

Bertha Bartlett Public Libraries

Board Meeting - Monday, April 27, 2026 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of March Meeting Minutes

City Update:

Citizens' Appearance:

Correspondence/Communications:

Board Training: Approving & Monitoring the Budget

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

April Bills **Approval**

Policy updates to be voted on:

- None at this time

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: Gilbert Anniversary

RAGBRAI in Gilbert

Foundation update: Puzzle competitions report, help with fund raising

Old Business: Meeting room naming – ceremony date

New Business:

Scandinavian Days plan
SRP 2026

Assistance Needed:

- Fundraising
- SRP Kick Off Wednesday June 3 4-6pm
- Scandinavian Days Parade
- Anniversary of Gilbert Library June 1, 5-7pm
- RAGBRAI Wednesday, 8 - 12 July 22

Adjournment:

Next monthly Board Meeting: **Monday, May 25, 2026**, 6:30 pm

Upcoming Library Events:

Please plan to attend the Monday Coffee Chat

Please attend and help us promote them - like us on Facebook!

Every Tuesday Mahjong 1:00

May 2 – 10 am kids' writing club

May 4 – 8 am Monday Chat

9 am Lettering installation

6 pm Cookbook Club

May 5 – Library closed – Staff work day

May 11 – Local author and speaker Betsy Warburton Dementia Education

May 25 Library closed – Memorial Day

June 1 – 8 am Monday Chat

6 pm Welcome to Medicare

June 3 – SRP Kick Off

June 5-6 Scandinavian Days

Bertha Bartlett Public Libraries

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

Present: Theresa Sens, Denise Carlson, Tara Turner, Mary Kay Solberg, Laura Donaldson, Jenna Cline, Lynne Cummings

Absent: Duane Fournier

Opening of Meeting: Theresa Sens, President, called the meeting to order at 6:31 pm

Approval of Agenda: Donaldson made a motion to approve the agenda. Cline provided the second. Motion approved.

Approval of February Meeting Minutes: Cline moved to approve the minutes of the Feb. meeting. Donaldson provided a second. Motion approved.

City Update: None

Citizens' Appearance: None

Correspondence/Communications: None

Treasurer's Report:

Tara Turner reviewed the March 2026 bills.

Donaldson moved to accept the bills. Cummings offered the second. Motion approved.

Director Turner reviewed the BBPL and Gilbert Library expenses for March 2026.

Policy updates:

- Bylaws update- The bylaws have been typed up in a pleasing, uniform layout and will be easily editable in the future.
- Inter-Library loan policy was updated in December of 2025. We'll vote on it next month once uniform formatting is complete.

Strategic Plan Check-in:

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

In reference to this objective, Turner shared the success of recent family story times that have been held at BBPL. In addition, the library is exploring teaming with OLLI (Osher Lifelong Learning Institute) in the coming year.

Library update/ Circulation Report:

Snapshot documents for BBPL and Gilbert were shared with the board by Director Turner.

Foundation update: None

Old Business: None

New Business:

- Swank License : The board discussed the merits of purchasing a license from Swank in order to show movies at the library.
- Scandinavian Days: The library is working with Greater Chamber Connection to utilize the library space during Scandinavian Days. Currently cooking demonstrations and entertainment are scheduled to take place throughout the festival.
- Summer reading: The kickoff is scheduled for June 3.
- Meeting room naming: The board discussed the naming of the meeting room and a potential ribbon cutting in association with the naming event. Discussion will continue next month.

Adjournment: Donaldson made a motion to adjourn. Cline provided the second. Motion approved. The meeting was adjourned at 7:28 p.m.

Upcoming Meeting dates:

- The April Board Meeting will be held on Monday, April 27, 2026, at 6:30 pm
- In observance of Memorial Day, the May meeting will be moved to Wednesday, May 27, 2026, at 6:30 p.m.

BERTHA BARTLETT PUBLIC LIBRARIES

April 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	April
001-4410-6320	Aspen	auto	\$ 55.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	April	\$ 493.75	Cleaning
001-4410-6320	J Smith Windows	April	\$ 198.10	interior Window washing
001-4410-6320	Johnson Controls	April	\$ 450.00	Annual contract
001-4410-6373	GNB Visa Ubiquiti Phone	April	\$ 19.98	Phone service - 2 lines
001-4410-6490	Ben Gruwell Photography	April	\$ 100.00	Building pics
001-4410-6500	GNB Visa - Amazon Music	April	\$ 13.90	Music - Story time playlists
001-4410-6505	Amazon Capital	April	\$ 127.08	batteries, stopwatch
001-4410-6506	GNB Visa - B&H Photo	April	\$ 431.84	printers
001-4410-6506	GNB Visa - Cyclone Award	April	\$ 27.00	name tags - SC
001-4410-6506	Amazon Capital	April	\$ 131.14	cleanser, paper, ink
001-4410-6506	Cyclone Engraving	April	\$ 27.00	name tags - add'l
001-4410-6772	GNB Visa - Thriftbooks	April	\$ 65.21	books
001-4410-6772	Amazon Capital	April	\$ 852.96	books
001-4410-6772	Brodart	April	\$ 359.61	books
001-4410-6772	Cengage	April	\$ 88.48	large print books
001-4410-6772	CenterPoint	April	\$ 160.79	Large Print books
001-4410-6773	Amazon Capital	April	\$ 104.45	DVD
		Total	\$ 4,409.29	
Gilbert Bills				
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
001-4410-6500	Cyclone Engraving	April	98.23	Reading Plaque
033-4410-6505	GNB Visa		\$ (38.49)	return
033-4410-6506	GNB Visa - Los Altos		\$ 77.54	Staff work day lunch
033-4410-6506	Amazon	April	\$ 93.20	tea, box, paper, batteries
0033-4410-6772	GNB Visa - Thift books		\$ 5.69	books
0033-4410-6772	Amazon	April	\$ 286.25	books
0033-4410-6772	Brodart	April	\$ 284.95	
0033-4410-6772	CenterPoint	April	\$ 150.00	Large Print books
0033-4410-6773	Amazon	April	\$ 51.64	DVD
		Total	\$ 1,209.01	

\$ 602.67

\$ 431.09

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses April - Goal 16.6 % Remaining Budget

Acct #	Story City Expenses	2025-2026 Budget	03/30/2026 budget spent	April 2026 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 38,459.09	\$ 3,700.00	16.10%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 83,016.56	\$ 8,000.00	14.14%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 9,123.81	\$ 950.00	15.72%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 10,930.06	\$ 1,200.00	17.76%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 5,163.71	\$ 553.00	12.05%
001-4410-6230	Travel/Training	\$ 847.00	\$ -		100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 7,843.98	\$ 1,141.85	-79.72%
001-4410-6350	Equip Repair	\$ -	\$ 897.71		
001-4410-6371	Utilities	\$ 4,500.00	\$ 2,536.61	\$ 205.00	39.08%
001-4410-6373	Telephone	\$ 500.00	\$ 351.37	\$ 19.98	25.73%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 2,373.89		78.02%
001-4410-6490	Professional Services	\$ 1,500.00	\$ 1,612.00	\$ 100.00	-14.13%
001-4410-6499	Miscellaneous	\$ 250.00	\$ 19.95		92.02%
001-4410-6500	Programming	\$ 3,250.00	\$ 1,471.63	\$ 13.90	54.29%
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	\$ 2,071.14	\$ 127.08	-41.82%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 3,063.41	\$ 616.98	-47.22%
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	\$ 1,484.48		1.03%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 10,111.22	\$ 1,527.05	24.91%
001-4410-6773	Video	\$ 600.00	\$ 357.12	\$ 104.45	23.07%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 2,121.24		22.86%
		\$ 243,000.00	\$183,878.47	\$ 18,259.29	16.82%

estimates
areas of concern
bills not paid at time of report

Gilbert - Expenses April - Goal 16.6 % Remaining Budget

<u>Acct #</u>	<u>Gilbert Expenses</u>	<u>2025-2026 Budget</u>	<u>03/30/2026 budget spent</u>	<u>April 2026 Submitted expenses</u>	<u>Budget remaining</u>
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 12,819.68	\$ 1,200.00	16.3%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 26,319.20	\$ 2,700.00	30.9%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 2,937.58	\$ 298.35	27.5%
033-4410-6130	IPERS	\$5,546.00	\$ 3,448.89	\$ 341.25	31.7%
033-4410-6150	Insurance,	\$1,400.00	\$ 1,641.27	\$ 200.00	-31.5%
033-4410-6230	Travel & Training	\$339.00	\$ 112.02		
033-4410-6490	Professional Services	\$500.00			
033-4410-6500	Programming	\$2,000.00		\$ 98.23	
033-4410-6502	Technology		\$ 165.22		
033-4410-6504	Minor Equipment		\$ 745.29		
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 6,212.11	\$ (38.49)	-311.6%
033-4410-6506	Office Supplies	\$750.00	\$ 858.14	\$ 170.74	-37.2%
033-4410-6507	Misc. Operating Supplies		\$ 8.99		
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 3,450.90	\$ 726.89	44.3%
033-4410-6773	Video	\$-	\$ 48.15	\$ 51.64	
033-4410-6774	Online Licensing/Databases	\$1,750.00	\$ 1,472.24		15.9%
033-4410-6910	Transfer	\$3,000.00	\$ 3,000.00		0.0%
	Total Gilbert Exp.	\$ 88,000.00	\$ 63,239.68	\$ 5,748.61	21.6%

underbudget \$ 5,984.00

estimates

areas of concern

MONTHLY SNAPSHOT

March 2026

Story City



Items added.....153 Items withdrawn.....192 Books Repaired.....40 Interlibrary Loans.....82 Internet Usage:.....374* Unique Users:.....297* *Wifi tracking went down 3/10 and has not been fixed yet Computer Users.....168 Website visits605 Unique visitors.....604 Google interactions.....364	Meeting Room Use.....26 uses Library Sponsored.....11 Meeting Hall Use.....41 Library Sponsored.....27 Study Room Use.....81 Booked Ahead.....19 Number of Programs.....35 Program Attendance.....849 Story Time.....296 KOOL After School.....71 Tweens and Teens.....49 Adult (Non Book Club)...54 Book Club.....8 Passive/Patron led.....371	New Patrons25 Reference Questions.....105 Technical Assistance.....55 Makerspace Usage.....14 Number of volunteers20 Volunteer hours.....96 Staff hours.....506.25 Hours Open.....224 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	March 2025	cost/previous year
Physical items checked out	2383	2362	↑ 0.9%	2058	↑ 13.6%
(Both Libraries) Bridges Materials Unique users	895	823	↑ 8.1%	926	\$100
	179	186	↓ 3.9%	180	
Hoopla Books	388	351	↑ 9.5%	290	\$934.59
Unique users	144	129	↑ 10.4%	108	
Total Items checked out	3666	3536	↑ 3.5%	3274	↑ 10.7%
Website Visits	605	N/A	N/A	1424	↓ 135%
wifi	374*	1123	↓ 200%	653	↓ 74.6%
Library Visits	4102	3380	↑ 17.6%	2920	↑ 28.8%

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



MONTHLY SNAPSHOT

March 2026

Gilbert

<p>Items added.....35</p> <p>Items withdrawn.....114</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...107</p> <p>PC.....50</p> <p>New Cards.....4</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....30</p> <p>Story Time.....227</p> <p>After School.....15</p> <p>Bingo.....31</p> <p>Mahjong.....36</p> <p>Book Club.....8</p> <p>Passive Programming....15</p>	<p>Reference Questions.....38</p> <p>Technical Assistance.....11</p> <p>Number of volunteers....1</p> <p>Staff hours.....180</p> <p>Hours Open.....142</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	March 2025	Increase or Decrease
Physical items checked out	612	529	↑ 13.6%	593	↑ 3.1%
Library Visits	633	594	↑ 6.2%	439	↑ 30.6%