

# **Bertha Bartlett Public Libraries**

**Board Meeting - Monday, August 24, 2026 6:30 p.m.**

**Opening of Meeting:** Theresa Sens, President

**Approval of Agenda**

**Approval of July Meeting Minutes**

**City Update:**

**Citizens' Appearance:**

**Correspondence/Communications:**

**Elect Officers:**

**Board Training:**

Grants - tara ( What is Board's Role, how can you help)

Director Evaluations - Theresa

**Treasurer's Report:**

Review City reports

Donation Report

August Bills Approval

**Policy updates to be voted on:**

Fine Policy

Mission Statement addendum: The Bertha Bartlett Public Libraries strive to meet the needs of our growing communities by offering spaces to gather, access to information, education, recreation, communication services and materials.

**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 - purchased - attached report

### **Library update/ Circulation Report:**

Tara – snapshot , hourly circulation, door count

**Event Report-** End of Summer Reading both Libraries, Bike Safety, Gilbert Days

**Staff report** - new children's librarians

### **Building Update**

### **Gilbert Update:**

Gilbert Days

Printer

### **Foundation update:**

### **Old Business:**

Library Hours

**Grants/Awards** - Story City's public library expansion project has won the Iowa League of Cities All-Star Community Award Sustainable Libraries Award

- Commercial

Plan for Jerry Kline Award

### **New Business:**

Reduction of Hoopla circls per patron - 3

### **Assistance Needed:**

- Fundraising

### **Adjournment:**

**Next monthly Board Meeting:** Monday, September 28, 2026, 6:30 pm

Bertha Bartlett Public Library  
Board of Trustees  
Minutes  
July 27, 2026

Theresa Sens, board president, opened the meeting at 6:31pm. Present were: Jessica Miller, Jennifer Doebel, Jenna Cline, Lynn Cummings, Theresa Sens, Laura Donaldson, Mary Kay Solberg, Tara Turner. Absent: Denise Carlson.

**Approval of Agenda** – Motioned by Jenna, seconded by Laura. All approved.

**Approval of June Meeting Minutes** – Lynn motioned, Jenn seconded. All approved.

**City Update:** None

**Citizens' Appearance:** None

**Correspondence/Communications:** None

**Election of Officers:** Nominations were as follows: President: Theresa Sens (Nominated by Laura), Vice President: Laura Donaldson (nominated by Theresa) ,Secretary: Denise Carlson (nominated by Jenna), Treasurer: No nomination for this vacancy.

Lynn motioned to approve all nominations. Seconded by Jessica. All approved. Election of treasurer tabled until next meeting.

**Board Training:**

Welcome of New Board Members and complete Board Self-Evaluation. Results of evaluation were discussed.

**Treasurer's Report:** Tara Turner gave a report to the Board. A discussion of the end of fiscal year and a review of July 2026 bills were held. A motion was made by Jenna, seconded by Laura, to approve July 2026 bills. All approved.

**Policy updates:**

A Motion to approve the elimination of the Policy For Media Equipment was made by Laura, Seconded by Jenn. All approved.

Jessica motioned to approve the update on the Circulation Policy, seconded by Jenna. All approved.

**Strategic Plan Check-in:** Tara gave a report on recent action on Goal 1, Objective 1.1 of the Strategic Plan.

**Library update/ Circulation Report:** Tara Turner reviewed the monthly snapshot, hourly circulation, and door count.

**Gilbert Update:** Tara gave a report to the Board on recent Gilbert Library happenings.

**Foundation update:** None today.

**Old Business:**

Library Hours

**Grants/Awards** - Story City's public library expansion project has won the League's All-Star Community Award!

**New Business:** The Board discussed the location for the posting of Board Meeting information. Motioned by Jenna, seconded by Jenn, to post on the front door of City Hall (on Broad Street), in both vestibules of the Library (Broad Street and Park Street), and on the library website. All approved.

Reduction of Hoopla circls per patron – tabled until next meeting.

**Assistance Needed:**

- Fundraising – general fundraising
- Bike Safety Event - August 18

Meeting room naming – ceremony date August 1, 5pm Semler's 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.

**Adjournment:**

Motion to adjourn by Laura, seconded by Jenna. All approved. Meeting ended at approximately 7:30pm.

**Next monthly Board Meeting: Monday, August 31st, 2026, 6:30 pm**

Respectfully

Laura Donaldson, VP/Trustee and Theresa Sens, President/Trustee



# BERTHA BARTLETT PUBLIC LIBRARIES

## August

| Story City Bills |                                     |              |                    |                                           |
|------------------|-------------------------------------|--------------|--------------------|-------------------------------------------|
| 001-4410-6150    | Wellmark                            | auto         | \$ 553.00          | Health Insurance, TT (split with Gilbert) |
| 001-4410-6371    | Black Hills Energy                  |              | \$ 100.00          | August                                    |
| 001-4410-6320    | Aspen                               | auto         | \$ 55.00           | Trash removal (automatic monthly payment) |
| 001-4410-6320    | Sabrina Gogerty                     | August       | \$ 320.00          | Cleaning                                  |
| 001-4410-6373    | GNB Visa - Ubiquiti                 | August       | \$ 19.98           | Phone lines                               |
| 001-4410-6490    | Addison Blake Design                | August       | \$ 160.00          | logo work                                 |
| 001-4410-6500    | GNB Visa - Meta                     | 7/28/2026    | \$ 20.10           | Facebooks ads                             |
| 001-4410-6500    | Laura Loots - Facebook              | August       | \$ 14.92           | Facebook Ads                              |
| 001-4410-6505    | Demco                               | August       | \$ 265.54          | book repair supplies                      |
| 001-4410-6505    | Amazon 4JC9                         |              | \$ 97.32           | catlog supplies                           |
| 001-4410-6505    | Amazon RD6X, \$L17                  |              | \$ (39.97)         | returns                                   |
| 001-4410-6506    | Amazon 4JC9                         | 8/17/2026    | \$ 132.53          | hanging supplies                          |
| 001-4410-6770    | South Hamilton record               |              | \$ 34.00           | annual renewal                            |
| 001-4410-6772    | GNB Visa - Thriftbooks              | 7/23/2026    | \$ 17.68           | books                                     |
| 001-4410-6772    | GNB Visa - Amazon 5017863           | 8/3/2026     | \$ 14.50           | books                                     |
| 001-4410-6772    | GNB Visa - Amazon 5771428           | 8/3/2026     | \$ 33.55           | books                                     |
| 001-4410-6772    | GNB Visa - Amazon 9328267           | 8/3/2026     | 19.99              | books                                     |
| 001-4410-6772    | Amazon                              | 8/26/2026    | \$ 929.37          | books                                     |
| 001-4410-6772    | Brodart B7284502,B7390138, B7300510 |              | \$ 186.63          | books                                     |
| 001-4410-6772    | Centerpoint 2268675,2268019         |              | \$ 89.88           | large print books                         |
| 001-4410-6772    | Cluiciade Press                     |              | \$ 9.17            | books                                     |
|                  |                                     | <b>Total</b> | <b>\$ 3,033.19</b> |                                           |
|                  |                                     |              |                    |                                           |
| Gilbert Bills    |                                     |              |                    |                                           |
| 033-4410-6150    | Wellmark                            | auto         | \$ 200.00          | Health Insurance, TT (split with Gilbert) |
| 033-4410-6506    | Amzaon 4JC9                         |              | \$ 49.55           | labels                                    |
| 0033-4410-6500   | GNB Visa - Cyclone Engraving        |              | \$ 91.80           | Reading plaque                            |
| 0033-4410-6505   | Demco                               | August       | \$ 265.54          | book repair supplies                      |
| 0033-4410-6505   | GNB Visa -CDW - Laminate            | 7/23/2026    | \$ 194.81          | laminate                                  |
| 0033-4410-6772   | GNB Visa - Amazon                   | 8/3/2026     | \$ 16.50           | books                                     |
| 0033-4410-6772   | Amazon books                        | 7/20/2026    | \$ 431.31          | books                                     |
| 0033-4410-6772   | Brodart B7284502,B7390138, B7300510 |              | \$ 295.87          | books                                     |
| 0033-4410-6772   | Cluiciade Press                     |              | \$ 9.17            | books                                     |
|                  |                                     | <b>TOTAL</b> | <b>\$ 1,554.55</b> |                                           |

Submitted to City \_\_\_\_\_

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

## BBPL - Expenses August - Goal 83.3 % Remaining Budget

| <u>Acct #</u> | <u>Story City Expenses</u> | <b>2026 - 2027<br/>Budget</b> | <b>YTD</b>         | <b>July 2026<br/>Submitted<br/>expenses</b> | <b>Budget remaining</b> |
|---------------|----------------------------|-------------------------------|--------------------|---------------------------------------------|-------------------------|
|               |                            |                               |                    |                                             |                         |
| 001-4410-6010 | Salaries: Full Time        | \$ 51,657                     | \$ 5,710.21        | \$ 4,304.75                                 | 80.61%                  |
| 001-4410-6020 | Salaries: Part-time        | \$ 111,851                    | \$ 13,599.41       | \$ 8,200.00                                 | 80.51%                  |
| 001-4410-6110 | FICA/Medicare (7.65%)      | \$ 12,427                     | \$ 1,453.30        | \$ 956.61                                   | 80.61%                  |
| 001-4410-6130 | IPERS (8.75%)              | \$ 15,370                     | \$ 1,615.51        | \$ 1,094.17                                 | 82.37%                  |
| 001-4410-6150 | Insurance - Group Health   | \$ 6,896                      | \$ 639.15          | \$ 574.00                                   | 82.41%                  |
| 001-4410-6230 | Travel/Training            | \$ -                          |                    | \$ -                                        |                         |
| 001-4410-6320 | Building/Grounds           | \$ 7,000                      | \$ 474.32          | \$ 320.00                                   | 88.65%                  |
| 001-4410-6350 | Equip Repair               |                               |                    |                                             |                         |
| 001-4410-6371 | Utilities                  | \$ 3,750                      | \$ 110.08          | \$ 115.00                                   | 94.00%                  |
| 001-4410-6373 | Telephone                  | \$ 250                        | \$ 19.98           | \$ 19.98                                    | 84.02%                  |
| 001-4410-6408 | Insurance-General          | \$ 17,500                     |                    |                                             | 100.00%                 |
| 001-4410-6490 | Professional Services      | \$ 1,000                      |                    | \$ 160.00                                   | 84.00%                  |
| 001-4410-6499 | Miscellaneous              | \$ -                          | \$ 33.60           |                                             |                         |
| 001-4410-6500 | Programming                | \$ 2,250                      | \$ -               | \$ 35.02                                    | 98.44%                  |
| 001-4410-6501 | Building Supplies          | \$ -                          | \$ -               |                                             |                         |
| 001-4410-6502 | Technology                 | \$ 500                        |                    |                                             | 100.00%                 |
| 001-4410-6505 | Cataloging Supplies        | \$ 2,750                      | \$ 147.24          | \$ 322.89                                   | 82.90%                  |
| 001-4410-6506 | Office Supplies            | \$ 2,000                      | \$ -               | \$ 132.53                                   | 93.37%                  |
| 001-4410-6507 | Misc. Operating supplies   | \$ -                          |                    |                                             |                         |
| 001-4410-6508 | Petty Cash/Postage         | \$ 200                        | \$ -               |                                             | 100.00%                 |
| 001-4410-6727 | Capital Equipment          |                               |                    |                                             |                         |
| 001-4410-6770 | Magazines                  | \$ 1,750                      | \$ 54.99           | \$ 34.00                                    | 94.91%                  |
| 001-4410-6771 | Audio                      | \$ 250                        | \$ -               | \$ 34.00                                    | 86.40%                  |
| 001-4410-6772 | Books                      | \$ 14,500                     | \$ 796.17          | \$ 1,300.77                                 | 85.54%                  |
| 001-4410-6773 | Video                      | \$ 500                        | \$ 19.96           | \$ 19.96                                    | 92.02%                  |
| 001-4410-6774 | Online Databases           | \$ 2,600                      | \$ 636.04          | \$ 636.04                                   | 51.07%                  |
|               |                            | \$ 255,000                    | <b>\$25,309.96</b> | \$ 18,259.72                                | 92.84%                  |

estimates

areas of concern

## Gilbert - Expenses June - Goal 83.3 % Remaining Budget

| Acct #        | Gilbert Expenses           | 2025-2026 Budget | YTD                 | June 2026 Submitted expenses | Budget remaining |
|---------------|----------------------------|------------------|---------------------|------------------------------|------------------|
| 033-4410-6010 | Salaries, Full-time        | 17,168           | \$ 1,903.38         | \$ 1,230.00                  | 81.7%            |
| 033-4410-6020 | Salaries, Part-time        | 44,100           | \$ 6,453.20         | \$ 2,800.00                  | 79.0%            |
| 033-4410-6110 | FICA & Medicare            | 4,656            | \$ 631.30           | \$ 308.30                    | 79.8%            |
| 033-4410-6130 | IPERS                      | 5,514            | \$ 562.37           | \$ 352.63                    | 83.4%            |
| 033-4410-6150 | Insurance,                 | 2,300            | \$ 207.72           | \$ 190.00                    | 82.7%            |
| 033-4410-6230 | Travel & Training          | 0                |                     |                              |                  |
| 033-4410-6490 | Professional Services      | 200              |                     |                              | 100.0%           |
| 033-4410-6500 | Programming                | 912              |                     | \$ 91.80                     | 89.9%            |
| 033-4410-6502 | Technology                 |                  |                     |                              |                  |
| 033-4410-6504 | Minor Equipment            |                  |                     |                              |                  |
| 033-4410-6505 | Cataloging Supplies        | 2,000            |                     | \$ 460.35                    | 77.0%            |
| 033-4410-6506 | Office Supplies            | 1,000            | \$ 64.50            | \$ 49.55                     | 88.6%            |
| 033-4410-6507 | Misc. Operating Supplies   |                  | \$ 510.85           |                              |                  |
| 033-4410-6772 | Books                      | 5,500            | \$ 309.25           | \$ 752.85                    | 80.7%            |
| 033-4410-6773 | Video                      | 0                | \$ 17.95            |                              |                  |
| 033-4410-6774 | Online Licensing/Databases | 2,150            | \$ 636.04           |                              | 70.4%            |
| 033-4410-6910 | Transfer                   | 3,000            |                     |                              | 100.0%           |
|               | <b>Total Gilbert Exp.</b>  | <b>\$ 88,500</b> | <b>\$ 11,296.56</b> | <b>\$ 6,235.47</b>           | <b>80.2%</b>     |

estimates

areas of concern

# BERTHA BARTLETT PUBLIC LIBRARY

Date: July 16, 2026 - August 15, 2026

FINES/COPIES/FEES/FAXES

001-4410-1-4580

| CHECK # OR CASH            | AMOUNT          | DATE         | DESCRIPTION                    | PATRON          |
|----------------------------|-----------------|--------------|--------------------------------|-----------------|
| cash                       | \$43.95         | 7/17/26      | copies                         |                 |
| cash                       | \$42.86         | 7/17/26      | damage/replace                 |                 |
| cash                       | \$50.00         | 7/17/2026    | (2) meeting room @\$25         |                 |
| cash                       | -\$0.19         | 7/17/26      | discrepancy (-)                |                 |
| cash                       | \$58.40         | 7/22/2026    | copies                         |                 |
| cash                       | \$27.54         | 7/22/2026    | damage/replace                 |                 |
| cash                       | -\$0.85         | 7/22/2026    | discrepancy (-)                |                 |
| check                      | \$180.00        | 7/29/26      | copies                         | BBPL Foundation |
| cash                       | \$18.90         | 7/29/26      | copies                         |                 |
| cash                       | \$9.90          | 7/29/2026    | discrepancy (+)                |                 |
| cash                       | \$37.00         | 8/5/2026     | copies                         |                 |
| cash                       | \$6.00          | 8/5/2026     | damage/replace                 |                 |
| cash                       | -\$0.30         | 8/5/2026     | discrepancy (-)                |                 |
| cash                       | \$12.99         | 8/12/2026    | copies                         |                 |
| cash                       | \$24.99         | 8/12/2026    | damage/replace                 |                 |
| check                      | \$70.00         | 8/12/2026    | damage/replace                 |                 |
| cash                       | -\$0.31         | 8/12/2026    | discrepancy (-)                |                 |
|                            | <b>\$0.63</b>   | 8/21/2026    | discrepancy (+) final count tt |                 |
|                            |                 |              |                                |                 |
| <b>Subtotal</b>            | <b>\$581.51</b> |              |                                |                 |
| TRUSTS/MEMORIALS/DONATIONS |                 |              |                                | 031-4410-2-4705 |
|                            |                 |              |                                |                 |
|                            |                 |              |                                |                 |
|                            |                 |              |                                |                 |
|                            |                 |              |                                |                 |
| <b>Subtotal</b>            | <b>\$0.00</b>   |              |                                |                 |
|                            |                 |              |                                |                 |
|                            |                 |              |                                |                 |
|                            |                 |              |                                |                 |
|                            |                 |              |                                |                 |
| <b>Subtotal</b>            |                 |              |                                |                 |
| <b>TOTAL</b>               | <b>\$581.51</b> |              |                                |                 |
|                            |                 | check        | 250                            |                 |
|                            |                 | cash         | 320                            |                 |
|                            |                 | coin         | 11.51                          |                 |
|                            |                 | <b>total</b> | <b>581.51</b>                  |                 |

# BERTHA BARTLETT PUBLIC LIBRARY FOUNDATION

Date: July 16, 2026 - August 15, 2026

## Story City

| CHECK # OR CASH | AMOUNT     | DATE      | DESCRIPTION                  | PATRON                    |
|-----------------|------------|-----------|------------------------------|---------------------------|
| cash            | \$25.43    | 7/17/2026 | donations                    |                           |
| cash            | \$13.66    | 7/22/26   | donations                    |                           |
| cash            | \$13.60    | 7/29/2026 | donations                    |                           |
| cash            | \$1.75     | 8/5/26    | donations                    |                           |
| check           | \$250.00   | 8/5/26    | donation/programming         | St. Petri Lutheran Church |
| cash            | \$0.91     | 8/12/26   | donations                    |                           |
| check           | \$2,000.00 | 08/04     | IEEE Grant                   | Science Kits              |
| check           | \$1,000.00 | 08/06     | bike night/snacks/ Halloween | Members tst               |
| Subtotal        | \$3,305.35 |           |                              |                           |

## Bike Night

|          |          |         |              |                           |
|----------|----------|---------|--------------|---------------------------|
| check    | \$150.00 | 8/5/26  | bike palooza | Richard/Nancy Schreier    |
| check    | \$100.00 | 8/5/26  | bike palooza | Dr. Christine Semler-Blue |
| check    | \$100.00 | 8/5/26  | bike palooza | Norsemen Realty           |
| check    | \$100.00 | 8/5/26  | bike palooza | Cook Family Dentistry     |
| check    | \$125.00 | 8/5/26  | bike palooza | State Farm                |
| cash     | \$220.00 | 8/12/26 | bike palooza |                           |
| Subtotal | \$795.00 |         |              |                           |

## Gilbert

|          |          |            |             |                        |
|----------|----------|------------|-------------|------------------------|
| cash     | \$5.00   | 7/17/26    | raffle      |                        |
| cash     | \$5.00   | 7/22/26    | raffle      |                        |
| check    | \$15.00  | 7/22/26    | raffle      | Tom/Amelia Klett       |
| cash     | \$15.00  | 7/29/26    | raffle      |                        |
| check    | \$72.00  | 08/15/2026 | programming | Robert ad Teresa Olson |
| cash     | \$100.00 |            | raffle      |                        |
| Subtotal | \$212.00 |            |             |                        |

## Hot Drinks

|          |         |           |  |  |
|----------|---------|-----------|--|--|
| cash     | \$2.00  | 7/22/2026 |  |  |
| cash     | \$1.00  | 7/29/26   |  |  |
| cash     | \$4.00  | 8/5/26    |  |  |
| cash     | \$11.50 | 8/12/26   |  |  |
| Subtotal | \$18.50 |           |  |  |

## 3D Printer

|          |         |           |  |  |
|----------|---------|-----------|--|--|
| cash     | \$3.75  | 7/17/2026 |  |  |
| cash     | \$24.30 | 7/22/26   |  |  |
| cash     | \$17.98 | 7/29/26   |  |  |
| cash     | \$10.35 | 8/5/26    |  |  |
| cash     | \$8.65  | 8/12/26   |  |  |
| Subtotal | \$65.03 |           |  |  |

|              |                   |  |  |  |
|--------------|-------------------|--|--|--|
| <b>TOTAL</b> | <b>\$4,395.88</b> |  |  |  |
|--------------|-------------------|--|--|--|

|              |                |               |
|--------------|----------------|---------------|
| check        | 3912           |               |
| cash         | 482            |               |
| coin         | 1.88           |               |
| <b>total</b> | <b>4395.88</b> | <b>\$0.00</b> |

**BERTHA BARTLETT PUBLIC LIBRARY**  
Story City, Iowa

**FINE POLICY**

Fines will only be charged to a patron if the item is on hold for another person, and they do not return it when notified, or it has gone to a lost status. The fine in those cases will be 10 (ten) cents per day that the library is open. Fines will accumulate until they reach the replacement cost as per chart below. This is to include children and adults. There is a short grace period after the due date before fines start to accumulate.

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

Adult patrons will not be allowed to check out any further items once they have charges over \$10.00. Children (under 18 years of age) who have charges over \$10, may, at the Director's discretion, check out one item at a time until they or their parents have paid this down under \$10.00.

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

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

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

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

Costs for lost or damaged items:

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

Books

|                         |    |       |
|-------------------------|----|-------|
| Adult fiction/biography | \$ | 30.00 |
| Adult non-fiction       |    | 35.00 |
| Juvenile                |    | 20.00 |
| Board Books             |    | 5.00  |

Paperbacks

|                      |       |
|----------------------|-------|
| Adult Mass market    | 8.00  |
| Adult Trade          | 16.00 |
| Children's Paperback | 5.00  |

Periodicals

6.00

Policy established 1/1986

Revised 8/2006

Updated 12/2008

Revised 8/2011

Updated 12/2014

Updated 10/2018

Reviewed 7/2021

Updated 1/23/23

# **BERTHA BARTLETT PUBLIC LIBRARIES**

## **FINES, FEES, AND REPLACEMENT COSTS POLICY**

---

### **1. Purpose**

**1.1** To establish consistent and equitable practices for lost or damaged Library materials, account charges, and replacement costs.

**1.2** The Library seeks to encourage the timely return and responsible use of Library materials while maintaining equitable access to Library services.

**1.3** The Library does not charge overdue fines for Library materials.

---

### **2. Overdue and Lost Materials**

**2.1** Library materials are expected to be returned or renewed by their due dates.

**2.2** Materials that remain overdue beyond the period established by the Library's circulation system may be declared lost.

**2.3** When an item is declared lost, the patron's account will be charged the actual replacement cost of the item.

**2.4** The Library Director or designee may adjust or waive charges when circumstances warrant.

---

### **3. Returned Lost Materials**

**3.1** If a patron pays for a lost item and subsequently returns the item before the Library has purchased a replacement, the replacement cost paid by the patron will be refunded.

**3.2** No refund will be issued after the Library has purchased a replacement for the lost item.

**3.3** An item returned in a condition that prevents its continued Library use may be considered damaged beyond repair and will not qualify for a refund.

**3.4** Refunds will be processed according to Library and City financial procedures.

---

## 4. Damaged Materials

**4.1** Patrons are responsible for Library materials borrowed on their accounts and may be charged for damage beyond normal wear and tear.

**4.2** Normal wear and tear resulting from reasonable Library use will not result in a charge.

**4.3** Library staff will determine whether damaged material can reasonably be repaired and returned to circulation or must be replaced.

**4.4** Materials damaged beyond reasonable repair will be charged at the actual replacement cost of the item.

**4.5** Charges for repairable damage or for missing or damaged components will be determined on a case-by-case basis. ( i.e.\$1 per page of damaged books, DVD case \$)

**4.6** Factors considered may include the extent of the damage, cost of repair or replacement components, age and condition of the material, and whether the item can reasonably remain in circulation.

**4.7** If repair is not practical or appropriate, the patron may be charged the actual replacement cost of the item.

---

## 5. Borrowing Restrictions

**5.1** Adult patrons with account charges exceeding **\$25.00** may not borrow additional materials until the balance is reduced to \$25.00 or less or other arrangements have been approved by the Library Director or designee.

**5.2** Patrons under 18 years of age with account charges exceeding **\$25.00** may, at the discretion of the Library Director or designee, continue to borrow a limited number of materials while the outstanding balance is being resolved.

**5.3** The Library Director or designee may make reasonable exceptions when doing so supports continued Library access while protecting Library property.

---

## 6. Library Cards

**6.1** Replacement Library cards may be issued for lost or damaged cards without charge.

**6.2.** Patrons who request a lost card more than once per year may be charged up to \$5 at librarian discretion.

**6.3** Patrons should promptly notify the Library when a Library card is lost or stolen.

---

## **7. Replacement Costs**

**7.1** Patrons are responsible for the actual replacement cost of Library materials that are lost or damaged beyond reasonable repair.

**7.2** The actual replacement cost will be based on the Library's cost to obtain a substantially equivalent replacement at the time the charge is assessed.

**7.3** When an identical replacement is unavailable, Library staff may determine the cost of a comparable replacement.

**7.4** The Library is not required to accept a replacement item purchased by the patron in place of payment unless approved in advance by the Library Director or designee.

---

## **8. Payment and Account Adjustments**

**8.1** Payments will be credited to the patron's Library account.

**8.2** The Library Director or designee may waive or adjust charges when appropriate, including circumstances involving Library error, unusual hardship, or other extenuating circumstances.

**8.3** Refunds for lost materials subsequently returned will be governed by Section 3 of this policy.

---

## **9. Patron Responsibility**

**9.1** Patrons are responsible for materials checked out on their Library accounts.

**9.2** Parents or legal guardians are responsible for materials borrowed on accounts established for their minor children to the extent permitted by applicable law and Library policy.

**9.3** Patrons should promptly notify the Library of lost or damaged materials or circumstances affecting their ability to return Library materials.

---

## **10. Policy Administration**

**10.1** The Library Director or designee is responsible for administering this policy and establishing procedures necessary for its implementation.

**10.2** Questions or disputes regarding account charges may be referred to the Library Director.

**10.3** Decisions of the Library Director may be appealed to the Bertha Bartlett Public Library Board of Trustees.

---

## **Policy History**

Established: January 1986

Revised: August 2006

Updated: December 2008

Revised: August 2011

Updated: December 2014

Updated: October 2018

Reviewed: July 2021

Updated: January 23, 2023

Revised: August 2026

# MONTHLY SNAPSHOT

## July 2026

## Story City



|                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Items added.....194</b><br><b>Items withdrawn.....35</b><br><b>Books Repaired.....40</b><br><br><b>Interlibrary Loans.....72</b><br><b>Internet Usage:.....0*</b><br><b>Unique Users:.....0*</b><br>*Wifi tracking went down 3/10<br>and has not been fixed yet<br><b>Computer Users.....162</b><br><br><b>Website visits .....1447</b><br><b>Unique visitors.....956</b><br><b>Google interactions.....424</b><br><b>Adventure Pass.....22</b> | <b>Meeting Room Use.....25 uses</b><br><b>Library Sponsored.....13</b><br><b>Meeting Hall Use.....45</b><br><b>Library Sponsored.....39</b><br><b>Study Room Use.....115</b><br><b>Booked Ahead.....43</b><br><b>Number of Programs.....49</b><br><b>Program Attendance.....906</b><br><b>Story Time.....254</b><br><b>KOOL Summer.....388</b><br><b>Tweens and Teens.....176</b><br><b>Adult (Non Book Club)....49</b><br><b>Book Club.....10</b><br><b>Passive/Patron led.....29</b> | <b>New Patrons .....18</b><br><br><b>Reference Questions.....117</b><br><br><b>Technical Assistance.....27</b><br><b>Makerspace Usage.....28</b><br><br><b>Number of volunteers ....20</b><br><b>Volunteer hours.....96</b><br><br><b>Staff hours.....692.75</b><br><b>Hours Open.....225</b><br><b>Staff hours/hours open ..3.1</b><br><b>Average staff wage.....\$15.8</b><br><b>Staff cost/hour open..\$47.4</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Library Usage                     | This month | Last Month | Increase or Decrease | July 2025 | cost/previous year |
|-----------------------------------|------------|------------|----------------------|-----------|--------------------|
| <b>Physical items checked out</b> | 3187       | 3535       | ↓ 9.8%               | 2126      | ↑ 49.9%            |
| (Both Libraries)                  |            |            |                      |           |                    |
| <b>Bridges Materials</b>          | 960        | 922        | ↑ 4.1%               | 829       | \$100              |
| <b>Unique users</b>               | 199        | 192        | ↑ 3.6%               | 171       |                    |
| <b>Hoopla Books</b>               | 385        | 406        | ↓ 5.2%               | 339       | \$989.24           |
| <b>Unique users</b>               | 144        | 153        | ↓ 5.9 %              | 123       |                    |
| <b>Total Items checked out</b>    | 4532       | 4863       | ↓ 6.8%               | 3294      | ↑ 37.6%            |
| <b>Website Visits</b>             | 1447       | 1400       | ↑ 3.4%               | 1142      | ↑ 26.7%            |
| <b>wifi</b>                       | 0          | 0          | → 0%                 | 716       |                    |
| <b>Library Visits</b>             | 5112       | 7377       | ↓ 30.7%              | 3858      | ↑ 32.5%            |

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



**GILBERT LIBRARY**  
FEEDING CURIOSITY

# MONTHLY SNAPSHOT

**July 2026**

**Gilbert**

|                                                                                                                                                                                                                                                       |                                                                                                                                                                            |                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Items added.....88</p> <p>Items withdrawn.....43</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...163</p> <p>PC.....39</p> <p>New Cards.....10</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p> | <p>Programs.....41</p> <p>Story Time.....67</p> <p>KOOL Summer.....533</p> <p>Teens.....147</p> <p>Mahjong.....45</p> <p>Book Club.....9</p> <p>General Interest.....5</p> | <p>Reference Questions.....72</p> <p>Technical Assistance.....2</p> <p>Number of volunteers....1</p> <p>Staff hours.....342.25</p> <p>Hours Open.....157</p> <p>Staff Hours/Hours Open....2.2</p> <p>Average staff pay.....\$15</p> <p>Staffing per hour cost.....\$33</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Library Usage              | This month | Last Month | Increase or Decrease | July 2025 | Increase or Decrease |
|----------------------------|------------|------------|----------------------|-----------|----------------------|
| Physical items checked out | 1406       | 1742       | ↓ 19.3%              | 1371      | ↑ 2.6%               |
| Library Visits             | 2351       | 1935       | ↑ 21.5%              | 1392      | ↑ 68.9%              |



# PLANT A SEED, READ!

2026 GILBERT LIBRARY  
SUMMER READING PROGRAM  
STATS

6/1/26-  
7/25/26

**CIRCULATION:** 2,992 BOOKS  
CHECKED OUT

**PARTICIPANTS:**  
1,191 TOTAL  
PARTICIPANTS

**PROGRAMS:**  
55 TOTAL SUMMER  
PROGRAMS  
1,509 PROGRAM  
ATTENDEES

# STATS BY AGE GROUP

## BABY/TODDLER

24 Participants  
340 Books Read  
42% Weekly Completion Rate

## KOOL KIDS

211 Participants  
108,600 Minutes Read  
50% Weekly Completion Rate

## TEEN/TWEEN

83 Participants  
64,710 Minutes Read  
33% Weekly Completion Rate

## ADULT

106 Participants  
390 Books Read  
51% Completion Rate



# PROGRAM STATS

## STORYTIME

151 Total Attendees  
19 Average Attendees

## LIT LUNCH LEAGUE

68 Total Attendees  
9 Average Attendees

## CRAFT CLUB

149 Total Attendees  
19 Average Attendees

## ROBOTICS

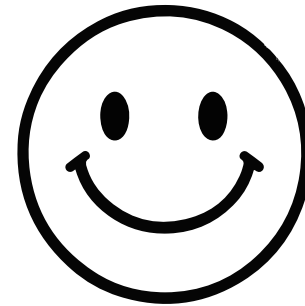
92 Total Attendees  
12 Average Attendees

## KOOL KIDS PROGRAMS

885 Total Attendees  
111 Average Attendees

## TEEN BOOK CLUB

31 Total Attendees  
4 Average Attendees



made with love  
from Callum



**GILBERT LIBRARY**  
FEEDING CURIOSITY



# BERTHA BARTLETT PUBLIC LIBRARY SUMMER READING STATS 2026

6/3/26 – 8/5/26



## CIRCULATION



6,896

BOOKS  
CHECKED OUT

## DOOR COUNT



13,167

## PROGRAMS



78

TOTAL

2,439

ATTENDEES

## STATS BY AGE GROUP

### BABY/TODDLER



67

Participants

2,220

Books read

42%

Weekly completion rate

### KOOL KIDS



269

Participants

126,450

Minutes read

39%

Weekly completion rate

### TEEN/TWEEN



111

Participants

128,640

Minutes read

27%

Weekly completion rate

### ADULT



175

Participants

567

Books read

41%

Completion rate

## PROGRAM STATS

### STORYTIME



Total Attendees

459

Average Attendees

24

### KOOL SUMMER



Total Attendees

738

Average Attendees

46

### TEEN PROGRAM (AUBREY-LED)



Total Attendees

157

Average Attendees

20

### POKEMON



Total Attendees

99

Average Attendees

6

### TEEN BOOK CLUB



Total Attendees

38

Average Attendees

5

### BOARD GAMES



Total Attendees

26

Average Attendees

4

Thank you to our amazing community for a great summer!

