Toddlers and infants must have an adult caregiver with them at all times. Preschool children must have a parent or care-giver present in the building.

VII. Enforcement/Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty or Director.

- Customers who engage in misconduct may be warned and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library.
- The patron who continues his/her disruptive behavior may be denied some or all library privileges at the discretion of the Director. Under these circumstances the Director will notify the Library Board and a parent if the patron is a minor
- Customers who engage in misconduct, that in the judgment of a staff member is extreme, will be ordered to leave the building immediately.
- If necessary, library staff may call the police and reserve the right to pursue legal action.

Customers who engage in repeated or egregious misconduct may receive a written notice or be subject to additional action, including being banned from the Library.

Security cameras are located in public and staff areas of the Library to protect the safety and security of people, the building, and its contents.

VIII. Appeal

A patron who feels he/she has been unfairly suspended may file an appeal in writing with the Library Board of Trustees which shall be delivered to the Library Front Desk a minimum of seven days prior to the monthly Board Meeting.

Approved: March 27, 1989
Revised 9/98
Reviewed: 5/2001, 1/2003

Revised : 1/08, 5/10
Reviewed 5/14, 7/18
Revised: 7/21

Revised 02/2025