

Bertha Bartlett Public Libraries

Board Meeting - Monday, June 22, 2026 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of May Meeting Minutes

City Update:

Citizens' Appearance:

Correspondence/Communications: note about opening at 8

Board Training: The Director's Report - Tara - Purpose, What should be included?

Additional training opportunities:

<https://statelibraryofiowa.gov/support-training/library-boards>

Please be sure to keep track of any time spent training as we will report this each year for our accreditation report

Treasurer's Report: Duane Fournier

Review City reports

May Bills [Approval](#)

Policy updates to be [voted on](#):

ILL policy update/revision, Patron policy format update

Strategic Plan Check-in

Goal 1: Strengthen Patron Engagement and Improve Accessibility

Objective 1.1: Increase open hours by 10% over five years, prioritizing weekend hours.

- Evaluate library usage data semi-annually (foot traffic, circulation, feedback)
- Install hourly door counters at both locations
- Adjust schedules annually based on findings

Evaluation: Quarterly review of metrics with annual adjustments

- Hourly door counter - \$1500 for both Libraries/sell current counters \$150 -

Library update/ Circulation Report: Tara Turner – snapshot

Gilbert Update:

Gilbert Anniversary – shirts for staff , pens and bags have been ordered
July 22 RAGBRAI in Gilbert - report on baskets, volunteers needed
Gilbert Printer - \$3321

Foundation update:

Old Business:

IPAC Insurance rates

LBGTQIA resources - assigned to staff member will produce bookmark

Plaque approval - Rudder, Fran, Semlers

Meeting room naming – ceremony date August 1, 5pm Semlers have asked for this to be a small celebration. Invitations will be sent to City Hall, City Council, Library Staff, Foundation and Library Board and the Semler family.

Grants: Storywalk(\$7500), IEEE (\$2000), Sustainable Libraries (\$1500)

New Business:

- Add Patrick Sell and wife to donor wall (\$500)
- Hot spots expiring in January - usage 84 checkouts in past year (6/18/2025 - 6/18/2026) Is this something we should ask Foundation to cover?
 - Budget approval - reduce cleaning to 3 hours per week, change library hours, reduce staff hours, increase staff pay

Assistance Needed:


- **Fundraising**
- **Anniversary of Gilbert Library June 1, 5-7pm**
- **RAGBRAI Wednesday, July 22 7am - 12**

Adjournment:

Next monthly Board Meeting: Monday, July 27, 2026, 6:30 pm

July @ the library

Monday 8am-7pm
 Tuesday, Thursday 10am-7pm
 Wednesday, Friday 8am-5pm
 Saturday 9am-2pm

SUN	MON	TUE	WED	THU	FRI	SAT
<ul style="list-style-type: none"> preschool programs K-4th programs YA programs Adult programs Community 			1 K-4th SRP 10:30am Teen/Tween SRP 12pm Book Club 1pm Pokemon Club 3pm	2	3 Knitters 10am Story Time/Music & Movement 10:30am Library Closing at noon	4 Library Closed
5 Library Closed			6 Board Games 2pm Blood Drive 2:30-6pm	7 voter registration all day Pokemon Club 10am Mahjong 1pm	8 K-4th SRP 10:30am Teen/Tween SRP 12pm Book Club 1pm Pokemon Club 3pm	9
12 Library Closed	13 Board Games 2pm	14 Pokemon Club 10am art class? Mahjong 1pm	15 K-4th SRP 10:30am Teen/Tween SRP 12pm Book Club 1pm Pokemon Club 3pm art club info mtg @ 7pm	16  Thursday Night Book Club 7pm	17 Knitters 10am Story Time/Music & Movement 10:30am	18 
19 Library Closed	20 Board Games 2pm Farm to Table 5pm	21 Pokemon Club 10am Mahjong 1pm Family Story Time @ 6pm	22 K-4th SRP 10:30am Teen/Tween SRP 12pm Book Club 1pm Pokemon Club 3pm	23	24 Knitters 10am Story Time/Music & Movement 10:30am	25
26 Library Closed	27 Board Games 2pm	28 Pokemon Club 10am Mahjong 1pm BBPL Book Club 2pm	29 K-4th SRP 10:30am Teen/Tween SRP 12pm Book Club 1pm Pokemon Club 3pm	30	31 Knitters 10am Story Time/Music & Movement 10:30am	1

Bertha Bartlett Public Library | 503 Broad St | 515-733-2685



Visit our library events page for further details and registration

Bertha Bartlett Public Libraries

Board Meeting – Wednesday, May 27, 2026, 6:30pm

Present: Theresa Sens, Laura Donaldson, Tara Turner, Duane Fournier, Lynn Cummings, Mary Kay Solberg, Jessica Miller.

Citizen's appearance: None today.

Absent: Jenna Cline, Denise Carlson

Call to order at 6:28pm

Approval of agenda: Duane motioned. Laura seconded.

April minutes approval: Lynn motioned, Laura seconded.

Correspondence: Discussion of a citizen's letter in regards to their concern about our lack of LGBTQ physical collection. Discussed how to improve search features on the catalogue. Tara has spoken with staff about how to handle these discussions with future patrons.

Board training: The Budget training. Board members were reminded to keep track of their time spent in training and given a link to use to find more training.

Treasurer's report: Duane Fournier

- Reviewed city reports
- May bills approval:
 - Correction: Ingram Book order - Story City spent \$173.73 & Gilbert spent \$220.34.
 - Duane Fournier moved to approve May bills. Lynn Cummings seconded.

Policy Updates:

- ILL policy: trying to get all policies in the same format.
 - Revised date will be revised, from March 2026 to May 2026

Strategic plan improving outreach:

- Updating libraries website. \$7500 one-time fee. \$33/month for hosting. SalTech.

Circulation report: Tara reviewed the monthly snapshot for the board. Numbers might have been bolstered by grad parties.

Gilbert update: Tara gave an update on the Gilbert library programming. Also updated board about the 15th Anniversary celebration. 1 July is anniversary – gift bags and t-shirt options. Raffle will start 1st July, drawn on the 25th.

Foundation update: Tara gave an update to the board regarding fundraising opportunities that the foundation has explored.

Old business: The board discussed the naming of the large meeting room of Semler Hall and a proposed reception to follow at a later date.

New business: Scandinavian Days celebration discussed. Summer Reading Program kickoff on June 3rd, and a need for volunteers for both events.

Our next meeting will be Monday, 22nd June 2026, 6:30pm

A motion was made to adjourn the meeting at 7:21pm. The motion was properly seconded. All approved.

BERTHA BARTLETT PUBLIC LIBRARIES

June 2026

Story City Bills				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 150.00	May
001-4410-6320	Aspen	auto	\$ 55.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	June	\$ 468.75	Cleaning
001-4410-6320	Converse Conditioned air	June	\$ 937.25	HVAC mainbtence
001-4410-6373	Tara Turner Ubiquiti Phone	May	\$ 19.98	Phone service - 2 lines
001-4410-6490	Coast to Coast	May	\$ 329.99	Copier image transfer belt
001-4410-6500	Laura Loots reimbursement	May	\$ 100.00	cookies
001-4410-6500	Storybook Orchard	May	\$ 200.00	planters
001-4410-6500	GNB Visa - Meta	May	\$ 48.77	Meta advertising
001-4410-6500	Amazon - 13w4	May	\$ 550.96	program supplies
001-4410-6502	Amazon - 31QN	May	\$ 216.70	HMDO splitter
001-4410-6505	Amazon - 13w4	May	\$ 96.48	sopa, paper towels
001-4410-6506	Amazon - 31qn	May	\$ 90.59	batteries, office supply
001-4410-6770	Passenger Train Magazine	June	\$ 43.00	Annual Renewal
001-4410-6770	Food Netwrok Magazine	June	\$ 29.97	annual Renewal
001-4410-6770	Midwest living	June	\$ 40.00	two years renewal
001-4410-6772	GNB Via - BWB, thriftbooks	May	\$ 0.01	book return/purchase
001-4410-6772	Nevada Library	June	\$ 15.00	Large Print books
001-4410-6772	Library Ideas	June	\$ 155.64	books
001-4410-6772	Brodart	May	\$ 609.78	books
001-4410-6772	Amazon -	May -June	\$ 2,245.87	books
001-4410-6773	Amazo 13W4, 31QN	June	\$ 86.11	DVD
		Total	\$ 7,042.85	
Gilbert Bills				
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6500	Amazon - 13W4		\$ 85.34	wipes, progrma supplies
033-4410-6502	Amazon - 31QN		\$ 97.96	receipt printer
033-4410-6505	Amazon - 13W4		\$ 10.30	office, clips
033-4410-6505	GNB Visa - Amazon music	May	\$ 13.90	Amazon Music
033-4410-6505	GNB Visa Demco	May	\$ 90.58	labels
0033-4410-6506	Abra Martinson	June	\$ 141.54	waste toner and bins
0033-4410-6772	Dog Eared Books	June	\$ 804.65	books
0033-4410-6772	Library Ideas	June	\$ 48.36	books
0033-4410-6772	Brodart	May	\$ 255.94	books
0033-4410-6772	Amazon - 13w4, 31QN, JVRL		\$ 1,078.75	books
0033-4410-6773	Amazon - 31QN	June	\$ 45.95	DVD
		TOTAL	\$ 2,873.27	

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses June - Goal 0 % Remaining Budget

Acct #	Story City Expenses	2025-2026 Budget	31-May-26	June 2026 Submitted expenses	Budget remaining	Balance
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 45,850.93	\$ 3,700.00	1.39%	\$ 699.07
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 100,098.16	\$ 8,000.00	-1.98%	\$ (2,098.16)
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 10,959.73	\$ 950.00	0.36%	\$ 43.27
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 12,989.87	\$ 1,200.00	3.80%	\$ 560.13
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 7,378.82	\$ 553.00	-22.03%	\$ (1,431.82)
001-4410-6230	Travel/Training	\$ 847.00	\$ -	\$ -	100.00%	\$ 847.00
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 10,290.01	\$ 1,406.00	-133.92%	\$ (6,696.01)
001-4410-6350	Equip Repair	\$ -	\$ 897.71			\$ (897.71)
001-4410-6371	Utilities	\$ 4,500.00	\$ 3,203.33		28.81%	\$ 1,296.67
001-4410-6373	Telephone	\$ 500.00	\$ 391.93	\$ 19.98	17.62%	\$ 88.09
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 16,727.89		-54.89%	\$ (5,927.89)
001-4410-6490	Professional Services	\$ 1,500.00	\$ 1,712.00	\$ 329.99	-36.13%	\$ (541.99)
001-4410-6499	Miscellaneous	\$ 250.00	\$ 19.95		92.02%	\$ 230.05
001-4410-6500	Programming	\$ 3,250.00	\$ 1,628.82	\$ 899.73	22.20%	\$ 721.45
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%	\$ 500.00
001-4410-6502	Technology	\$ 1,000.00	\$ 846.13	\$ 216.70	-6.28%	\$ (62.83)
	Minor Equipment	\$ 250.00			100.00%	\$ 250.00
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 3,434.08	\$ 96.48	-127.78%	\$ (1,980.56)
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 4,208.42	\$ 90.59	-71.96%	\$ (1,799.01)
001-4410-6507	Misc. Operating supplies	\$ 250.00	\$ 689.15		-175.66%	\$ (439.15)
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ -		100.00%	\$ 250.00
001-4410-6727	Capital Equipment					\$ -
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,729.51	\$ 112.97	-22.83%	\$ (342.48)
001-4410-6771	Audio	\$ 250.00		\$ 155.64	37.74%	\$ 94.36
001-4410-6772	Books	\$ 15,500.00	\$ 11,700.78	\$ 3,024.30	5.00%	\$ 774.92
001-4410-6773	Video	\$ 600.00	\$ 421.37	\$ 86.11	15.42%	\$ 92.52
001-4410-6774	Online Databases	\$ 2,750.00	\$ 2,121.24		22.86%	\$ 628.76
		\$ 243,000.00	\$237,299.83	\$ 20,841.49	-6.23%	\$ (15,141.32)

estimates

areas of concern

bills not paid at time of report

Building Expenses

\$ 678.93	New HVAC control panel	Staff Overages	
\$ 470.61	Hardware and thermostats	Budget for part time salaries: \$106,000 with \$2000 for add't summe	
\$ 358.10	Window Cleaning	monthly budget	\$ 8,667.00
\$ 931.50	Fire Monitoring		budget
\$ 754.82	HVAC semi annual maintenance	July	\$ 13,037.00 \$ (4,370.00)
\$ 171.94	Carpet cleaner	August	\$ 8,725.00 \$ (58.00)
\$ 210.00	Storage space rental	Sept	\$ 8,216.00 \$ 451.00
\$ 5,568.53	Cleaning	October	\$ 8,924.00 \$ (257.00)
\$ 202.50	Server issu due to move	November	\$ 9,431.00 \$ (764.00)
\$ 86.03	Furnace filters	December	\$ 10,867.00 \$ (2,200.00)
\$ 321.45	paint	January	\$ 7,969.52 \$ 697.48
Total \$ 9,754.41			\$ 67,169.52 \$ (6,500.52)
\$ 1,816.00	printer repair ink /toner 1200		

Gilbert - Expenses June - Goal 0 % Remaining Budget

Acct #	Gilbert Expenses	2025-2026 Budget	05/31/2026 budget spent	June 2026 Submitted expenses	Budget remaining	Balance
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 14,051.64	\$ 1,200.00	8.9%	\$ 1,498.36
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 29,008.39	\$ 2,700.00	24.5%	\$ 10,291.61
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 3,231.49	\$ 298.35	20.9%	\$ 935.16
033-4410-6130	IPERS	\$5,546.00	\$ 3,795.92	\$ 341.25	25.4%	\$ 1,408.83
033-4410-6150	Insurance,	\$1,400.00	\$ 1,848.99	\$ 200.00	-46.4%	\$ (648.99)
033-4410-6230	Travel & Training	\$339.00	\$ 189.56			\$ 149.44
033-4410-6490	Professional Services	\$500.00				
033-4410-6500	Programming	\$2,000.00		\$ 99.24		\$ (99.24)
033-4410-6502	Technology		\$ 165.22			\$ (165.22)
033-4410-6504	Minor Equipment		\$ 745.29			\$ (745.29)
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 6,173.62	\$ 100.88	-318.3%	\$ (4,774.50)
033-4410-6506	Office Supplies	\$750.00	\$ 858.14	\$ 141.54	-33.3%	\$ (249.68)
033-4410-6507	Misc. Operating Supplies		\$ 8.99			\$ (8.99)
033-4410-6770	Magazines	\$500.00	\$ -		100.0%	\$ 500.00
033-4410-6772	Books	\$7,500.00	\$ 3,985.54	\$ 1,462.21	27.4%	\$ 2,052.25
033-4410-6773	Video	\$-	\$ 64.83			\$ (64.83)
033-4410-6774	Online Licensing/Databas	\$1,750.00	\$ 1,472.24		15.9%	\$ 277.76
033-4410-6910	Transfer	\$3,000.00	\$ 3,000.00	\$ 3,000.00	-100.0%	\$ (3,000.00)
	Total Gilbert Exp.	\$ 88,000.00	\$ 68,599.86	\$ 9,543.47	11.2%	\$ 9,856.67

estimates

areas of concern

BERTHA BARTLETT PUBLIC LIBRARY PATRON REGISTRATION POLICY

GOAL: the establishment of a numerical identification system for library patrons.

- OBJECTIVES:**
1. To protect the patron's right to privacy within our capacity to do so.
 2. To identify the patron and his/her specific location.
 3. To identify materials borrowed.
 4. To facilitate the return of borrowed materials.
 5. To provide a means of gathering statistical data.
 6. To present efficient service to the patron.
 7. To promote public relations.

In accordance with the traditional belief and practice that all persons should have access to a library, the Board of the Bertha Bartlett Public Library, Story City, upholds the concept of an "open door" policy with discrimination toward none.

Anyone wishing to become a user of the library must file an application for registration and show proof of residency. (Digital proof is acceptable) Children under 14 are accepted users of the library on the basis of application for registration by one parent or guardian.

Service area residents are residents of the library's financially supportive tax base, which is Story City, rural Story County, and locals which have contracted for library service. Users of this classification will be issued a library card identifying them as registered patrons of the Bertha Bartlett Public Library. This will validate the patron's identification at any cooperating library for open access.

Cards will be issued to permanent residents of other Iowa locations outside our service area in compliance with the State Library of Iowa Open Access program. The user will be asked to provide an identification card from their home library or provide a valid identification. Bar codes may be placed on the patron's home town library card, if available, otherwise a new card will be issued.

Visitors of a service area resident may use that resident's library identification card to borrow materials. Out of state residents may get a card for a \$5.00 annual fee.

Vacationers and campers are welcome to use the library on an in-house basis, but are limited to borrowing paperbacks for use outside the library.

Business and/or institutions where library materials are circulated to a group may be assigned a collective identification number. Day care providers may choose to use their own identification number for the children under their care or request a separate library card for their day care. In doing this, they assume full responsibility for the return of materials borrowed. If the material is to be signed out to the parent of the child, either the

operator,

the guardian or babysitter must be able to supply that parent's identification number to promote efficient use of time at the circulation desk.

The library identification card will be renewed every three years. If the card is lost or severely damaged, the patron will be charged for a replacement card.

The patron will be encouraged to present his/her identification card to the librarian whenever checking out materials.

Approved 6/88
Revised 3/07
Reviewed 11/10, 8/14
Revised 7/18
Reviewed 7/21

BERTHA BARTLETT PUBLIC LIBRARIES PATRON REGISTRATION, IDENTIFICATION, AND ACCOUNT MANAGEMENT POLICY

1. Purpose

1.1 To establish a patron registration, identification, and account management system that supports efficient library service while protecting patron privacy and confidentiality.

1.2 The patron identification system is designed to:

1.2.1 Protect each patron's right to privacy within the Library's ability to do so

1.2.2 Identify registered users and maintain accurate account information

1.2.3 Identify materials borrowed by patrons

1.2.4 Facilitate the return of borrowed materials

1.2.5 Provide statistical information needed for planning and reporting

1.2.6 Provide efficient and equitable library service

1.2.7 Promote positive public relations and community access

2. Policy Statement

2.1 In accordance with the Library's commitment to equal access, Bertha Bartlett Public Libraries support an open access philosophy and provides library service without discrimination.

2.2 The Library recognizes the right of all individuals to use library resources while maintaining reasonable procedures for identification, circulation control, and account management.

2.3 Patron registration and circulation records will be maintained according to applicable Iowa law and professional library standards regarding confidentiality.

3. Definitions

3.1 **Patron:** Any person with an active Bertha Bartlett Public Libraries account.

3.2 **Library Account:** The electronic record used to provide access to Library services, materials, and digital resources.

3.3 **Registered User:** A person who has completed the Library registration process and has borrowing privileges.

3.4 **Good Standing:** An account without unresolved charges, overdue materials, missing items, or restrictions.

4. Registration and Eligibility

4.1 Anyone wishing to become a registered Library user must complete a library registration application.

4.2 Patrons may be required to provide identification and proof of residency. Digital proof may be accepted when appropriate.

4.3 Children under fourteen (14) years of age may receive library privileges upon registration by a parent or legal guardian.

4.4 Parents or legal guardians are responsible for materials borrowed by minors and for monitoring minor accounts.

4.5 The parent or guardian assumes responsibility for charges or obligations associated with a minor's account.

5. Service Area Residents

5.1 Library cards are issued to residents within the Library's established service area, including:

5.1.1 Story City residents

5.1.2 Gilbert Residents

5.1.2 Rural Story County, Hamilton County, Boone County residents

5.1.3 Residents of communities or areas receiving contracted library service

5.2 A valid Bertha Bartlett Public Library card identifies the patron as a registered user.

5.3 Registered patrons may use their identification for borrowing privileges at participating Iowa libraries in accordance with statewide access programs and agreements.

5.4 Patrons within service area noted above are eligible for digital services while Open Access and Iowa residents may not be.

6. Open Access and Iowa Residents

6.1 The Library participates in statewide resource-sharing programs, including Open Access and Access Plus, as supported through the Enrich Iowa program.

6.2 Permanent Iowa residents outside the Library's service area may receive borrowing privileges according to Open Access requirements.

6.3 Users may be asked to provide:

6.3.1 A valid library card from their home library; or

6.3.2 Valid identification and residency verification

6.4 The Library may extend borrowing privileges through reciprocal agreements and statewide resource-sharing programs.

6.5 Borrowing privileges provided through Open Access or reciprocal agreements are subject to the same circulation rules, limits, and responsibilities as other Library users.

7. Temporary Users and Visitors

7.1 Visitors and guests may use Library services in accordance with Library procedures.

7.2 Vacationers, campers, and temporary visitors are welcome to use Library resources within the building.

7.3 Borrowing privileges for temporary users may be limited based on Library procedures and available identification.

7.4 Out-of-state residents may receive a library card with an annual nonresident fee established by the Library Board.

8. Business, Organization, and Group Accounts

8.1 Businesses, institutions, organizations, and other groups may be assigned a group library account.

8.2 The organization is responsible for all materials borrowed under the account.

8.3 Day care providers may:

8.3.1 Use their own account for materials used in their program; or

8.3.2 Request separate accounts for children in their care

8.4 Organizations and caregivers are responsible for returning materials and resolving any charges associated with their accounts.

9. Patron Responsibilities

9.1 Patrons are encouraged to present their library card or approved identification when checking out materials.

9.2 Patrons are responsible for:

- 9.2.1 Materials borrowed on their account
- 9.2.2 Reporting lost, stolen, or damaged cards
- 9.2.3 Keeping contact information current
- 9.2.4 Returning materials according to Library policies
- 9.2.5 Protecting their library card and account credentials, including digital access information

9.3 Library accounts may be restricted for overdue materials, lost items, unpaid charges, or inaccurate account information.

10. Library Cards and Digital Access

10.1 Library accounts will be reviewed and updated at least every three (3) years or as needed to maintain accurate patron information.

10.2 Lost, stolen, or severely damaged cards may require replacement according to Library procedures and applicable fees.

10.3 Library cards and digital account access are issued for the exclusive use of the registered patron unless otherwise authorized.

10.4 Patrons may access Library services through online accounts, digital collections, and other electronic resources.

10.5 Patrons are responsible for maintaining secure access to their accounts.

10.6 The Library may use electronic communication methods for notices, renewals, holds, and service updates.

11. Privacy and Confidentiality

11.1 The Library protects the confidentiality of patron registration, account, and circulation records.

11.2 Patron information will be collected and used only for:

- 11.2.1 Providing library services
- 11.2.2 Maintaining accurate accounts
- 11.2.3 Communication regarding library services
- 11.2.4 Required statistical reporting

11.3 Patron records will not be disclosed except as required by law.

11.4 Patron records shall be maintained in accordance with applicable Iowa Code provisions governing confidentiality of library records.

12. Policy Review

12.1 This policy will be reviewed periodically by Library staff and the Library Board.

13. Adoption & Revision History

13.1 Approved: June 1988

13.2 Revised: March 2007

13.3 Reviewed: November 2010, August 2014

13.4 Revised: July 2018

13.5 Reviewed: July 2021

13.6 Revised: June 2026

BERTHA BARTLETT PUBLIC LIBRARY
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, bullying or harassment, etc.

II. Assistance.

While Librarians will make 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. 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.

V. 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.

VI. 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 and its premises.
- 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 and grounds immediately.
- If necessary, library staff may call the police.

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.

VII. 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

BERTHA BARTLETT PUBLIC LIBRARIES

PATRON POLICY

1. Purpose

1.1 The purpose of this policy is to affirm the right of all people to free and equitable access to Library resources, services, facilities, and information without discrimination, intimidation, threats, harassment, or invasion of privacy.

1.2 Bertha Bartlett Public Libraries strive to provide a safe, clean, welcoming, and comfortable environment that supports reading, learning, research, creativity, and community engagement.

1.3 The Library is intended for use by all members of the public. Patrons are expected to respect the rights of other patrons, volunteers, and Library staff.

2. Policy Statement

2.1 The Library supports an environment where all patrons may use Library services without disruption or unreasonable interference.

2.2 Patrons are expected to:

- 2.2.1 Follow Library policies and procedures
- 2.2.2 Respect other patrons and Library staff
- 2.2.3 Use Library resources and facilities appropriately
- 2.2.4 Follow reasonable requests from Library staff

2.3 Misconduct, disruptive behavior, or activities that interfere with Library operations will not be permitted.

3. Patron Conduct and Decorum

3.1 Patrons shall behave in a respectful manner toward Library staff, volunteers, visitors, and other patrons.

3.2 Prohibited behaviors include, but are not limited to:

- 3.2.1 Threatening, abusive, harassing, or offensive language
- 3.2.2 Fighting, physical intimidation, or threatening physical harm
- 3.2.3 Throwing objects, damaging property, or unsafe behavior
- 3.2.4 Bullying, harassment, or discrimination
- 3.2.5 Refusing to follow reasonable staff directions
- 3.2.6 Entering staff-only areas without authorization
- 3.2.7 Remaining in the Library after closing or during emergencies
- 3.2.8 Unauthorized photography, recording, or videotaping of individuals
- 3.2.9 Behavior or personal hygiene conditions that create a nuisance or health

concern for others

3.2.10 Bringing animals into Library buildings except service animals or approved program animals

3.2.11 Introducing pests, including bed bugs, through personal belongings or returned materials

3.2.12 Use of tobacco, vaping products, or prohibited substances on Library property

3.3 Patrons observing misconduct should notify Library staff and avoid personal confrontation.

4. Assistance and Staff Support

4.1 Library staff will make reasonable efforts to assist patrons with questions, technology, resources, and services.

4.2 Because Library staff must serve all patrons, assistance may be limited based on staff availability.

4.3 At staff discretion, individual assistance may generally be limited to fifteen (15) minutes per patron per day when other service needs require attention.

5. Food and Drink

5.1 Covered beverages and light, easily managed snacks are generally permitted in the Library.

5.2 Food and beverages are not permitted near electronic equipment unless authorized.

5.3 Patrons are asked to avoid:

5.3.1 Messy foods

5.3.2 Strongly scented foods

5.3.3 Foods that create excessive noise or disruption

5.4 Food may be restricted to designated areas at the discretion of Library staff.

5.5 Patrons are responsible for damage caused to Library materials, furniture, or equipment.

6. Registered Sex Offenders

6.1 Individuals convicted of sex offenses against minors may access Library services according to applicable Iowa law.

6.2 Eligible individuals may obtain Library services through available registration procedures, including in-person, telephone, online, or authorized designee arrangements when permitted.

6.3 Individuals remain responsible for all activity conducted under their Library account.

6.4 Individuals convicted of sex offenses against minors may not loiter, as defined by Iowa law, within three hundred (300) feet of Library property.

7. Children and Unattended Minors

7.1 Parents, guardians, and caregivers are responsible for supervising children using the Library.

7.2 Preschool children and infants must have a responsible adult caregiver present at all times.

7.3 Older children may use the Library independently; however, disruptive behavior will be addressed according to this policy.

7.4 The Library is not responsible for unattended children before opening, after closing, or when left without appropriate supervision.

8. Enforcement and Consequences

8.1 Library staff are responsible for identifying misconduct and enforcing Library policies.

8.2 Depending on the severity and frequency of behavior, enforcement may include:

- 8.2.1 Verbal warning and request to correct behavior
- 8.2.2 Request to leave Library property
- 8.2.3 Temporary suspension of Library privileges
- 8.2.4 Written notice of restrictions
- 8.2.5 Permanent loss of Library privileges when appropriate

8.3 Serious misconduct may result in immediate removal from the building and grounds.

8.4 Library staff may contact law enforcement when necessary to protect safety, property, or operations.

8.5 Repeated or severe violations may result in additional restrictions or suspension as determined by the Library Director.

9. Security and Safety

9.1 Security cameras may be located in public and staff areas of the Library.

9.2 Cameras are used to support safety, security, incident review, protection of Library property, and operational needs.

10. Appeals

10.1 A patron who believes Library privileges have been unfairly suspended may submit a written appeal to the Library Board of Trustees.

10.2 Appeals must be submitted to the Library Front Desk at least seven (7) days before a regularly scheduled Board meeting.

10.3 The Library Board will review the appeal and provide a written response.

11. Policy Review

11.1 This policy will be reviewed periodically by Library staff and the Library Board.

12. Adoption & Revision History

12.1 Approved: March 27, 1989

12.2 Revised: September 1998

12.3 Reviewed: May 2001; January 2003

12.4 Revised: January 2008; May 2010

12.5 Reviewed: May 2014; July 2018

12.6 Revised: July 2021

12.7 Revised: February 2025

12.8 Format revised June 2026

MONTHLY SNAPSHOT

May 2026

Story City



Items added.....138 Items withdrawn.....16 Books Repaired.....15 Interlibrary Loans.....61 Internet Usage:.....0* Unique Users:.....0* *Wifi tracking went down 3/10 and has not been fixed yet Computer Users.....140 Website visits1100 Unique visitors.....651 Google interactions.....397	Meeting Room Use.....22 uses Library Sponsored.....10 Meeting Hall Use.....36 Library Sponsored.....24 Study Room Use.....70 Booked Ahead.....24 Number of Programs.....37 Program Attendance.....616 Story Time.....335 KOOL After School.....82 Tweens and Teens.....35 Adult (Non Book Club)....123 Book Club.....14 Passive/Patron led.....27	New Patrons21 Reference Questions.....95 Technical Assistance.....57 Makerspace Usage.....21 Number of volunteers20 Volunteer hours.....96 Staff hours.....506.25 Hours Open.....200 Staff hours/hours open ..2.5 Average staff wage.....\$15.8 Staff cost/hour open..\$39
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Library Usage	This month	Last Month	Increase or Decrease	May 2025	cost/previous year
Physical items checked out	1981	2045	↓ 3.1%	2076	↓ 4.6%
(Both Libraries) Bridges Materials Unique users	909	801	↑ 13.5%	540	\$100 *Libby went down in the middle of May 2025
	179	185	↓ 3.2%	146	
Hoopla Books	363	354	↑ 2.5%	279	\$916.12
Unique users	134	129	↑ 3.9%	104	
Total Items checked out	3253	3200	↑ 1.7%	2895	↑ 12.4%
Website Visits	1100	951	↑ 15.7%	1303	↓ 15.6%
wifi	0	0	→ 0%	673	↓ 100%
Library Visits	6167	5212	↑ 18.3%	2826	↑ 118.2%

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



MONTHLY SNAPSHOT

May 2026

Gilbert

<p>Items added.....138</p> <p>Items withdrawn.....29</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...99</p> <p>PC.....31</p> <p>New Cards.....4</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....20</p> <p>Story Time.....269</p> <p>After School.....17</p> <p>Bingo.....0</p> <p>Mahjong.....35</p> <p>Book Club.....0</p> <p>Passive Programming....15</p>	<p>Reference Questions.....18</p> <p>Technical Assistance.....2</p> <p>Number of volunteers....1</p> <p>Staff hours.....180</p> <p>Hours Open.....127</p> <p>Staff Hours/Hours Open....1.4</p> <p>Average staff pay.....\$15</p> <p>Staffing per hour cost.....\$21</p>
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Library Usage	This month	Last Month	Increase or Decrease	May 2025	Increase or Decrease
Physical items checked out	604	531	↑ 13.7%	479	↑ 26.1%
Library Visits	646	717	↓ 9.9%	457	↑ 41.4%

Select color and quantity

Hardware n°1

X Remove



PEARL Wireless People Counter

Your package includes:

- 1 PEARL Wireless People Counter
- 1 PEARL Wireless People Counter

Price per pair:

USD \$ 499.95

Quantity:

- 1 +

Color:



Total:

USD \$ 499.95

Lite

USD \$ 0.00

per month, per device

Comes with our exclusive mobile app, included with all software plans. Ideal to get started.

Top features

- ✓ Hourly traffic updates
- ✓ Directional (IN/OUT) traffic breakdown
- ✓ Access to the last 4 weeks of data
- ✓ Smart alerts for counter status
- ✓ Multi-location and multi-sensor support
- ✓ Free Support Chat & Email, Phone Call Availability
- ✓ Conversion Rate & Retail Equation Lite

Selected

Standard

USD \$ 27.95

per month, per device

Unlocks the power of your people counter with our T.M.A.S. analytics platform. Ideal for libraries, museums, places of worship, education facilities, real estate, casinos, and much more.

Top features

- ✓ \$50/ea off for PEARL
- ✓ \$150/ea off for 3D SCOPE
- ✓ T.M.A.S. Software Web Platform
- ✓ Access to all your traffic history
- ✓ 15-Minute Traffic Granularity
- ✓ Export & API for 3rd party integration
- ✓ 18 Schedulable Reports, including Excel Report
- ✓ Tracking of Weather, Marketing and Special Events

Select plan

Retail

+ Most Popular

USD \$ 34.95

per month, per device

Delivers retail-driven features that help retailers drive sales, optimize their operations, and gather powerful insights. POS integration available, but not required. Ideal for retail store traffic!

Top features

- ✓ \$50/ea off for PEARL
- ✓ \$150/ea off for 3D SCOPE
- ✓ Conversion Rate & Insights even without Integrations
- ✓ Popular POS Integration
- ✓ Retail Performance Simulator
- ✓ Key Selling Period Indicator
- ✓ Staff Hour Integration & Insights
- ✓ Retail Dashboard, Reports and Insights

Select plan

Proposed Equipment

Device	Item Description
Canon imageRUNNER C3926	26 ppm Color Multifunctional Workgroup
	2 x 550-Sheet Paper Trays, 100-Sheet Bypass Tray
	270 Images Per Minute Duplex Scanner
	Cabinet

Purchase Options

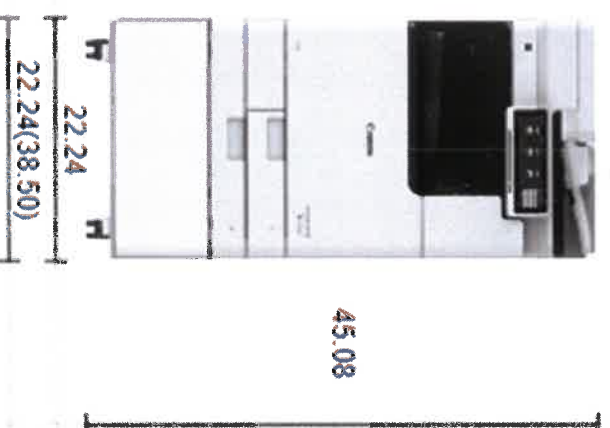
Purchase Price	Monthly Lease Payment (63-Month Term)
\$3,321.00	\$84.82

*Optional Maintenance Agreement

Monthly Volumes Included	Cost Per Copy	Monthly Maintenance Base Payment
BW: 3,200	\$0.0072	\$30.09
Color: 150	\$0.047	

*Optional Service Includes the Following:

- All toner, parts, labor and service except paper
- Delivery, installation, training
- Auto-Toner Replenishment Program and Automatic-Meter reads
- Quarterly/Annual account reviews to discuss contract details and accommodate any necessary adjustments





HD

The Donna Cox
and Charles Walker

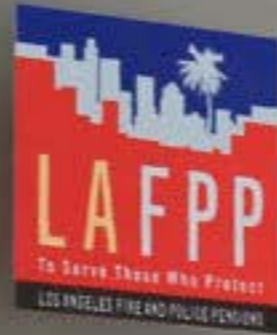


GYMNASIUM



This gym is dedicated in gratitude
for the many years of outstanding service to
Hull-Daisetta ISD, students, parents, and community.





The Board of Fire and Police
Pension Commissioners
recognizes and commends

Chief Investment Officer Tom Lopez
for his 40 years of dedicated service to LAFPP.

Mr. Lopez began his distinguished career in the Investments Division in September 1980. He was integral in the development of the investment portfolio by incorporating modern portfolio theory and in expanding the number of asset classes in which LAFPP could invest. He was a stalwart in the Chief Investment Officer role from 1992 to 2021 and led the Investments Division in building a strong, resilient portfolio.

His methodical, patient approach to investing navigated LAFPP through market downturns and financial crises. He achieved consistently superior returns and Pension fund assets grew from \$400 million in 1980 to more than \$30 billion at the time he retired in June 2021.

Library

	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>last month</u>	<u>Line item percent increase</u>
				proposed		
Salaries, Full	51,548	50,000	50,250	51,657	51,758	2.80%
Salaries, Part	78,452	91,500	106,000	111,851	110,780	5.52%
FICA - 7.6%	9,843	10,825	11,953	12,427	12,515	3.96%
IPERS -9.44%	11,624	13,358	14,750	15,370	15,441	4.20%
Insurance, Health	4,916	6,250	6,500	6,896	6,825	6.09%
Travel/Training	986	750	847	-	500	-100.00%
Building/Grounds	7,763	8,800	5,000	7,000	2,000	40.00%
Equipment Repair/Main't						
Utilities	1,032	4,500	4,500	3,750	3,750	-16.67%
Telephone	971	1,000	500	250	250	-50.00%
Insurance, General	8,037	8,200	10,800	17,500	17,500	62.04%
Professional Services	977	1,500	1,500	1,000	1,750	-33.33%
Miscellaneous	9	200	250	-	0	-100.00%
Programming	1,719	1,000	3,250	2,250	3,250	-30.77%
Building Supplies	703		500	-	500	-100.00%
Technology	1,753	1,000	1,000	500	1,230	-50.00%
Minor Equipment	292		250	-	500	-100.00%
Cataloging Supplies	985	1,500	1,550	2,750	3,000	77.42%
Office Supplies	2,162	2,300	2,500	2,000	2,150	-20.00%
Miscellaneous Oper. Supplies	244	250	250	-	0	-100.00%
Postage/Petty Cash	68		250	200	350	-20.00%
Capital Equipment		250	-		0	
Magazines	1,004	1,000	1,500	1,750	1,750	16.67%
Audio	32	250	250	250	500	0.00%
Books	17,089	13,067	15,500	14,500	15,500	-6.45%
Video	534		600	500	600	-16.67%
Online Licensing/Databases	2,282	2,500	2,750	2,600	2,600	-5.45%
Capital Projects						
TOTAL	205,025	220,000	243,000	255,000	255,000	
	2.3%	7.3%	10.5%	4.94%	4.94%	

I blew the building and grounds budget

Cleaning -reduce to 3 hours per week	4000
windows - quarterly	800
HVAC	2200
total Building Maintenance budget	<u>7000</u>

Gilbert Expenses

Gilbert Expenses	2024-2025 Budget	FY 24 Budget	FY25 Budget	FY 26 Budget	Line item percent increase
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 16,750.00	17,168	2.49%
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 42,500.00	44,100	3.76%
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 4,465.00	4,656	4.29%
033-4410-6130	IPERS	\$ 4,012.00	\$ 5,546.00	5,514	-0.58%
033-4410-6150	Insurance,	\$ 1,200.00	\$ 1,400.00	2,300	64.29%
033-4410-6230	Travel & Training	\$ 250.00	\$ 339.00	0	-100.00%
033-4410-6490	Professional Services	\$ 500.00	\$ 500.00	200	-60.00%
033-4410-6500	Programming	\$ 500.00	\$ 2,000.00	912	-54.40%
033-4410-6502	Technology	\$ -			
033-4410-6504	Minor Equipment	\$ -			
033-4410-6505	Cataloging Supplies	\$ 1,250.00	\$ 1,500.00	2,000	33.33%
033-4410-6506	Office Supplies	\$ 500.00	\$ 750.00	1,000	33.33%
033-4410-6507	Misc. Operating Supplies	\$ -			
033-4410-6770	Magazines	\$ -	\$ 500.00	0	-100.00%
033-4410-6772	Books	\$ 3,287.00	\$ 7,500.00	5,500	-26.67%
033-4410-6773	Video	\$ 250.00	\$ -	0	
033-4410-6774	Online Licensing/Databases	\$ 1,500.00	\$ 1,750.00	2,150	22.86%
033-4410-6910	Transfer	\$ 3,000.00	\$ 3,000.00	3,000	0.00%
	Total Gilbert Exp.	\$ 62,000.00	\$ 88,500.00	88,500	0.00%