

Bertha Bartlett Public Libraries

Board Meeting - Monday, October 26, 2026 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of September Meeting Minutes

City Update:

Citizens' Appearance:

Correspondence/Communications: approval of display (**vote**), donation to SCGCC(**vote**)

Board Training:

Annual Director Evaluation - Theresa

Treasurer's Report:

Review City reports

Donation Report

October Bills **Approval**

Policy updates to be **voted on:**

Meeting Room Policy

Bulletin Board Policy

Strategic Plan Check-in - next month discuss Library open hours

Goal 1: Strengthen Patron Engagement and Improve Accessibility

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

Library update/ Circulation Report:

Annual Report

Gilbert Update:

Event Report-

Staff report -

Building Update

Foundation update:

Approvals

Old Business:

Library Hours

Grants/Awards -

New Business:

Annual Report

FY 28 Budget approval **(Vote)**

Assistance Needed:

- All Star Baseball Tour of the Library - Oct 27 4:30 - 6
- Books, Ballots & Bowls: An Election Day Soup Supper — November 3
- Christmas Open House Saturday Nov 28

Adjournment:

Next monthly Board Meeting: Monday, November 23 2026, 6:30 pm

September Meeting Minutes
Bertha Bartlett Public Libraries
Board Meeting - Monday, September 28, 2026, 6:30 p.m.

Members Present: Theresa Sens, Denise Carlson, Lynn Cummings, Jena Cline, Director Tara Turner, Mary Kay Solberg, Jen Doebel

Members Absent: Laura Donaldson, Jessica Miller

Opening of Meeting: Theresa Sens, President, opened the meeting at 6:31 p.m.

Approval of Agenda: Motion by Cummings seconded by Doebel, to approve the agenda. Motion approved

Approval of August Meeting Minutes: Motion by Carlson and a second by Cline to approve the August meeting minutes. Motion carried.

No City Update or Citizens Appearance at the meeting this evening.

Correspondence/Communications:

- A patron has asked that we consider subscribing to Kanopy at a cost of \$1800/year.
- The board decided not to take action at this time.

Change Bylaws to no longer require Board Treasurer:

- President Sens presented a change in language regarding board officers.
- Motion to approve new language was made by Cline; the second was provided by Doebel; motion carried.

Board Training:

- Director Evaluations - Board members turned in their evaluation forms to be compiled for the next meeting. The results will be reviewed at the October 2026 meeting
- Social media -Tara shared a presentation re: social media from Raising Readers in Story Co. The takeaway was that the Foundation and Library Board can help increase BBPL social media presence by liking and sharing the social media posts the library puts out.

Financial reports:

- Review City reports
- Turner gave the donation report for the month
- September Bills for Gilbert and Story City were presented by Turner. Motion by Cummings to approve bills. Cline provided the second. Motion passed.

Policy updates :

- Review Meeting Room Policy
 - Board discussed updating meeting room fees.
 - This decision will be finalized at the October meeting.

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.

Library update/ Circulation Report:

Director Turner reviewed the monthly snapshot, hourly circulation report, and door count numbers for Story City and Gilbert.

Staff report - Tara told the board about the 2 new children's librarians who have begun working at BBPL. They will share the position previously held by Sandy Bauer.

Gilbert Update:

- A profitable Mahjong tourney was held.
- Gilbert is awaiting a new KM printer.

Foundation update:

- Director Turner will request the Foundation support hotspot funding for the coming year.
- The next Foundation Board meeting is Oct. 12, 2026

Old Business:**Grants/Awards:**

- BBPL was recently awarded the Iowa League of Cities 2026 All-Star Community Award, Sustainable Libraries Award.
- Director Turner has submitted the Jerry Kline Award.
 - The decision for this award will be made in March.

Assistance Needed:

- All-Star Baseball Tour of the Library - October 27 at 4:30 - 6:00 p.m.
 - Held in conjunction with Downtown Trick or Treat
- Books, Ballots & Bowls: An Election Day Soup Supper — November 3
 - The Board and Foundation are being asked to support this event by donating soup and rolls for the meal
- Christmas Open House Saturday, November 28

Adjournment: Motion by Cline, seconded by Doebl to adjourn the meeting.

Motion passed. Meeting adjourned at 7:33 p.m.

Next monthly Board Meeting: Monday, October 26, 2026,

BERTHA BARTLETT PUBLIC LIBRARY

Date: September 16, 2026 - October 15, 2026

FINES/COPIES/FEES/FAXES

001-4410-1-4580

CHECK # OR CASH	AMOUNT	DATE	DESCRIPTION	PATRON
cash	\$49.40	9/16/26	copies	
cash	\$0.50	9/16/26	damage/replace	
cash	\$5.00	9/16/2026	"free" DVDs	
cash	\$25.00	9/16/26	meeting room	
cash	\$1.50	9/16/2026	discrepancy (+)	
cash	\$55.10	9/23/2026	copies	
check	\$10.00	9/23/2026	book sale	City of Fort Atkinson
cash	\$25.00	9/23/26	meeting room	
cash	\$53.30	9/30/26	copies	
cash	\$1.05	9/30/2026	discrepancy (+)	
cash	\$108.45	10/14/2026	copies	
check	\$5.00	10/14/2026	damage/replace	Erika Munn
cash	\$25.00	10/14/2026	meeting room	
check	\$25.00	10/14/2026	meeting room	Iowa Cheer Coaches
cash	-\$1.00	10/14/2026	discrepancy (-)	
final count	\$0.41	10/23/2026	discrepancy .41(+)	
Subtotal	\$388.71			
TRUSTS/MEMORIALS/DONATIONS				031-4410-2-4705
Subtotal	\$0.00			
check	\$2,697.39	9/30/26	contribution?	State Aid
check 2409	\$350.00	10/10/2026	purchase old gilbert printer	sens
Subtotal	\$3,047.39			
TOTAL	\$3,436.10			
		check	3087.39	
		cash	348	
		coin	0.71	
		total	3436.1	\$0.00

BERTHA BARTLETT PUBLIC LIBRARY FOUNDATION

Date: September 16, 2026 - October 15, 2026

	Story City			
CHECK # OR CASH	AMOUNT	DATE	DESCRIPTION	PATRON
cash	\$93.40	9/16/2026	donations	(\$40/train; \$50/author's honor; \$3.40/other
cash	\$5.35	9/23/26	donations	
cash	\$100.85	9/30/2026	donations	
cash	\$22.55	10/14/26	donations	
check	\$750.00	10/14/26	payment?	Sustainable Libraries Initiative
check	\$250.00	10/14/26	gift/Edward Jones	
Paypal	\$55.38	10/13	book	
Subtotal	\$1,222.15			
	TRUSTS/MEMORIALS/DONATIONS			
check	\$100.00	10/14/26	Carol Gostele memorial	
Subtotal	\$100.00			
	Gilbert			
check	\$100.00	9/30/26	donation	
check	\$925.00	9/30/26	donation	
check 2417	\$100.00	10/1/26	silent auction	
check 3626	\$75.00	09/29	silent auction	
check 1060	\$40.00	09/24	silent auction	
cash	\$255.00			
Check 3624	\$410.00		silent auction	
check 3616	\$30.00	07/02	bag	
Venmo	\$100.00	10/01	silent auction	
Venmo	\$75.00	09/24	silent auction	
Paypal	\$120.00	09/24	silent auction	
Subtotal	\$2,230.00			
	Hot Drinks			
cash	\$6.00	9/16/2026		
cash	\$8.00	9/23/26		
cash	\$12.00	9/30/26		
cash	\$6.50	10/14/26		
Subtotal	\$32.50			
	3D Printer			
cash	\$1.10	9/16/2026		
cash	\$6.10	9/23/26		
cash	\$14.75	9/30/26		
cash	\$5.85	10/14/26		
check	\$5.50	10/14/26		Lisa Underhill Schmidt
Subtotal	\$33.30			
TOTAL	\$3,617.95			

BERTHA BARTLETT PUBLIC LIBRARIES

October 2026

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	Oct	\$ 400.00	Cleaning
001-4410-6350	Right Roofing	Oct	\$ 502.31	Roof Repiar
001-4410-6373	GNB Visa -Ubiquiti	Sept	\$ 20.15	2 phone lines
001-4410-6490	Ben Gruwell Photography	Sept	\$ 300.00	Semler hall
001-4410-6500	GNB Visa - Meta	Sept	\$ 34.61	Facebook Ads
001-4410-6500	GNB Visa - DRI 48 hour print	Oct	\$ 167.97	banners Christmas/Halloween
001-4410-6505	Amazon - FNKM	10/17/2026	\$ 26.80	key rings, labels
001-4410-6505	Demco -	Oct	\$ 108.06	book covers
001-4410-6506	GNB Visa - Sam's	Sept	\$ 71.44	paper
001-4410-6506	Staples - submitted via email	Oct	\$ 147.41	paper, TP, Paper towels
001-4410-6506	Amazon - FNKM	Oct	\$ 195.46	adapers, battery backup
001-4410-6770	Iowa History Magazine	Oct	\$ 19.95	annual renewal
001-4410-6770	Iowa Poetry Asso.	Oct	\$ 12.75	Lyrical iowa 2026
001-4410-6770	Sports Illustrated			annual renewal
001-4410-6770	Real Simple			annual renewal
001-4410-6772	GNB Visa - Thriftbooks	Sept	\$ 85.65	books
001-4410-6772	GNB Visa - Betterworld books	9/28/2026	\$ 20.73	books
001-4410-6772	Amazon- FNKM, 1PPG,	October	\$ 1,048.66	books
001-4410-6772	Brodart 7328175,7339249	October	\$ 375.29	books
001-4410-6772	Centerpoint 2284541	9/3/2026	\$ 91.83	large print books
001-4410-6773	Amazon Capital - 69PJ	9/17/2026	\$ 62.69	DVD
		Total	\$ 4,399.76	
Gilbert Bills				
Gilbert Fund	MMIT - New copier		\$ 3,180.16	New Konica Minolta office printer
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6500	GNB Visa - Amazon Music	Sept	\$ 13.90	Music subscription
033-4410-6500	Abra Martinson - Meta	Sept	\$ 56.56	Ads on Facebook
033-4410-6505	Amazon - FNKM	10/17/2026	\$ 65.24	labels
033-4410-6505	Demco -	Oct	\$ 108.00	book covers
033-4410-6772	Amazon - FNKM	10/17/2026	\$ 240.19	books
033-4410-6772	Brodart 7328175,7339249	Oct	\$ 271.86	books
033-4410-6772	Dog Eared books	Oct	\$ 131.68	books
		TOTAL	\$ 1,087.43	

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses October 2026 - Goal 66.7 % Remaining Budget

Acct #	Story City Expenses	2026 - 2027 Budget	YTD	Oct 2026 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 51,657	\$ 13,323.82	\$ 4,304.75	65.87%
001-4410-6020	Salaries: Part-time	\$ 111,851	\$ 32,421.19	\$ 8,500.00	63.41%
001-4410-6110	FICA/Medicare (7.65%)	\$ 12,427	\$ 3,439.23	\$ 979.56	64.44%
001-4410-6130	IPERS (8.75%)	\$ 15,370	\$ 3,809.31	\$ 1,120.42	67.93%
001-4410-6150	Insurance - Group Health	\$ 6,896	\$ 1,921.59	\$ 553.00	64.12%
001-4410-6230	Travel/Training	\$ -		\$ -	
001-4410-6320	Building/Grounds	\$ 7,000	\$ 875.46	\$ 455.00	80.99%
001-4410-6350	Equip Repair			\$ 502.31	
001-4410-6371	Utilities	\$ 3,750	\$ 264.64	\$ 100.00	90.28%
001-4410-6373	Telephone	\$ 250	\$ 59.94	\$ 20.15	67.96%
001-4410-6408	Insurance-General	\$ 17,500			100.00%
001-4410-6490	Professional Services	\$ 1,000	\$ 560.00	\$ 300.00	14.00%
001-4410-6499	Miscellaneous	\$ -			
001-4410-6500	Programming	\$ 2,250	\$ 114.44	\$ 202.58	85.91%
001-4410-6501	Building Supplies	\$ -	\$ -		
001-4410-6502	Technology	\$ 500			100.00%
001-4410-6505	Cataloging Supplies	\$ 2,750	\$ 322.89	\$ 134.86	83.35%
001-4410-6506	Office Supplies	\$ 2,000	\$ 279.77	\$ 414.31	65.30%
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	\$ 200.27	\$ 32.70	86.69%
001-4410-6771	Audio	\$ 250	\$ -		100.00%
001-4410-6772	Books	\$ 14,500	\$ 2,034.81	\$ 1,622.16	74.78%
001-4410-6773	Video	\$ 500	\$ 115.97	\$ 62.69	64.27%
001-4410-6774	Online Databases	\$ 2,600	\$ 636.04		75.54%
		\$ 255,000	\$60,379.37	\$ 19,304.49	68.75%
				\$ 4,399.76	

estimates

areas of concern

bills not paid at time of report

Gilbert - Expenses October 2026 - Goal 66.7 % Remaining Budget

Acct #	Gilbert Expenses	2025-2026 Budget	YTD	Sept 2026 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	17,252	\$ 4,441.22	\$ 1,230.00	67.1%
033-4410-6020	Salaries, Part-time	43,755	\$ 12,813.42	\$ 2,800.00	64.3%
033-4410-6110	FICA & Medicare	4,669	\$ 1,299.84	\$ 308.30	65.6%
033-4410-6130	IPERS	5,492	\$ 1,302.54	\$ 352.63	69.9%
033-4410-6150	Insurance,	2,300	\$ 624.54	\$ 200.00	64.2%
033-4410-6230	Travel & Training				
033-4410-6490	Professional Services	500			100.0%
033-4410-6500	Programming	912	\$ 91.80	\$ 70.46	82.2%
033-4410-6502	Technology				
033-4410-6504	Minor Equipment				
033-4410-6505	Cataloging Supplies	2,000	\$ 460.34	\$ 173.24	68.3%
033-4410-6506	Office Supplies	1,000	\$ 114.05		88.6%
033-4410-6507	Misc. Operating Supplies		\$ 510.85		
033-4410-6772	Books	5,470	\$ 1,062.10	\$ 643.73	68.8%
033-4410-6773	Video	0	\$ 17.95		
033-4410-6774	Online Licensing/Databas	2,150	\$ 636.04		70.4%
033-4410-6910	Transfer	3,000			100.0%
	Total Gilbert Exp.	\$ 88,500	\$ 23,374.69	\$ 5,778.35	67.1%

door counter was subtracted here

estimates
areas of concern
bills not paid at time of report

BERTHA BARTLETT PUBLIC LIBRARIES MEETING ROOM POLICY

***Bertha Bartlett Public Libraries welcome public use of its meeting rooms.
Meeting rooms may be used for civic, community, cultural or educational purposes.***

Guidelines

1. The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs or policies of the individual, group or organization requesting use. Permission to use the meeting room does not constitute Library endorsement and in no way implies that the Library supports the views of the group.
2. Library-sponsored activities are given priority. With adequate notice, the Library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the Library expects to be notified within a reasonable time so that another group may use the space.
3. The Library meeting room is available for group meetings. Conduct disruptive to the Library's general function as a place of quiet study is prohibited, as determined by the staff on duty. Activities must not disrupt the usual operations of the Library. The Library director is authorized to deny permission to use the library meeting room to any group or individual. Library policies and applicable federal, state and local laws are to be obeyed. If a question or objection is raised regarding use of the meeting room, the Library Trustees are the final authority in granting or refusing permission.
4. Plans for decorations must be approved by the Library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
5. In consideration of the Library's granting permission to use the facility, the users promise, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
6. Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in outdoor receptacles, tabletops cleaned, chairs stacked and stored, and tablecloths placed in laundry receptacle.
7. The Library will bill for loss or damage of Library property. If more than routine cleaning is necessary or if tables and chairs are not returned to the closet a fee of up to \$100 will be imposed.
8. Lighted candles are not permitted.
9. Privacy is not guaranteed. Meeting rooms are not soundproof.
10. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Sunday
12. Selling and fundraising in the Library's meeting rooms and lobby are prohibited except for events that benefit the Library. Book selling by the presenter or local bookstore is permitted when the author is speaking at a Library-sponsored or co-sponsored event.
13. Admission may not be charged for any events in Library meeting rooms except for fundraising events sponsored by the Library or BBPL Foundation that benefit the Library.

Reservations

14. Reservations for the use of the meeting room are to be made online, by phone or in person with the librarian on duty and are subject to Director approval. Rooms may be booked a maximum of 6 months in advance or at librarian discretion. The reservation procedure involves the completion of an application, including a signature of a responsible party (over 18 years of age). Signature may be completed at time of the event. Groups or individuals who repeatedly use meeting rooms may have an application and signature on file that may be used for events throughout the year. No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.

15. If a key is needed, the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian or to the library book drop. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.

Equipment/Services/Resources/Rooms Available

16. **Local History Study Room** (Capacity of 6)– has 4 chairs, a table, Ethernet connection and 1 computer may be available

Computer Study Room (Capacity of 6)– 4 chairs, 2 tables (one conference table and 1 round table), 1 computer, 1 white board

Sons of Norway Conference Room: (Capacity of 9) – 6 chairs, 1 large table, tv monitor

Broad Street Meeting Room (Capacity of 20)– 4 tables, 15 chairs, large tv monitor, WiFi

Food and beverages may be enjoyed in this space.

A kitchenette is available by special request. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users.

Performance Space/Meeting Hall (Capacity of 220)– 30- 6' long table, 10- 6' round tables, 5 seminar tables, children's tables, 230 chairs, tablecloths, 2 television monitors A kitchenette is available by special request. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users.

Wifi is available throughout the library.

Laptops, a Meeting Owl, HDMI cords etc may be used by special arrangement

Smoking is not permitted in the building.

17. A valid library card is required to use library equipment.

18. Tables and chairs may be arranged to suit the needs of the user but must be returned to closet.

19. Wi-Fi access is available. The Library's Computer Use Policy governs use of this service. A connection to the Internet or a specific site is not guaranteed.

Fees

20. There is no charge for use of the study rooms.

21. Fees for using the Performance Hall and/or Meeting Room: Non-profit local community groups, no charge. For-profit groups and private events and events to which an admission fee is charged are subject to the following rates:

\$25 for up to 4 hours
\$100 for all day

Non-profit organizations from outside the Story City area will be limited to one use per month without charge. Fees or the decision to waive said fees is at librarian discretion.

Damage and Cleaning Fees

Fees for damages will exceed professional estimate costs for repair by 10%. Fees for cleaning will be charged at a rate \$50/hour with a 1 hour minimum. If we must bring your trash to the outdoor receptacle \$10 will be charged per bag.

Established April 1994
Reviewed 6/04
Updated 11/07, 10/11
Updated 12/14
Reviewed 10/18

Reviewed 1/2022
Updated 3/2024
Updated September 2025
Revised August 2026

BERTHA BARTLETT PUBLIC LIBRARIES

MEETING ROOM USE POLICY

1. Purpose

- 1.1** To provide equitable access to Library meeting rooms in support of the Library's mission by making meeting spaces available for educational, cultural, civic, informational and community activities.
 - 1.2** Meeting rooms are available on an equitable basis regardless of the beliefs, affiliations, viewpoints or policies of the individual or organization requesting use.
 - 1.3** Permission to use a meeting room does not constitute Library endorsement of any organization, activity or viewpoint.
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2. Priority of Use

- 2.1** Library-sponsored and Library co-sponsored programs receive first priority for use of meeting rooms.
 - 2.2** The Library reserves the right to cancel or reschedule reservations when necessary for Library operations, programming, maintenance or emergencies.
 - 2.3** Whenever possible, reasonable notice will be provided if a reservation must be canceled.
-

3. Eligibility

- 3.1** Meeting rooms are available to community organizations, governmental agencies, nonprofit organizations, businesses and individuals whose activities are consistent with this policy.
 - 3.2** Reservations must be made by an adult (18 years of age or older).
 - 3.3** The individual making the reservation is responsible for compliance with this policy and must be present during the event.
 - 3.4** Reservations may not be transferred to another individual or organization.
-

4. Conditions of Use

- 4.1 Activities must not interfere with normal Library operations or the use of the Library by others.
- 4.2 All Library policies and applicable federal, state and local laws shall be followed.
- 4.3 Meeting rooms are not soundproof and privacy cannot be guaranteed.
- 4.4 Library staff may enter meeting rooms at any time to address emergencies, facility concerns or policy compliance.
- 4.5 The Library Director or designee may deny or revoke meeting room privileges for failure to comply with this policy.

5. Reservations

- 5.1 Reservations may be made online, by telephone or in person.
- 5.2 Reservations are accepted on a first-come, first-served basis.
- 5.3 Rooms may be reserved up to six (6) months in advance.
- 5.4 A completed reservation application identifying the responsible adult is required.
- 5.5 Groups are expected to cancel reservations they cannot use.
- 5.6 Repeated no-shows or failure to cancel reservations may result in suspension of reservation privileges.

6. Meeting Room Rules

- 6.1 Furniture may be rearranged but must be returned to its original configuration.
- 6.2 Rooms shall be left clean and orderly.
- 6.3 Users are responsible for removing personal belongings.
- 6.4 Decorations require prior Library approval and may not damage Library property.
- 6.5 Emergency exits and safety equipment shall remain unobstructed.

6.6 Smoking, vaping and open flames, including candles, are prohibited.

7. Food and Beverages

7.1 Food and beverages are permitted only in designated meeting rooms.

7.2 Kitchenette use is available by advance approval.

7.3 Users are responsible for cleaning the kitchenette and providing all disposable supplies including plates, silverware, cups, etc.

8. Equipment and Technology

8.1 Wi-Fi is available throughout the Library.

8.2 Available equipment may include televisions, computers, whiteboards, Meeting Owl conferencing equipment, laptops and HDMI cables.

8.3 Equipment availability is not guaranteed.

8.4 Use of Library technology is governed by the Library's Computer Use Policy.

9. Fees

9.1 Study rooms are available without charge.

9.2 Local non-profit community organizations may use meeting rooms without charge. Multiple uses per month must be approved by the director and may be subject to fees.

9.3 Private events, for-profit organizations, and events charging admission are subject to the following fees:

Room	Reservation length	Fee
Front Meeting room	Up to four (4) hours	\$15
Front Meeting room	Full day	\$25
Semler Hall	Up to (4) hours	\$60
Semler Hall	Full day	\$100

There is no charge for using other study and conference rooms within the main library during regular business hours.

9.4 The Library Director may waive fees when appropriate.

10. Damage and Cleaning

10.1 Users are responsible for all damage beyond normal wear.

10.2 Damage charges shall include repair or replacement costs of items, materials or building plus applicable administrative expenses.

10.3 Cleaning beyond normal use will be assessed at \$50 per hour with a one-hour minimum.

10.4 Trash removal by Library staff may result in additional charges.

11. Liability

11.1 The reserving individual or organization assumes responsibility for all activities conducted during the reservation.

11.2 Users agree to indemnify and hold harmless Bertha Bartlett Public Library and the City of Story City from claims arising from use of Library facilities, except where prohibited by law.

12. Policy Administration

12.1 The Library Director is responsible for administration of this policy.

12.2 The Library Board of Trustees has final authority regarding interpretation of this policy and appeals concerning meeting room use.

Policy History

Established: April 1994
Reviewed: June 2004
Updated:
November 2007
Updated: October 2011

Updated: December 2014
Reviewed: October 2018
Reviewed: January 2022
Updated: March 2024
Updated: September 2025

Revised: October 2026

Meeting Room Use Application

Today's Date _____ Reservation Date & Time or Ongoing _____

Name: _____ Phone Number: _____

Address _____

Library Card number and/or Driver's License Number: _____

Organization using a room at the library: _____

Type of use (Please circle all that apply): Local non-profit Out of area non-profit For-profit

Educational Personal/Private Event Community Civic Business

Equipment Needed (Circle items needed.) Meeting OWL Laptop Computer Speaker Cocktail
tables

*Library card is needed to check out equipment

other: _____

I have reviewed the Bertha Bartlett Meeting Room Policy and understand that **by signing this document I am personally responsible for any damage/loss to the building, library property, key (if needed) and any cleaning fees.** (Any decorations used need to be approved prior to being attached to the walls and/or ceilings.) In addition, I am responsible to remove trash, return the room to its original condition, secure the room after use and to ensure conduct during meeting room use is consistent with library policy. **The undersigned understands that, although the use of alcoholic beverages in the Library is not prohibited, the City expects them to be used responsibly and requires that all applicable laws concerning same be strictly observed. Only beer and wine are allowed in our facilities. In addition, the undersigned, individually and as agent for the group he or she represents, agrees to indemnify and save harmless Bertha Bartlett Public Library, its staff, Library Board members, the City of Story City, Iowa, the City Council and all of the City's other elected or appointed officers, employees, delegates, agents, insurance carriers, and all of their respective successors and assigns, from and against any and all liabilities, losses, damages, judgments, costs, charges, council fees, and other expenses, of every nature, which may be sustained by reason of the use of Library facilities by the undersigned or the group the undersigned represents, or any quests of the same.**

Responsible Party Signature: _____ Date: _____

Library Staff: _____ Date: _____

Fees charged: _____ Fee paid date: _____ Staff initials: _____

Fees for using Semler Hall or Front meeting room,

- Non-profit community groups (no charge)
- Semler Hall : Private individuals and profit groups (\$60 for up to 4 hours, \$100 for all day)
- Front Meeting Room: Private individuals or profit groups (\$15 for up to 4 hours, \$25 for all day)
- Non-profit organizations from outside the Story City/ Gilbert area will be limited to one use per month without charge. (Additional uses will be charged the standard fee.

Payment should be made payable to BBPL.

Meeting Room Checklist

Please sign and date checklist and leave in book drop with the key or return this form to staff after your event.

Please DO NOT prop open the front door. The hex key that you have been loaned will allow you to have the front door unlocked, so there is no need to prop the door

- Please leave the meeting rooms and restrooms neat and tidy
- A vacuum can be found to right of door in the closet at the end of restroom corridor
- Place any tablecloths and used kitchen linens in the clothes basket in closet at end of restroom corridor
- Please wipe down tables. Kitchen cloths are in top drawer to left of sink. Please leave wet rags in the sink.
- Return chairs and table to closets in large meeting room. For front meeting room, please leave the room as you found it or as directed by staff.
- If you put food in the garbage cans or have filled it, please take the bag(s) to the trash receptacle outside the rear door.
- Please unplug coffee pots or other devices
- Please turn oven off
- Make sure all lights are turned off including:
 - Kitchenette
 - Meeting Room
 - Hallway and restroom lights will turn off automatically
- Lock the exterior Library door if room was used after regular Library hours and ensure door is shut firmly behind the last person leaving
- Sign and date this checklist
- Return this form and keys to front desk or drop in book drop.

Signature: _____ **Date:** _____

BBPL Staff: _____

You may be charged for damages or if cleaning is necessary due to your event. These fees are outlined in Meeting Room Policy.

Fees for damages will exceed professional estimate costs for repair by 10% for administration of repairs.

Fees for cleaning will be charged at a rate \$50/hour with a 1 hour minimum. If we must bring your trash to the outdoor receptacle, \$10 will be charged per bag.

BERTHA BARTLETT PUBLIC LIBRARIES COMMUNITY BULLETIN BOARD POLICY

1. Purpose

- 1.1 To establish consistent guidelines for submitting, approving, posting, and removing notices on community bulletin boards at Bertha Bartlett Public Libraries.
- 1.2 To connect residents with local events, educational opportunities, community resources, and cultural, civic, and recreational activities.

2. Policy Statement

- 2.1 The Library provides designated community bulletin board space at its locations as space permits. Boards designated for Library use are reserved for Library programs, services, and sponsored or co-sponsored activities.
- 2.2 Eligible notices will be considered without regard to the beliefs or affiliations of the submitting individual or organization. Approval and removal decisions shall be based on this policy and available space.
- 2.3 Posting does not constitute Library or City endorsement of a sponsor, viewpoint, product, service or activity.

3. Eligible Materials and Priorities

- 3.1 Individuals, organizations, and area businesses may submit notices of events open to the public or community resources serving the public.
- 3.2 Priority will be given to Library notices, followed by events and resources serving Story City, Gilbert, and surrounding communities. Within each priority category, eligible notices will be posted in the order received.
- 3.3 Events should take place within 45 miles of the Library location where the notice will be posted. A business-sponsored event may qualify when the notice primarily announces a community event rather than advertising products or ongoing commercial services.

4. Submission and Approval

- 4.1 All notices must be submitted to Library staff for approval before posting. Only Library staff may place, move, or remove notices.
- 4.2 Notices must be clean and legible and identify the sponsoring individual or organization, contact information or a source for details, and the event date, time, and location when applicable.
- 4.3 Notices should be no larger than 8½ × 11 inches. Larger notices may be approved by the Library Director or designee when space permits.

- 4.4 Only one notice per event or resource may be posted on each designated community bulletin board. Multiple activities associated with the same event should appear on one notice.

5. Posting Period and Space

- 5.1 Library staff shall date approved notices when posted. Notices may remain for up to three weeks or until the event has occurred, whichever comes first.
- 5.2 Posting is subject to available space and is not guaranteed. Notices may be removed to accommodate higher-priority notices under Section 3.
- 5.3 Submitted materials will not be returned. Notices may not be placed on walls, windows, doors, or other surfaces without Library authorization.

6. Materials Not Accepted

- 6.1 The following materials will not be accepted for posting on any Library bulletin board:
- 6.1.1 Petitions or signature collection sheets;
 - 6.1.2 Materials soliciting funds for any purpose;
 - 6.1.3 Materials promoting political campaigns or viewpoints;
 - 6.1.4 Materials whose posting would violate applicable law; or
 - 6.1.5 Materials that do not meet the applicable submission, size, geographic, or posting requirements of this policy.
- 6.2 The following materials may be posted only on boards or sections specifically designated for these purposes, subject to staff approval and available space:
- 6.2.1 Personal advertisements for items for sale, housing, or employment. Notices of job openings with the City of Story City or the City of Gilbert may be posted on the general community bulletin board.
 - 6.2.2 Advertisements primarily promoting commercial products or ongoing business services.

7. Designated Boards

- 7.1 The Library may designate separate bulletin boards or sections of a board for specific purposes, including Library announcements, community events, personal advertisements, and commercial advertisements.
- 7.2 Materials must be posted in the appropriate designated area. Designating an area for a particular purpose does not exempt materials from the other requirements of this policy.

8. Responsibility and Removal

- 8.1 The submitting individual or organization is responsible for the accuracy of the notice. The Library assumes no responsibility for loss of or damage to submitted materials.

8.2 Staff may remove notices that have expired, were posted without approval, no longer meet this policy, or must be displaced under the space priorities in Section 3. Disagreement with an eligible notice's viewpoint is not grounds for removal.

9. Administration and Requests for Review

9.1 The Library Director or designee shall administer this policy. Exceptions concerning size or geographic distance may be approved based on available space and relevance to the communities served and shall be applied consistently.

9.2 A person whose notice is declined or removed may request review by the Library Director. If the concern remains unresolved, the person may submit a written request for review to the Library Board of Trustees.

10. Policy Review

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

11. Adoption & Revision History

11.1 Approved: _____

11.2 Reviewed/Revised: _____

MONTHLY SNAPSHOT

September 2026

Story City



Items added.....172	Meeting Room Use.....19 uses	New Patrons21
Items withdrawn.....20	Library Sponsored.....8	Reference Questions.....164
Books Repaired.....60	Semler Hall Use.....42	Technical Assistance.....48
Interlibrary Loans.....66	Library Sponsored.....27	Makerspace Usage.....17
Computer Users.....202	Study Room Use.....137	Number of volunteers20
Website visits1035	Booked Ahead.....33	Volunteer hours.....96
Unique visitors.....702	Number of Programs.....39	Staff hours.....636.75
Google interactions.....258	Program Attendance.....680	Hours Open.....215
Adventure Pass.....4	Story Time.....393	Staff hours/hours open ..2.9
	KOOL After School.....125	Average staff wage.....\$15.8
	Tweens and Teens.....63	Staff cost/hour open..\$46.79
	Adult (Non Book Club)....67	
	Book Club.....4	
	Passive/Patron led.....28	

Library Usage	This month	Last Month	Increase or Decrease	September 2025	Cost or previous year
Physical items checked out	2684	2589	↑ 3.67%	2315	↑ 15.9%
(Both Libraries)					
Bridges Materials	855	895	↓ 4.5%	778	\$100
Unique users	178	195	↓ 8.7%	165	
Hoopla Books	363	389	↓ 6.7%	309	\$904.36
Unique users	150	146	↑ 2.7%	117	
Total Items checked out	3902	3873	↑ 0.75%	3402	↑ 14.7%
Website Visits	1035	1445	↓ 28.4%	1044	↓ 0.86%
wifi	0	0	→ 0%	842	
Library Visits	4571	5056	↓ 9.6%	3496	↑ 30.8%

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



MONTHLY SNAPSHOT

September 2026

GILBERT LIBRARY
FEEDING CURIOSITY

Gilbert

<p>Items added.....42</p> <p>Items withdrawn.....12</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...106</p> <p>PC.....28</p> <p>New Cards.....8</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....30</p> <p>Story Time.....314</p> <p>After School.....64</p> <p>Teens.....8</p> <p>Mahjong.....44</p> <p>Book Club.....0</p> <p>General Interest.....3</p>	<p>Reference Questions.....52</p> <p>Technical Assistance.....7</p> <p>Number of volunteers....1</p> <p>Staff hours.....181</p> <p>Hours Open.....146</p> <p>Staff Hours/Hours Open....1.2</p> <p>Average staff pay.....\$15</p> <p>Staffing per hour cost.....\$18.6</p>
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Library Usage	This month	Last Month	Increase or Decrease	September 2025	Increase or Decrease
Physical items checked out	928	985	↓ 5.8%	534	↑ 73.8%
Library Visits	975	992	↓ 1.7%	537	↑ 81.6%



BERTHA BARTLETT PUBLIC LIBRARY

WE PUT THE STORY IN STORY CITY

FY 2026
ANNUAL
REPORT

July 2025 –
June 2026

PHYSICAL CIRCULATION



30,851

↑ 8 %
from 2025

books and other
physical materials

VISITS



54,829

↑ 48 %

people who entered
the Library

PROGRAMS



**OUR
463**

Library
led program

had an
average
attendance of

16

PROGRAM ATTENDANCE



7504

↑ 24 %

People who attended a
Library program

LIBRARY CARDS



322

↑ 92 %

New Library card
holders

NEW BOOKS



1550

↑ 13 %

New books added to
the Library



FY26 ANNUAL REPORT JULY 2025 – JUNE 2026

This was our first year in
our new space. Thank you
for making it a success!

COMMUNITY IMPACT STORY



Our 3D printer saw nearly 400
hours of active printing during
its first year in service. As one
young patron said during a print,
“This is the best day of my life!”
Come in and see what the
excitement is all about.
Most prints are under \$5.

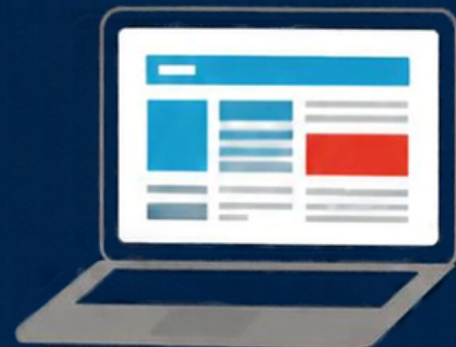
WE ARE HERE FOR YOU.



Monday..... 8 – 7
Tuesday10–7
Wednesday.. 8–5
Thursday..... 10–7
Friday..... 8–5
Saturday9–2

LEARN. CONNECT. THRIVE.

We offer free wifi, hotspots
you may check out and
computers. Our computers
see about 30 uses per day



THANK YOU

We had our best summer reading
program ever because of people in
our community who shared their
expertise in classes, opened doors
of their businesses for tours and
allowed young patrons to visit.
What an amazing place you have
made Story City. Thank you!!



WE ARE MORE THAN BOOKS..

WE ARE A FOOD PANTRY, A GATHERING SPACE, AN
OFFICE SPACE FOR MEETINGS OR A PHONE CALL,
A SAFE PLACE, A PLACE TO GET HELP, A PLACE
FOR YOUNG PATRONS TO PLAY, A PLACE TO
RELAX, A PLACE TO MEET FRIENDS. WE
ARE A PLACE TO SHARE IDEAS, TO
LEARN AND TO CREATE.
MOST OF ALL, WE ARE YOUR PLACE.



503 BROAD STREET

OUR LIBRARIES' YEAR OF GROWTH FY26

Gilbert Library &
Bertha Bartlett
Public Library



**COMMUNITY
IMPACT**

Our challenge...

This summer we challenged our communities to read 20 minutes a day to improve learning, cognitive function and to have fun! This summer our communities documented reading over 425,000 minutes in just 8 weeks. Imagine the impact

With over 64,000 visitors, it is clear that our libraries connect people, empower learning, and strengthen our communities every day. Stop in and check us out!



1. TOTAL CIRCULATION



54,525

[2025] 48,185
Growth +13%

2. VISITS



64,097

[2025] 44,718
Growth +43%

3. PROGRAMS



823

[2025] 611
Growth +35%

4. PROGRAM ATTENDANCE



14,427

[2025] 9202
Growth +57%

5. INTERLIBRARY LOANS



1,080

[2025] 532
Growth +103%

6. DIGITAL BORROWING



14,621

[2025] 10,325
Growth +42%



THANK YOU.

YOU BUILT IT AND

then you came!! Although we are in Iowa, and while we expected to grow after our construction project in Story City and our mini-renovation in Gilbert, we have been blown away by how our communities have shown up- in every way!!

Thank you for donating, volunteering, checking out materials, coming to programs, holding events, making suggestions, meeting friends at the library, using our study rooms...

GILBERT LIBRARY: FEEDING CURIOSITY



GILBERT LIBRARY
FEEDING CURIOSITY

PHYSICAL CIRCULATION



8839

↑ 4%
books and other
physical materials

VISITS



9268

↑ 23%

PROGRAMS



308

↑ 79%

PROGRAM ATTENDANCE



5590

↑ 57%

COMPUTER USES



357

↑ 96%

HOURS OPEN



1586

↑ 27%
from FY2025



FY26 ANNUAL REPORT JULY 2025 – JUNE 2026

We added 1059 new
books this past fiscal
year and 83 new patrons.

COMMUNITY IMPACT STORY

A young patron summed up our
Library's impact for us on a
recent visit. He looked around
at the new book shelves, the
books, the new signs, the play
area and proclaimed:
"Oh the Library. My favorite!"



WE ARE HERE FOR YOU

Monday..... 8 – noon
Tuesday8 –6
Wednesday..... 2– 6
Thursday..... 8 – 6
Friday..... 8 – noon
Saturday10 – 2

LEARN. CONNECT. THRIVE.

We offer free wifi, hotspots
you may check out and
computers. Come see our new
printer/copier 10 ¢ a copy
or 50 ¢ for color copies



THANK YOU

Thank you to all of you who have come
to programs, volunteered, planted
flowers in our garden, donated to our
food pantry, donated new books,
watched our reels on Facebook.... Thank
you for helping us create community!



207 MAIN STREET

WE ARE MORE THAN BOOKS..

We are a food pantry, a gathering space, a place to use a
computer, a place to make a copy, a place
for a cup of coffee, a safe place, a place to
get help, a place for young patrons to
play a place to relax, a place to
meet friends, a place to share
ideas, to learn and to create.

MOST OF ALL, WE ARE YOUR PLACE.

OUR LIBRARIES' YEAR OF GROWTH FY26

Gilbert Library &
Bertha Bartlett
Public Library



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