

Bertha Bartlett Public Library

Board Meeting

Monday, September 22, 2025 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of August Meeting Minutes

Citizens' Appearance

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier

- Review City reports
- September Bills

Library update/ Circulation Report: Tara Turner

Correspondence/Communications:

Gilbert Update: Tera Sitzman

Board Training : Email communication

Building Project Update:

Old Business:

Strategic Planning Meeting – October 11, 1 pm
Pano tour of Library
Director Evaluations
Naming of front meeting room

Policy updates:

Review Meeting Room policy

Proposed Addendum to Maker Space Policy: The purpose of the Library equipment is for users to learn and find joy. Our prices for materials are set low to ensure everyone has an opportunity to try this equipment and new materials. We have set prices low in an effort to make our center self-sustaining. To do this, we must insist that items made using Library equipment and materials are not for resale purposes, but rather for the enjoyment and education of the user. We do however encourage users to try our equipment as a launching pad to start a business with your own equipment! We hope that as you do so you consider recognition and compensation of designers/artists when their work is used for resale and significant changes are not made in function and/or design.

New Business:**Discussion items**

Review Foundation support requests:

Consideration of Ancestry.com (\$1600), Novelist, consumerreports.org

Partnership with City for October 2 event

Adventure pass: Blue Zoo Aquarium - WDM \$300 /year

Pano tour of Library

Partnership Book Walk

Book Walk - Story County Connective Grant

Items to vote on:

Move Insignia from Server Based to cloud Based - \$600/year

FY 27 Budget request – meeting Monday, October 20

Requests of Board

Help to clear out the last items in storage unit by the end of the month

City Council attendance

Board Participation in Halloween at the Library – Tuesday, October 28

Moving Day at Gilbert - TBA

Board Participation in Holiday Library Open House – Saturday, November 29

Informational:

Savings: eliminated Aureon (\$65-70/month) , Space Center fees (\$70/month)

New Children's Librarian interviews

Upcoming items to be aware of:

Annual Survey due, Grant reports, Accreditation, Strategic Plan

Adjournment:

Next monthly Board Meeting: Monday, October 27, 6:30 pm

Upcoming Library Events:

- September 29 - 7 pm Acrylic Pouring with Jared Barber
- October 2 Pumpkin Craft with Nicole
- Saturday, Sept 27 Beethoven Piano Recital 3 pm
- October 23 – State Library of Iowa Learning Circuit
- October 23 – 26 JSTT Hamlet
- October 28 – Touch the Truck and Dragon Walk at the Library
- November 29 – Library Open House Event

Library closures: October 13 – Library In service, November 27 – 28 Thanksgiving
December 24-26 - Christmas

BBPL:

Regular Programs

Story Times

Wednesday 9:00 (for larger groups) and 10:30

Music and Movement

Friday 10:30

Kool Kids: Thursdays 10:30 at Story City Community Center

Tween/Teen: Tuesdays – Game Day!!

Wednesdays 2:00 – 3:00

Pokemon Club – Tuesdays 5:00

Tween Book Club: Wednesday 4:00

Teen Book Club: Wednesdays 4:00

Director's Report September 2025

Just when we thought things would slow down....Library programming is back in full swing and the library has yet to see a day when the Kinne wing is not filled with laughter and the undertones of caregivers talking. The Staff have embraced our new pace and appreciate the new life we have seen.

Gilbert: Gilbert has welcomed a new employee to cover our afternoon/evening shifts. Vicki has slipped in and is busy getting to know our Gilbert patrons. We are awaiting word of when painting will take place in the library portion of the building in Gilbert, but have shelving (trade with Jefferson Library) that should allow us to increase our collection slightly there,

Construction – we are substantially complete but are still working out some kinks. We are awaiting our front monitor and steel handicap railing and hope that they will be installed by month's end...

Foundation: Thank you for your continued support! I am looking forward to an October meeting and welcoming in some new members. Please consider who would be a great fit for this organization that is vital to our ongoing success

Staffing – We are actively recruiting a children's librarian and have interviewed 4 qualified candidates and hope to offer a position by week's end. Our incredible staff deserve relentless kudos for a job well done!

Bertha Bartlett Public Library
Board of Trustees
Minutes
August 26, 2025

Theresa Sens, board president, opened the meeting at 6:30p.m. Attending were Trustees Theresa Sens, Duane Fournier, Lynn Cummins, Jenna Cline, Denise Carlson, and Laura Donaldson. Tara Turner, library director; Shelley Hart of the foundation; and Mark Jackson were also present. Mary Kay Solberg joined later.

Approval of Agenda: The agenda was reviewed. Tara added 2 items to the agenda. A motion was made by Jenna, seconded by Donaldson to approve the agenda with the additions. All approved.

Approval of Meeting Minutes: Minutes were reviewed from the July meeting. A motion to approve the minutes as written was made by Donaldson, seconded by Cline. All approved.

Citizens Appearance – None this month.

Foundation Report -

- A report was given by Shelley Hart. She offered thanks for attending and assisting with the grand opening receptions.
- New foundation officers will be elected in October.

Treasurer's Report - Duane provided the treasurer's report and gave new members an overview of the reports. D. Fournier made a motion to approve the bills for August 2025. Second was provided by Donaldson. All approved.

Circulation Report/Library Update -

- Tara reviewed the circulation report for the board and gave a library update.
- Summer reading program data was also examined.

Correspondence /Communications:– None this month.

Gilbert Update : Tara gave the Gilbert update.

Board Training:

- Election of officers/treasurer. Duane Fournier was nominated for the position by L. Donaldson. Donaldson moved to elect Duane Fournier as treasurer. And Cummins seconded. Motion carried.
- Officer term limits as written in the bylaws were discussed.

Building Project Updates : The board received updates on the handicapped railing, landscaping, bike rack, HVAC and bookcases.

Old Business:

- Strategic Planning Meeting is scheduled for Sept 20, 1 p.m.
- Pano tour of Library: There is a cost of \$1,400 for new video and hosting for 1 year. Questions arose about hosting both new and old video. Payment for this expense was discussed. A final decision is scheduled to be made at the October meeting.

- Staff raises -The adjusted budget to implement staff raises was reviewed. This item was balloted on favorably at the last meeting as long as the raises remained within budget.

Policy Updates:

Maker space policy was reviewed. Board members raised questions and suggested adjustments to the document. Motion by Cline, seconded by Donaldson, to accept the policy as edited. Motion passed.

New Business:

- Consideration of Ancestry.com purchase. Will discuss again during September meeting.
- Some masonry repair is needed on the outside of the building. There is some deterioration due to water. SMI Masonry can complete the work. SMI has done the brickwork on the remodel of the building.
 - Fournier moved to accept bid proposal and move forward, Donaldson provided the second. Motion passed.
- Talked through helping to sponsor the October 2 Blocktober event. The library board agreed to move forward.
- Director evaluations/bonus: Formal evaluation conducted in October. Board members should complete the eval form and return it to Theresa during the September. meeting.
- A one-time bonus in recognition of Tara's extra time and leadership during renovation was considered.
 - Fournier motioned a bonus of \$2000. Cummins provided the second. Motion carried.
- After fundraising the Gilbert Library needs additional funds for purchase of bookcases.
 - Fournier motioned to spend \$4000 from Gilbert Library fund to purchase the bookcases. Cline seconded, motion carried
- The naming of the library addition was discussed. Semler Hall was suggested as a name to consider. This would honor two generations of Semlers who supported the library. Final decision will be made during the Sept. meeting.

Next meeting: Our next meeting will be Monday, Sept. 22, at 6:30 p.m.

Adjournment: Cummins. made a motion to adjourn the meeting at 7:50 p.m. Fournier seconded. All approved.

Respectfully submitted,
Denise Carlson, secretary

BERTHA BARTLETT PUBLIC LIRARIES
September 2025

	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 100.00	Estimate
001-4410-6320	Aspen	auto	\$ 39.16	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	Sept	\$ 481.25	Cleaning for September
001-4410-6320	Story City Space Center	Sept	\$ 70.00	Rent for October - final
001-4410-6320	Amazon Capital Service	9/17/2025	\$ 86.03	Furnace filters
001-4410-6320	Dryline Construction	9/25/2025	\$ 1,600.00	closet, cabinet piece
001-4410-6373	Aureon	Final	\$ 7.64	Final billing
001-4410-6500	Laura Loots - D. Baker Speaker	7/1	\$ 150.00	reimbursmnet - speaker fee
001-4410-6502	Amazon - L6QJ	9/9/2025	\$ 19.94	Cable
001-4410-6505	GNB Visa - Amazon 3605066	8/26/2025	\$ 30.99	bookends
001-4410-6505	Vernon Library Supply	8/27/2025	\$ 146.10	Display easels
001-4410-6505	Amazon - &K6H, C1MT, F1H9	August 27, Sept 5	\$ 315.63	bookends, dipslay stands
001-4410-6505	Demco #7696577	9/15/2025	\$ 150.48	tape, book repair, easel, labels
001-4410-6506	Amazon #P9TD, 7K6H, 33VW	Aug 27, 29, Sept 17	\$ 105.29	bands, maker space, markers
001-4410-6770	Ames Tribune	Sept	\$ 252.04	Annual Renewal
001-4410-6772	Amazon 7K6H, P4Y7, H6FG, 3NRP, F1H9, FGK6, K7C7, 33VW, N6N1	Aug - Sept	\$ 323.03	Books - Baker and Taylor issue
001-4410-6772	Baker and Taylor			
001-4410-6772	2039255920	8/22	\$ 27.20	Books
001-4410-6772	2039246390	8/25	\$ 201.82	Books
001-4410-6772	2039265502	9/2	\$ 47.87	Books
001-4410-6772	2039276461	9/12	\$ 73.19	Books
001-4410-6772	GNB Visa Thriftbooks	Aug 6,21,19	\$ 163.01	Books
001-4410-6772	Centerpoint	8/22	\$ 493.76	Large Print books
001-4410-6772	Ingram #90441150	9/12	\$ 66.35	Books
001-4410-6773	Amazon C1MT, P4Y7, 33VW	8/27	\$ 82.26	videos
		Total	\$ 5,586.04	

September Bills Continued

	Gilbert Bills			
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6505	Demco #7696577	9/15/2025	\$ 40.00	tape, book repair, labels
033-4410-6506	Amazon #P4Y7, 33VW	Aug 19, Sept 1	\$ 38.55	flag, charger
033-4410-6772	Amazon #33vw, N6N1	9/17/2020	\$ 41.11	books - BT backorder issue
033-4410-6772	Baker and Taylor			
033-4410-6772	Baker and Taylor			
033-4410-6772	2039255920	8/22	\$ 46.00	Books
033-4410-6772	2039246390	8/25	\$ 136.89	Books
033-4410-6772	2039265502	9/2	\$ 64.40	Books
033-4410-6772	2039276461	9/12	\$ 3.59	Books
033-4410-6772	Ingram #90441150	9/12	\$ 112.22	Books
		Total	\$ 682.76	

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses September 2025 - Goal 75 %

Acct #	Story City Expenses	2025-2026 Budget	30-Aug-25	Sept 2025 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 9,239.80	\$ 3,906.25	73.84%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 21,762.27	\$ 9,000.00	70.98%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 2,331.90	\$ 987.33	72.23%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 2,882.31	\$ 1,129.30	72.80%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 1,089.46	\$ 553.00	74.73%
001-4410-6230	Travel/Training	\$ 847.00	\$ -	\$ -	100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 10,662.86	\$ 1,795.19	-149.16%
001-4410-6371	Utilities	\$ 4,500.00	\$ 147.08	\$ 100.00	94.51%
001-4410-6373	Telephone	\$ 500.00	\$ 163.91	\$ 7.64	65.69%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ -	\$ -	100.00%
001-4410-6490	Professional Services	\$ 1,500.00	\$ 1,337.00	\$ -	10.87%
001-4410-6499	Miscellaneous	\$ 250.00	\$ 19.95		92.02%
001-4410-6500	Programming	\$ 3,250.00	\$ 335.78	\$ 150.00	85.05%
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 411.27	\$ 19.94	56.88%
	Minor Equipment	\$ 250.00	\$ -		100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 374.26	\$ 643.20	34.36%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 920.23	\$ 105.29	58.98%
001-4410-6507	Misc. Operating supplies	\$ 250.00	\$ -		100.00%
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ -		100.00%
001-4410-6727	Capital Equipment				
001-4410-6770	Magazines	\$ 1,500.00	\$ 331.03	\$ 252.04	61.13%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 1,256.48	\$ 1,396.23	82.89%
001-4410-6773	Video	\$ 600.00	\$ -	\$ 82.26	86.29%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 552.24		79.92%
		\$ 243,000.00	\$53,817.83	\$ 20,127.67	69.57%
Construction costs				10674.54	73.96%

estimates
areas of concern

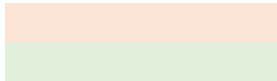
\$ 15,779.33
\$ 1,572.95

0.08

subtracting
construction costs

Gilbert - Expenses September 2025 - Goal 75 %

<u>Acct #</u>	<u>Gilbert Expenses</u>	2025-2026 Budget	30-Aug-25	Sept 2025 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 3,079.91	\$ 1,200.00	74.4%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 7,634.71	\$ 2,700.00	75.4%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 806.40	\$ 298.35	75.3%
033-4410-6130	IPERS	\$5,546.00	\$ 879.62	\$ 341.25	78.0%
033-4410-6150	Insurance,	\$1,400.00	\$ 347.16	\$ 215.00	59.8%
033-4410-6230	Travel & Training	\$339.00			
033-4410-6490	Professional Services	\$500.00			
033-4410-6500	Programming	\$2,000.00			
033-4410-6502	Technology				
033-4410-6504	Minor Equipment				
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 85.19	\$ 40.00	91.7%
033-4410-6506	Office Supplies	\$750.00	\$ 9.98	\$ 38.55	93.5%
033-4410-6507	Misc. Operating Supplies		\$ -		
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 553.45	\$ 404.21	87.2%
033-4410-6773	Video	\$-	\$ -		
033-4410-6774	Online Licensing/Databases	\$1,750.00	\$ 552.24	\$ 552.24	36.9%
033-4410-6910	Transfer	\$3,000.00		\$ 250.00	91.7%
	Total Gilbert Exp.	\$ 88,000.00	\$ 13,948.66	\$ 6,039.60	77.3%



MONTHLY SNAPSHOT

August 2025

Story City



Items added.....130	Meeting Room Use.....26 uses	New Patrons34
Items withdrawn.....1240	Library Sponsored.....9	Reference Questions:.....228
Books Repaired.....24	Patron Sponsored.....17 uses	Technical Assistance.....18
Interlibrary Loans.....56	Meeting Hall Use.....15	Number of volunteers20
Internet Usage:.....686	Booked ahead study room....3	Volunteer hours.....96
Unique Users:.....614	Number of Programs.....38	Staff hours.....540
Computer Users.....22	Program Attendance.....248	Hours Open.....194
Website : visits1331	Story Time.....0	Staff hours/hours open ..2.8
Menu Clicks :.....149	Magic Show.....147	Average staff wage.....\$16.2
Google interactions :...355	Tweens and Teens.....13	Staff cost/hour open..\$46
	Adult (Non Book Club).....24	
	Book Club.....14	
	Passive/Patron led.....12	

Library Usage	This month	Last Month	Increase or Decrease	August 2024	\$ spent
Physical items checked out	2950	2126	↑ 27.9%	2816	↑ 4.5%
(Both Libraries)					
Bridges Materials	757	829	↓ 9.5%	817	\$100
Unique users	165	171	↓ 3.6%	164	
Hoopla Books	353	339	↑ 3.97%	230	\$848.16
Unique users	127	123	↑ 3.15%	82	
Total Items checked out	4060	3294	↑ 18.87%	3863	↑ 4.85%
Website Visits	1331	1142	↑ 14.2%	1618	*Library was closed for moving 7/19-8/1, and again 8/14-8/17.
wifi	686	716	↓ 4.4%		
Library Visits	3854	3858	↓ 0.1%	3250	↑ 15.7%

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



MONTHLY SNAPSHOT

August 2025

Gilbert

Items added.....42	Programs.....5	Reference Questions.....62
Items withdrawn...180	Story Time.....14	Technical Assistance....6
WiFi usage:.....0*	Bingo.....0	Number of volunteers....1
Unique users.....0*	Book Club.....17	Staff hours.....148
Google interactions...98	Passive Programming...60	Hours Open..... ..106
PC.....26	Gilbert Days.....315	Staff Hours/Hours Open....1.4
New Cards.....8		Average staff pay.....\$15
*The Gilbert WiFi tracking has been down since 4/27/25.		Staffing per hour cost.....\$21

Library Usage	This month	Last Month	Increase or Decrease	August 2024	Increase or Decrease
Physical items checked out	595	1371	↓ 130.4%	808	↓ 35.8%
WiFi unique visitors	0*	0*	← 0%	76	↓ 100%
sessions	0*	0*	← 0%	218	↓ 100%
Library Visits	571	1392	↓ 143.8%	682	↓ 19.4%

09/22/2025

Budgeted Funds Remaining	\$	15,198.41
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Items paid directly to contractors by Foundation

BERTHA BARTLETT PUBLIC LIBRARY MEETING ROOM POLICY

***The Bertha Bartlett Public Library welcomes 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. Permission to use the meeting room 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 that behaves in a disorderly or inappropriate manner. 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 receptacles and tabletops cleaned.
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 standard arrangement.
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 if reservation is needed. 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. Keys can be returned by dropping them in the book return. 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. **Kinne Wing** – with special arrangement during library hours 3 tables, chairs and Steinway piano
Study Room 1 (Capacity of 4)– has 2 chairs, a table and 1 computer
Study Room 2 (Capacity of 6)– 6 chairs, 2 tables, 1 computer

Main Meeting Room (Capacity of 50)– 8 tables, 50 chairs, large tv monitor, computer, access to kitchenette
This is the only room in which food and beverages can be enjoyed that is not part of regular library programming. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. 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 the standard arrangement.
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 Main Meeting Room and/or Kinne Wing: Non-profit community groups, no charge. For-profit groups and private events \$15 for up to 4 hours, \$25 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.

Meeting Room/Kinne Wing 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

*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.

Responsible Party Signature: _____ Date: _____

Library Staff: _____ Date: _____

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

Fees for using the Main Meeting Room and/or Kinne Wing:

- Non-profit community groups (no charge)
- For profit groups (\$15 for up to 4 hours, \$25 for all day)
- Private individuals/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 \$15 for up to 4 hours, \$25 for all day)

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 as you found them
- If you put food in the garbage cans or have filled it, please take the bag(s) to the trash receptacle.
- Please wipe down tables. Rags are under kitchen sink in kitchenette. Please leave wet rags in the sink.
- Please unplug toaster oven, coffee pots or other devices.
- Make sure all lights are turned off including:
 - Kitchenette
 - Meeting Room
 - Men's Restroom
 - Women's Restroom
 - Entry
- Lock the Meeting Room door
- Lock Library door if room was used after regular Library hours.
- 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.

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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:

\$15 for up to 4 hours
\$25 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

Strategic Goal Setting Session QUESTIONNAIRE

Introduction

The purpose of the Strategic Goal Setting Session will be to identify and prioritize Bertha Bartlett Public Library's overall goals for the next 5 years. In order to prepare for this session, you are respectfully requested to identify key programs, policies, projects, and other initiatives that will be reviewed and discussed at the session. Please complete the questionnaire and bring it with you to the session.

Significant Accomplishments

Please list the significant library accomplishments over the last 5 years. These could be as major or basic projects, but ones which you find significant. These items do not need to be in any particular order.

Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns, trends, and opportunities that affect future library services, policies, programs, finances, or operations. You do not need to identify potential solutions to your concern.

Capital Projects

Please list capital projects or major equipment purchases you think the library should consider in the next 5 years.

Initiatives, Services, or Programs

Please list any initiatives, services, or programs that you think the library should consider in the next 5 years.

What should be the Library's top goals over the next 5 Years? Come up with 3-5 ideas.

Organizational Effectiveness

Please list things that the Library Board, Library Director, and/or staff could do in the future to improve organizational effectiveness, decision-making, team work and the ability to accomplish the library's goals.

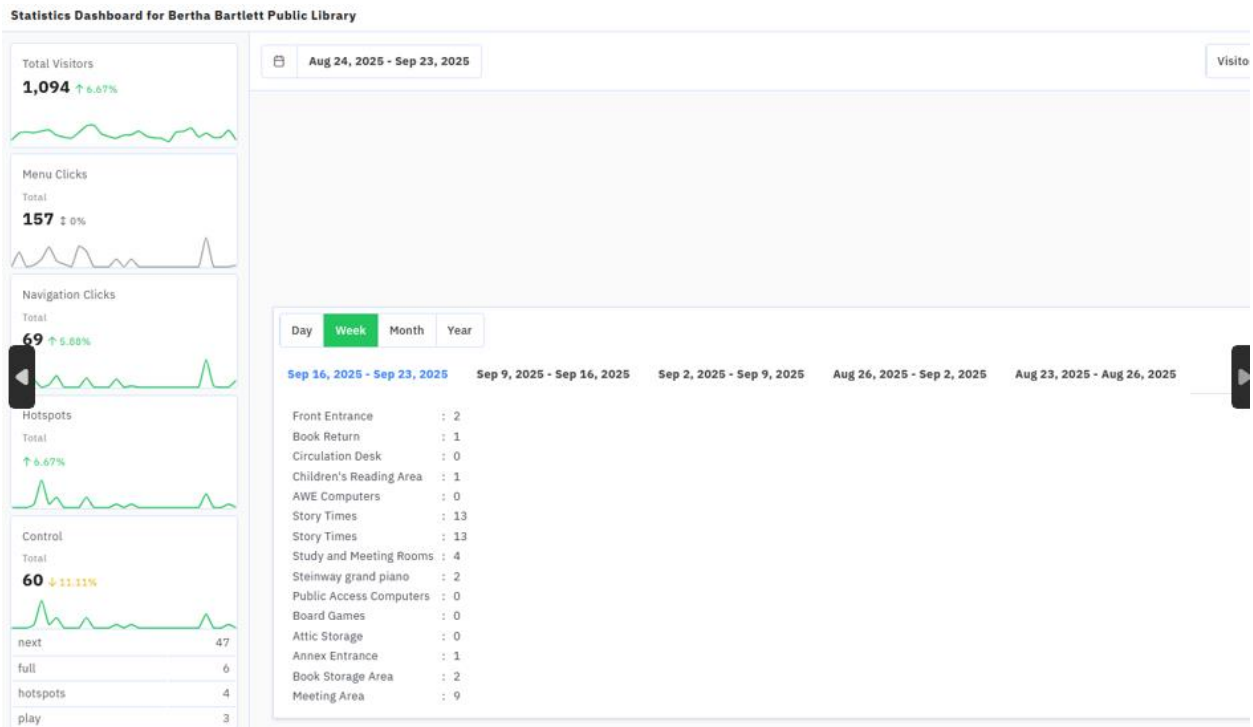
See the Pano tour stats for the past month .

Top image is for past month,

Bottom image is for last 3

Bottom line - we get a fair amount of hits and I am certain over the coming year that the number will increase dramatically. The questions are that can be discussed at our October Strategic Planning meeting:

1. Will a new pano tour benefit residents of Story City?
2. Will it increase usage of the Library? of Library materials/resources?
3. Are there small underrepresented groups of patrons that this will be beneficial to ie. those with social anxiety, neuro-divergent patrons, etc.
4. Will this feature allow us to highlight special areas of our Library?
5. IS this the best way to achieve these benefits?
6. Do these benefits justify the financial cost?



Statistics Dashboard for Bertha Bartlett Public Library

Total Visitors

3,773

↓ 7.87%

Menu Clicks

Total

344

↑ 0%

Navigation Clicks

Total

146

↑ 0%

Hotspots

Total

↑ 0%

Control

Total

94

↓ 5.09%

next

60

previous

18

full

8

hotspots

4

play

4

Jun 25, 2025 - Sep 23, 2025

Visitors per Day

Top 10 Countries

Devices

Side Me

Front Entrance

Story Times

Story Times

Meeting Area

Annex Entrance

Children's Reading Area

Book Return

Study and Meeting Rooms

Circulation Desk

Book Storage Area

Steinway grand piano

Attic Storage

AWE Computers

Board Games

Public Access Computers

Day

Week

Month

Year

Sep 16, 2025 - Sep 23, 2025

Sep 9, 2025 - Sep 16, 2025

Sep 2, 2025 - Sep 9, 2025

Aug 26, 2025 - Sep 2, 2025

Aug 19, 2025 - Aug 26, 2025

Aug 12, 2025 - Aug 19, 2025

Aug 5, 2025 - Aug 12, 2025

Front Entrance

:

2

Book Return

:

1

Circulation Desk

:

0

Children's Reading Area

:

1

AWE Computers

:

0

Story Times

:

13

Story Times

:

13

Study and Meeting Rooms

:

4

Steinway grand piano

:

2

Public Access Computers

:

0

Board Games

:

0

Attic Storage

:

0

Annex Entrance

:

1

Book Storage Area

:

2

Meeting Area

:

9