

Bertha Bartlett Public Library

Board Meeting

Monday, April 28, 2025 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of February Meeting Minutes

Citizens' Appearance

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier

- Review City reports
- April bills

Circulation Report: Tara Turner

Correspondence/Communications: Kanopy letter

Gilbert Update: Tera Sitzman

Board Training : Report on April's training

Building Project Update:

Change Orders

Other changes

Current bills

Other items

Book drop – approved and installed, need grading

Sidewalk – feedback City Engineer

Old Business:

- Scandinavian Days
- Naming of rooms (previous librarians?)

Policy updates: Hot spot policy

Grants/Funding

New Business:

- Strategic Planning – workday date (September 20, 2025)
- Building Tour, Review of furnishings plan

Adjournment:

Next monthly Board Meeting: Monday, May 19 or 26 (Memorial Day), 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

Gilbert Library

Book Club Sunday,

Story Time Tuesdays 9:00

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

Director's Report April 2025

Another busy month at the Library. Plans for Summer Reading are well underway. Kick off will begin in Story City the first week of June and culminate with our Grand Opening complete with a magic show August 1. Gilbert will begin Summer Reading sign ups with a fun community event June 12

Gilbert: Gilbert has had a successful fundraiser raising over \$5000 toward front facing bookcases for the Children's department. We continue to enjoy amazing support from the community and city,

Construction – Drywall is complete, cabinetry has arrived and the beginnings of carpet. We are on track to complete our contract with Kingland the first week in June. DDM electric has been contracted to replace light fixtures the beginning of June and we will begin work to contract for the front entrance

Foundation: The Foundation has met several times to work toward a furnishing plan for the Library. We continue to enjoy their support for desks for staff, bookcases and highly durable new furniture for our community! They have also approved funding for the Adventure Pass Program

Staffing – This month we have welcomed both Abbie and Maddie to our Staff and the stress relief for staff has been phenomenal. We look forward to welcoming back Callum in Gilbert and will be looking for another intern. While the ad will begin officially running soon, we have already had 3 applicants! We will lose our wonderful Children's library this winter and will begin our hunt for her replacement over the coming weeks. Please consider who you know that would make a wonderful addition to our library for this key role.

Bertha Bartlett Public Library
Board of Trustees
Minutes
March 31, 2025

Chris Feil, board President, opened the meeting at 7:00p.m. Attending were Trustees Chris Feil, Laura Donaldson, Lynn Cummins, and Theresa Sens; Tara Turner, library director; Shelley Hart of the Library Foundation; Tera Sitzmann of Gilbert; Vinny Mendez and Tom Foldes, of Blue Stone Engineering.

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 February meeting. A motion to approve the minutes as written was made by Laura, second by Theresa. All approved.

Citizens Appearance – Representatives from Blue Stone Engineering addressed the board regarding the new computer server issues, and outlined their solutions.

Foundation Report - Shelley gave the report to the board. The Foundation will hold an annual campaign in April to help with furnishings. The new donor wall details are being finalized.

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

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

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

Correspondence – Tara read a letter recently received requesting the library subscribe to Kanopy.

Gilbert Update - Tara gave the Gilbert update.

Board Training Opportunity – April 10, 6-7pm at library (webinar regarding AI).

Building Project Updates - Tara gave a building project update to the board. Discussion of change orders; VOIP phone system; drive-up book drop; sidewalk ramp on Park.

Sidewalk – awaiting feedback from city engineer.

Theresa moved to move forward with sidewalk ramp plan assuming it stays under budget of what the architect's plan would cost and is approved by city engineer and city council. Second by Laura. All approved.

Old Business:

- Scandinavian Days –Scandinavian board has requested details of our hosted activity. Board agreed to host Spinart for 2 hours. Volunteers from Trustees and Foundation will be requested.

Policy Updates- none today

Grant Update:

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

New Business

- Bridges/Libby Renewal. Up for renewal this year. \$2500 a year.
- Adventure Pass Renewal. \$1750.
- Kanopy \$2000. Not in board budget - Shelley will ask foundation for their thoughts.
- Strategic Plan Meeting – workday date – Set for **September 20. Time TBD**
- Items needed for the library.
- Brief discussion about naming rooms.

Our next meeting will **April 28, 2025 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 8:45pm. Laura second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library

April 2025 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
Story City Bills				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 711.02	
001-4410-6320	Aspen	auto	\$ 37.16	Trash removal (automatic monthly
001-4410-6320	Sabrina Gogerty		\$ 306.25	Cleaning April
001-4410-6320	Story City Space Center		\$ 70.00	Rent for May
001-4410-6373	Aureon		\$ 64.42	Telephone service April
001-4410-6500	GNB Visa - Robotshop	3/12	\$ 13.01	Replacement parts SnapCircuits
001-4410-6500	GNB Visa - Facebook	3/28	\$ 4.88	Program ad
001-4410-6505	GNB Visa - Chromalabel	3/6/2025	\$ 60.72	Labels
001-4410-6506	GNB Visa - Efax Service	4/3/2025	\$ 20.32	Efax
001-4410-6506	Amazon Capital LPY4	4/12/2025	\$ 12.98	cleaning supplies
001-4410-6506	Amazon Capital 33KR	4/1/2025	\$ 51.82	RR paper towels
001-4410-6770	GNB Visa Nat'l Geo Kids		\$ 20.67	Annual Renewal
001-4410-6770	GNB Visa Sports illustrated		\$ 20.00	Annual Renewal
001-4410-6770	GNB Visa - SI Kids		\$ 20.00	Annual Renewal
001-4410-6770	Good housekeeping		\$ 12.97	Annual Renewal
001-4410-6770	Better Homes and Gardens		\$ 12.00	Annual Renewal
001-4410-6772	GNB Visa -Thrift Books		\$ 36.55	Books
001-4410-6772	GNB Visa -Thrift Books		\$ 36.68	Books
001-4410-6772	Ingram #87672108	4/17	\$ 52.15	Books
001-4410-6772	Baker and Taylor			
001-4410-6772	2038977703	3/31	\$ 270.64	Books
001-4410-6772	2038992683	4/7	\$ 84.86	Books
001-4410-6772	2039010121	4/14	\$ 132.59	Books
001-4410-6772	Amazon Capital 33KR	4/1/2025	\$ 20.58	Books
		Total	\$ 2,625.27	
Gilbert Bills				
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6505	GNB Visa - Chromalabel	3/6/2025	\$ 60.72	Labels
033-4410-6506	Amazon Capital 33KR	4/1/2025	\$ 186.22	sign
033-4410-6770	Nat'l Geo Kids		\$ 20.67	Annual Renewal
033-4410-6772	Ingram #87672108	4/17	\$ 17.98	Books
033-4410-6772	Baker and Taylor			
033-4410-6772	2038977703	3/31	\$ 157.22	Books
033-4410-6772	2038992683	4/7	\$ 68.90	Books
033-4410-6772	Amazon Capital 33KR	4/1/2025	\$ 9.51	Books
		Total	\$ 721.22	

Submitted

4/25/2025

Approved on this day _____ by _____

BBPL - Expenses submitted April 2025- Goal 16.7 % remaining

Acct #	Story City Expenses	2024-2025 Budget	March 31 balance	% Remaining - Goal 25%	Submitted April 25	Goal 16.7% Remaining	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 36,238.06	28%	\$ 3,605.78	20.31%	\$ 10,156.16
001-4410-6020	Salaries: Part-time	\$ 91,500.00	62,529.25	32%	6800	24.23%	\$ 22,170.75
001-4410-6110	FICA/Medicare (7.65%)	\$ 10,825.00	7483.58	31%	790.84	23.56%	\$ 2,550.58
001-4410-6130	IPERS (5.75%)	\$ 13,358.00	9200.6	31%	975.00	23.82%	\$ 3,182.40
001-4410-6150	Insurance - Group He	\$ 6,250.00	4083.67	35%	553	25.81%	\$ 1,613.33
001-4410-6230	Travel/Training	\$ 750.00	246.79	67%		67.09%	\$ 503.21
001-4410-6320	Building/Grounds	\$ 8,800.00	9169.02	-4%	\$ 413.35	-8.89%	\$ (782.37)
001-4410-6371	Utilities	\$ 4,500.00	1530.68	66%	\$ 711.02	50.18%	\$ 2,258.30
001-4410-6373	Telephone	\$ 1,000.00	529.72	47%	\$ 64.42	40.59%	\$ 405.86
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	363.88	-82%		-81.94%	\$ (163.88)
001-4410-6500	Programming	\$ 1,000.00	623.69	38%	\$ 17.89	35.84%	\$ 358.42
001-4410-6501	Building Supplies		32.99				\$ (32.99)
001-4410-6502	Technology	\$ 1,000.00	393.18	61%	\$ -	60.68%	\$ 606.82
001-4410-6505	Cataloging Supplies	\$ 1,500.00	665.03	56%	\$ 60.72	51.62%	\$ 774.25
001-4410-6506	Office Supplies	\$ 2,300.00	1937.16	16%	\$ 85.12	12.07%	\$ 277.72
001-4410-6507	Misc. Operating supp	\$ 250.00	1316.49	-427%			\$ 250.00
001-4410-6508	Petty Cash/Postage	\$ 250.00	100	60%		60.00%	\$ 150.00
001-4410-6727	Capital Equipment	\$ -	0				\$ -
001-4410-6770	Magazines	\$ 1,000.00	1167.77	-17%	\$ 85.64	-25.34%	\$ (253.41)
001-4410-6771	Audio	\$ 250.00	0	100%		100.00%	\$ 250.00
001-4410-6772	Books	\$ 13,067.00	8780.1	33%	\$ 634.05	27.95%	\$ 3,652.85
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	\$ 147,435.52	32.98%	\$14,796.83	26.26%	\$ 57,767.65

estimates

areas of concern

Gilbert - Expenses submitted April 2025- goal 16.7 % remaining

Acct #	Gilbert Expenses	2024-2025 Budget	March 31 balance	% Remaining - Goal 25%	Submitted April 25	Goal 16.7% Remaining	Budget remaining
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 12,079.25	3%	\$ 1,250.00	-6.6%	\$ (829.25)
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 22,553.22	25%	\$ 2,200.00	17.5%	\$ 5,246.78
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 2,608.53	20%	\$ 258.75	11.8%	\$ 383.72
033-4410-6130	IPERS	\$ 4,012.00	\$ 3,259.47	19%	\$ 231.12	13.0%	\$ 521.41
033-4410-6150	Insurance,	\$ 1,200.00	\$ 1,240.58	-3%	\$ 200.00	-20.0%	\$ (240.58)
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	\$ -	\$ 30.00	0%			\$ (30.00)
033-4410-6504	Minor Equipment	\$ -					\$ -
033-4410-6505	Cataloging Supplies	\$ 1,250.00	\$ 280.55	78%	\$ 60.72	72.7%	\$ 908.73
033-4410-6506	Office Supplies	\$ 500.00	\$ 55.44	89%	\$ 186.22	51.7%	\$ 258.34
033-4410-6507	Misc. Operating Suppl	\$ -	\$ 26.49		\$ -		\$ (26.49)
033-4410-6770	Magazines	\$ -	\$ 25.00		\$ 20.67		\$ (45.67)
033-4410-6772	Books (have Foundatio	\$ 3,287.00	\$ 3,468.71	-6%	\$ 253.61	-13.2%	\$ (435.32)
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	\$ 45,728.33	26%	\$ 4,661.09	18.7%	\$ 11,610.58

areas of concern
estimates

MONTHLY SNAPSHOT

March 2025

Story City



Books added.....147	Meeting Room Use.....32 uses	New Patrons8
Books withdrawn.....167	Library Sponsored.....26	Reference Questions:.....47
Books Repaired.....11	Patron Sponsored.....6 uses	Technical Assistance.....29
Interlibrary Loans.....50	Kinne Wing.....18	Number of volunteers20
Internet Usage:..... 653	Booked ahead study room..11	Volunteer hours.....96
Unique Users:.....189	Number of Programs.....38	Staff hours.....524.5
Computer Users.....36	Program Attendance.....326	Hours Open.....184
Website : visits1424	Story Time.....143	Staff hours/hours open ..2.9
Menu Clicks :.....110	After-School Program.....37	Average staff wage.....\$16.2
Google interactions : ...306	Tweens and Teens.....22	Staff cost/hour open..\$46
	Adult (Non Book Club).....79	
	Book Club.....20	
	Passive/Patron led.....25	

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

Library Usage	This month	Last Month	Increase or Decrease	March 2024	\$ spent
Physical items checked out	2058	1912	↑ 7.4%	2351	
(Both Libraries) Bridges Materials Unique users	926	1040	↓ 11.6%	744	\$100
	180	168	↑ 6.9%	174	
Hoopla Books	290	260	↑ 10.9%	169	\$689.80
Unique users	108	103	↑ 4.7%	48	
Total Items checked out	3274	3212	↑ 1.9%	3264	↑ 0.3%
Website Visits	1424	1094	↑ 26.2%	1089	*Story City WiFi tracking went down 2/20/25 and was reinstated 3/3/25
wifi	653*	314*	↑ 70.1%		
Library Visits	2920	2382	↑ 20.3%	2803	↑ 4.1%



MONTHLY SNAPSHOT

March 2025

Gilbert

<p>Items added.....45</p> <p>Items withdrawn...22</p> <p>WiFi usage:.....66*</p> <p>Unique users.....32*</p> <p>Google interactions.....87</p> <p>PC.....16</p> <p>New Cards.....4</p> <p>*The Gilbert WiFi tracking was down 1/7 through 2/27 and then again 3/18 through 4/2.</p>	<p>Programs.....21</p> <p>Story Time.....191</p> <p>Bingo.....16</p> <p>Book Club.....4</p> <p>Passive Programming...137</p>	<p>Reference Questions.....39</p> <p>Number of volunteers....1</p> <p>Staff hours.....154.5</p> <p>Hours Open..... ..109</p> <p>Staff Hours/Hours Open....1.4</p> <p>Average staff pay.....\$14.54</p> <p>Staffing per hour cost.....\$21</p>
---	--	---

Library Usage	This month	Last Month	Increase or Decrease	March 2024	Increase or Decrease
Physical items checked out	593	503	↑ 16.4%	467	↑ 23.8%
WiFi unique visitors sessions	32*	7*	↑ 128.2%	38	↓ 17.1%
	66*	7*	↑ 161.6%	146	↓ 75.5%
Library Visits	439	344	↑ 24.3%	227	↑ 63.7%

BERTHA BARTLETT PUBLIC LIBRARIES

Wireless Hotspot Policy

1. Only library cardholders in good standing and active at least 15 days may borrow a Hotspot.
2. Only one (1) Hotspot per cardholder may be checked at any given time.
3. Hotspot may be put on hold or reserved.
4. The cardholder must have a current, working email address, postal mail address, and phone number on file in their library account.
5. Hotspots are loaned out for 1 week and may be renewed for an additional week. After one (1) renewal, Hotspots must be returned to the library. Renewals must be approved by the library staff either by phone or in person.
6. Hotspots should be physically returned in person to the Circulation desk by the due date. The cardholder should remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the cardholder's account. All pieces must be present at time of return. Replacement cost: \$57 hot spot, case \$15, power cord \$10
7. Overdue fees will be charged for Hotspots not returned by their due date in the amount of \$10.00 per day. A maximum fine is \$40.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
8. If a hotspot is not returned by the due date, the library will deactivate it remotely and seek to recover it.
 - a. If the hotspot is not returned within (14) days past the due date, the borrower's account will be charged for the replacement cost of the device and a FINAL NOTICE will be emailed and mailed by USPS. Borrowers are responsible for monitoring their email accounts and the library cannot guarantee the receipt of emails by borrowers.
 - b. If a hotspot is not returned within three (3) days of the date of the FINAL NOTICE, the library will begin efforts to recover the hotspot. After 30 days, an unrecovered hotspot will be referred to the Woodward Police Department as a theft under Iowa Code 714.5.
9. The Hotspot Borrowing Agreement must be completed with each checkout, acknowledging financial responsibility for lost, stolen, or damaged equipment.
10. Patrons are responsible for all applicable replacement costs and processing fees, up to \$122.00 for the hotspot and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement Hotspots or accessories purchased by the patron. The minimum replacement cost of a Hotspot is \$57.00.