

Bertha Bartlett Public Libraries

Board Meeting - Monday, March 23, 2026 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of February Meeting Minutes

City Update:

Citizens' Appearance:

Correspondence/Communications:

Treasurer's Report: Duane Fournier

Review City reports

March Bills **Approval**

Policy updates to be voted on:

- Bylaws update
- Inter-Library loan policy
- ~~Bylaws~~

Strategic Plan Check-in -(Review calendar events **March -April**)

Objective 1.2: Increase program attendance by 10% over five years.

- Add evening and weekend programs for working families beginning in 2026
- Expand programming for older teens
- Offer specialized programs for seniors and underserved groups
- Pilot programs and refine based on attendance and feedback

Library update/ Circulation Report: Tara Turner – snapshot

Gilbert Update:

Foundation update:

Old Business:

New Business: Swank License

Scandinavian Days plan

Meeting room naming – ceremony?

Adjournment:

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

Please plan to help with puzzle competition and attend the Monday Coffee Chat

Events on next page - please attend and help us promote them - like us on Facebook!

Upcoming Library Events:

- Tax help at the Library every other Thursday (March 26)
- Seed Swap - at round table in Library coffee area
- Monday April 6, 8 am Chat with Superintendent and City Administrator
- Tuesday, April 21, 6 pm Family Storytime
- Saturday April 4 - Kids writing lab
- Monday, March 23 6 pm Seed Starting
- Sunday, April 12 Puzzle Competition Fundraiser

Director's Report

March 2026

What a month!!! This month our Library operating system migrated to the Cloud. This will ensure quicker updates, improved security and hopefully a better experience for patrons and staff. This migration proved to be very time consuming for me and resulted in some difficult "kinks" to iron out. We are confident that soon it will be worth the growing pains. We have begun inventory to ensure the books we think are on the shelf are actually there. We will continue to weed (remove unused books) and to keep our collection lean and fresh.

This month we also hosted the Story County Library quarterly meeting and we were able to discuss plans for future collaboration and how we can work together to improve services.

We held our first evening story time and attendance topped 40!!

Gilbert: Has been busy cleaning, organizing and planning for Summer Reading. The library also opted to purchase Majong tables instead of a study table. This class has continued to grow and the need for 6 tables for the weekly class

Construction – I am meeting Tuesday, March 24 with the engineer, architect and Trane to work our remaining HVAC issues. We have added some clocks and looking forward to artwork arriving and being hung. Exterior signage has been ordered

Foundation: Thank you for your continued support! We are hoping to work closely with the Foundation to hold meaningful fundraising events that help garner community participation and support of Summer Reading programs and ongoing programs.

Staffing: We are beginning the hunt for summer help and are pleased that much of our staff will be returning. Nicole will also be joining us.

Bertha Bartlett Public Libraries

Board Meeting - Monday, February 23, 2026, 6:30 p.m.
Present: Sens, Carlson, Cummings, Donaldson, Turner, Solberg
Absent: Fournier, Cline

Opening of Meeting: President Sens opened the meeting at 6:37 pm.

Approval of Agenda: Donaldson moved to approve the agenda. Cummings provided the second. Motion approved.

Approval of January Meeting Minutes: Motion by Donaldson to approve the January minutes. Sens provided the second. Motion approved.

City Update: None this evening

Citizens' Appearance: None tonight

Correspondence/Communications: No correspondence

Treasurer's Report: Tara Turner reviewed the budget and February bills. Cummings moved to approve the bills. Donaldson seconded, motion approved.

Policy updates

- Bylaws update: Motion by Carlson, seconded by Donaldson to approve updates to the bylaws. Motion approved.
- Personnel Policy: The board reviewed the updated personnel policy. It was moved by Donaldson and seconded by Cummings to approve this policy. Motion carried.
- Citizens' Appearance policy: The new Citizens' Appearance Policy was reviewed and discussed. Moved by Donaldson and seconded by Carlson to approve this policy. Motion carried.

Strategic Plan Check-in: Director Turner highlighted current efforts at the library to work towards Objective 1.2 in the library's strategic plan.

Library update/ Circulation Report: Director Turner reviewed the monthly snapshot document for BBPL.

Gilbert Update: Director Turner also explained the monthly snapshot for the Gilbert Library.

Foundation update: Carlson and Director Turner provided highlights, including fundraising efforts, from the most recent Library Foundation board meeting.

Old Business:

- Accreditation: Board members signed the ADA compliance document that is part of the accreditation process.

New Business: No new business this evening.

Binders for Board Members: President Sens shared the binders that will be distributed to new board members.

Adjournment: Carlson moved to adjourn the meeting. Donaldson provided the second. Motion approved. Meeting adjourned at 7:21 p.m.

Dates and Activities worth noting:

- Next monthly Board Meeting: Monday, March 23, 2026, 6:30 pm
- Monday Coffee Chat with the city administrator and RS superintendent will be held on March 2. All community members are welcome to attend. (8:00 a.m)
- The Library Foundation puzzle competition fundraiser will be held at the end of March.

BERTHA BARTLETT PUBLIC LIBRARIES

March 2026

Story City Bills				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 700.00	February
001-4410-6320	Aspen	auto	\$ 55.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	5 Tuesdays	\$ 612.50	Cleaning
001-4410-6320	J Smith Windows	March	\$ 160.00	Window washing
001-4410-6373	GNB Visa Ubiquiti	Feb	\$ 19.98	Phone service
001-4410-6500	GNB Visa -Sherwin Wms, Dollar General		\$ 321.49	5 gallons paint, tarp
001-4410-6500	Laura Loots reimbursement		\$ 43.21	ads, gift cards
001-4410-6505	Amazon	2/21	\$ 96.82	Sticker remover, tage, labels
001-4410-6505	Vernon Library Supply		\$ 58.41	labels, due date slips
001-4410-6506	Amazon		\$ 116.13	bike locks, towels, sanitizer
001-4410-6506	Staples		\$ 131.38	copy paper
001-4410-6507	GNB Visa- USPS	2/20	\$ 23.36	postage books
001-4410-6770	GNB Visa - Mag renewal	March	\$ 63.92	Annual Magazine Renewal
001-4410-6770	Sc Herald	March	\$ 45.77	Annual subscription
001-4410-6770	Time Magazine	March	\$ 20.00	Annual Magazine Renewal
001-4410-6770	Our Iowa	March	\$ 24.98	Annual Magazine Renewal
001-4410-6772	Ingram 94587743	March	\$ 20.99	books
001-4410-6772	Centerpoint	March	\$ 53.53	large print books
001-4410-6772	Brodart	March	\$ 213.20	books
001-4410-6772	Amazon books	March	\$ 712.32	books
001-4410-6772	GNB Visa - Thriftbooks	March	\$ 68.35	books
001-4410-6773	Amazon video	March	\$ 149.88	video
		Total	<u>\$ 4,264.22</u>	
Gilbert Bills				
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
001-4410-6502	Amazon	15-Mar	59.98	Internet switch
033-4410-6505	Amazon	2/22/2026	\$ 69.96	lamine shelf labels
033-4410-6505	Vernon Library Supply	3/21/2026	\$ 111.76	labels
033-4410-6505	GNB Visa - 101 Binding		\$ 76.87	lamine
033-4410-6506	Amazon	3/9	\$ 64.93	storage bins
0033-4410-6507	Amazon	3/1	\$ 8.99	flag post holder
0033-4410-6772	Center point 2232128	March	\$ 29.96	Large print books
0033-4410-6772	Brodart	MArch	\$ 156.27	books
0033-4410-6772	Amazon Books	March	\$ 205.92	books
		Total	<u>\$ 984.64</u>	

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses march 2026 - Goal 25 % Remaining Budget

Acct #	Story City Expenses	2025-2026 Budget	02/28/2026 budget spent	March 2026 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 34,763.17	\$ 3,700.00	23.46%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 75,090.44	\$ 8,000.00	21.61%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 8,252.90	\$ 950.00	23.01%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 9,988.68	\$ 1,200.00	24.14%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 4,533.06	\$ 553.00	21.75%
001-4410-6230	Travel/Training	\$ 847.00	\$ -		100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 7,788.59	\$ 772.50	-71.22%
001-4410-6350	Equip Repair	\$ -	\$ 897.71		
001-4410-6371	Utilities	\$ 4,500.00	\$ 2,036.61		54.74%
001-4410-6373	Telephone	\$ 500.00	\$ 331.39	\$ 19.98	29.73%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 2,373.89		78.02%
001-4410-6490	Professional Services	\$ 1,500.00	\$ 1,612.00		-7.47%
001-4410-6499	Miscellaneous	\$ 250.00	\$ 19.95		92.02%
001-4410-6500	Programing	\$ 3,250.00	\$ 1,106.93	\$ 364.70	54.72%
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 846.13		15.39%
	Minor Equipment	\$ 250.00			100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 1,839.04	\$ 232.10	-33.62%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 2,815.90	\$ 247.51	-22.54%
001-4410-6507	Misc. Operating supplies	\$ 250.00	\$ -	\$ 23.36	90.66%
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ -		100.00%
001-4410-6727	Capital Equipment				
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,329.81	\$ 154.67	1.03%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 8,982.16	\$ 1,129.06	34.77%
001-4410-6773	Video	\$ 600.00	\$ 207.24	\$ 149.88	40.48%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 2,121.24		22.86%
		\$ 243,000.00	\$166,936.84	\$ 17,496.76	24.10%
			25% difference	\$ 2,187.00	overbudget

estimates

areas of concern

Gilbert - Expenses March - Goal 25 % Remaining Budget

<u>Acct #</u>	<u>Gilbert Expenses</u>	2025-2026 Budget	02/28/2026 budget spent	March 2026 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 11,587.72	\$ 1,200.00	23.7%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 23,468.46	\$ 2,700.00	37.7%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 2,631.32	\$ 298.35	34.4%
033-4410-6130	IPERS	\$5,546.00	\$ 3,088.02	\$ 341.25	38.2%
033-4410-6150	Insurance,	\$1,400.00	\$ 1,431.05	\$ 200.00	-16.5%
033-4410-6230	Travel & Training	\$339.00	\$ 112.02		
033-4410-6490	Professional Services	\$500.00			
033-4410-6500	Programming	\$2,000.00			
033-4410-6502	Technology		\$ 105.24	\$ 59.98	
033-4410-6504	Minor Equipment		\$ 745.29		
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 5,953.52	\$ 258.59	-314.1%
033-4410-6506	Office Supplies	\$750.00	\$ 793.21	\$ 64.93	-14.4%
033-4410-6507	Misc. Operating Supplies		\$ -	\$ 8.99	
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 3,058.75	\$ 392.15	54.0%
033-4410-6773	Video	\$-	\$ 48.15		
033-4410-6774	Online Licensing/Databases	\$1,750.00	\$ 1,472.24		15.9%
033-4410-6910	Transfer	\$3,000.00			100.0%
	Total Gilbert Exp.	\$ 88,000.00	\$ 54,494.99	\$ 5,524.24	31.8%

underbudget \$ 5,984.00

estimates

areas of concern

MONTHLY SNAPSHOT

February 2026

Story City



Items added.....170	Meeting Room Use.....33 uses	New Patrons14
Items withdrawn.....233	Library Sponsored.....12	Reference Questions.....91
Books Repaired.....27	Meeting Hall Use.....31	Technical Assistance.....46
Interlibrary Loans.....68	Library Sponsored.....29	Makerspace Usage.....8
Internet Usage:.....1123	Study Room Use.....76	Number of volunteers20
Unique Users:.....926	Booked Ahead.....21	Volunteer hours.....96
Computer Users.....151	Number of Programs.....39	Staff hours.....506.25
Website visits ..Not available	Program Attendance.....637	Hours Open.....204
Menu Clicks.....10	Story Time.....372	Staff hours/hours open ..2.5
Google interactions.....304	KOOL After School.....118	Average staff wage.....\$15.8
	Tweens and Teens.....43	Staff cost/hour open..\$39
	Adult (Non Book Club)...42	
	Book Club.....13	
	Passive/Patron led.....49	

Library Usage	This month	Last Month	Increase or Decrease	February 2025	cost/previous year
Physical items checked out	2362	2458	↓ 4.1%	1912	↑ 19.1%
(Both Libraries)					
Bridges Materials Unique users	823	943	↓ 14.6%	1040	\$100
	186	200	↓ 7.5%	168	
Hoopla Books	351	400	↓ 13.96%	260	\$870.01
Unique users	129	145	↓ 12.4%	103	
Total Items checked out	3536	3801	↓ 7.5%	3212	↑ 9.2%
Website Visits	N/A	1250	N/A	1094	N/A
wifi	1123	981	↑ 12.6%	314	↑ 72%
Library Visits	3380	3148	↑ 6.8%	2376	↑ 29.7%

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



MONTHLY SNAPSHOT

February 2026

Gilbert

<p>Items added.....76</p> <p>Items withdrawn....4</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...65</p> <p>PC.....46</p> <p>New Cards.....3</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....33</p> <p>Story Time.....303</p> <p>After School.....41</p> <p>Bingo.....22</p> <p>Mahjong.....47</p> <p>Book Club.....6</p> <p>Passive Programming...65</p>	<p>Reference Questions.....15</p> <p>Technical Assistance...5</p> <p>Number of volunteers....1</p> <p>Staff hours.....180</p> <p>Hours Open.....131</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	February 2025	Increase or Decrease
Physical items checked out	529	537	↓ 1.5%	503	↑ 4.9%
Library Visits	594	584	↑ 1.7%	344	↑ 42.1%

Bertha Bartlett Public Library
Story City, Iowa

Inter-library Loan Services & Book Club Policy

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a \$1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the \$1.00 fee when the book is received. Non-residents (those who live outside Story City whose primary library would not be Story City) who request an interlibrary loan through our library at will pay a \$3.00 fee upon request of the interlibrary loan which will usually cover the cost of postage. Story County residents who use Story City as their primary library would still pay \$1.00.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08
Reviewed 11/10, 12/14, 8/16,
Revised 10/18
Reviewed 8/21, 1/22

Bertha Bartlett Public Libraries

Interlibrary Loan Policy

Gilbert and Story City, Iowa

1. Purpose

The purpose of the Interlibrary Loan (ILL) service is to provide patrons of Bertha Bartlett Public Libraries access to materials that are not available within the library's own collection. The library participates in Iowa's statewide resource-sharing network, SILO Interlibrary Loan, to efficiently borrow and lend materials with other Iowa libraries.

2. Eligibility

- ILL services are available to all Bertha Bartlett Public Libraries cardholders who have held a card for 30 days or more and whose account is in good standing.
- Accounts must have no outstanding fines exceeding \$20 and no outstanding lost items.
- Patrons may be required to show current contact information before placing an ILL request.

3. Request Limits

- Patrons may have up to 2 active ILL requests at one time (Book Club requests count as 1 request and this number may be changed at Librarian discretion).
- Limits may be adjusted based on staffing, volume or statewide SILO policies.

4. Materials That May Be Requested

ILL requests through SILO may include:

Materials **not** typically available through ILL include:

5. How to Place a Request

Patrons may place ILL requests by:

- Filling out a request form at the circulation desk
- Submitting a request online through **SILO/ILL** (staff-assisted)

- Contacting library staff by phone or email to initiate a request

Library staff will verify item availability through the SILO Locator and submit the request on the patron's behalf.

6. Borrowing Time and Renewals

- Patrons should request renewals **at least 3 days before** the due date by contacting the Library.

7. Fees

- Most Iowa SILO ILL transactions are free; however, some libraries may charge lending fees.
- Patrons will be informed of any fees **before** the request is placed.
- The patron agrees to pay any lending fees, lost-item charges, or damage fees associated with the borrowed material.

8. Pickup and Returns

- Patrons will be notified when the material is ready for pickup.
- Items must be returned directly to **either Bertha Bartlett Public Library or the Gilbert Library**—not to another library or book return outside the building.
- Items must be returned by the due date assigned by the lending library.

9. Responsibility for Materials

Borrowed items should be treated with care.

Patrons are responsible for:

- Damage to items
- Lost materials
- Any replacement or processing fees set by the owning library

Failure to return items on time may result in suspension of ILL privileges.

10. Lending to Other Libraries

Bertha Bartlett Public Libraries participate fully in Iowa's SILO resource-sharing network and follow statewide best practices, including:

- Prompt processing of incoming ILL requests
- Lending materials in good condition
- Meeting shipping and return deadlines
- Communicating availability or unavailability of items in a timely manner
- The libraries reserve the right to restrict lending of any materials due to conditions and demand

Typically items less than 6 months old are not available for inter-library loans except within Bertha Bartlett Public Libraries system.

Revised December 2025

BERTHA BARTLETT PUBLIC LIBRARIES INTERLIBRARY LOAN POLICY

1. Purpose

1.1 To provide equitable access to materials beyond the Library's collection through resource sharing and statewide collaboration.

2. Policy Statement

2.1 The Library participates in Open Access and Access Plus, supported in part by the Enrich Iowa program.

2.2 These services expand access to materials for Library patrons and enable resource sharing with other Iowa libraries.

3. Eligibility

3.1 Services are available to:

3.1.1 Story City residents

3.1.2 Gilbert residents

3.1.3 Residents of Story, Boone, and Hamilton counties who designate the Library as their primary library

3.2 Non-resident access is provided in accordance with Open Access and Access Plus guidelines.

3.3 Interlibrary Loan (ILL) services are available to patrons in good standing (i.e., fines under \$20, no outstanding lost or missing items, no other blocks on the account and current contact information).

3.4 ILL services are available to patrons who have held a library card for at least 30 days.

3.5 Library staff reserve the right to deny requests based on cost, availability, or policy constraints.

4. Interlibrary Loan (ILL) Services

4.1 Requests may be made for materials not owned by the Library; however, fulfillment is not guaranteed.

4.2 Typical fulfillment time is 1–3 weeks, depending on availability.

4.3 The Library uses statewide systems and delivery networks to obtain materials.

4.4 The following materials may not be requested:

4.4.1 Reference, rare, or archival materials

4.4.2 Items restricted by lending libraries

4.5 Patrons are responsible for:

4.5.1 Timely return of materials

4.5.2 Compliance with lending library restrictions

4.5.3 Costs associated with lost or damaged materials

4.6 Loan periods and renewals are determined by the lending library.

4.7 Materials must be picked up within the designated timeframe.

4.8 Fees and Limitations:

4.8.1 No fees are charged for standard ILL requests

4.8.2 Charges may apply for replacement or special handling costs

4.8.3 The Library may limit the number of active requests per patron per week

4.8.4 Privileges may be suspended for overdue materials or unpaid charges

4.8.5 Patrons agree to pay any lending fees, lost-item charges, or damage fees associated with borrowed materials

5. Lending

5.1 Bertha Bartlett Public Libraries participate fully in Iowa's SILO resource-sharing network and follow statewide best practices, including:

5.1.1 Prompt processing of incoming ILL requests

5.1.2 Lending materials in good condition

5.1.3 Meeting shipping and return deadlines

5.1.4 Communicating availability or unavailability of items in a timely manner

5.2 The Library reserves the right to restrict lending of materials based on condition, demand, or other considerations.

5.3 Typically, items less than six (6) months old are not available for interlibrary loan, except within the Bertha Bartlett Public Libraries system.

6. Enrich Iowa Program

6.1 The Library participates in:

6.1.1 Direct State Aid

6.1.2 Open Access

6.1.3 Access Plus

7. Book Club Collections

7.1 The Library maintains book club sets for local and participating libraries.

7.2 Borrowing libraries are responsible for:

7.2.1 Returning complete sets on time

7.2.2 Replacement costs for lost or damaged items

7.3 Loan periods for book club sets are typically six (6) weeks but may vary. Circulation is tracked for state reporting.

8. Policy Review

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

9. Adoption & Revision History

9.1 Approved: January 2008

9.2 Revised: October 2018

9.3 Reviewed: August 2021; January 2022

9.4 Revised: December 2025

9.5 Revised: April 2026