

Bertha Bartlett Public Library

Board Meeting

Monday, November 24, 2025 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda (2)

Approval of October Meeting Minutes (2)

Citizens' Appearance (2)

Correspondence/Communications: (2)

Treasurer's Report (5): Duane Fournier

- Review City reports
- November Bills **Approval**

Policy updates to be voted on: please suggest any suggested revision by 12pm Monday to be included in print for discussion at meeting (5)

Circulation Policy - update

Internet policy – major revision

Old Business:

Board member email – set up email yourname.bbpl@gmail.com (5)

Strategic Plan Goal Review (5)

Library update/ Circulation Report (5): Tara Turner – snapshot, annual report

Gilbert Update (5): Tera Sitzman

New bookcases, front desk, other furniture, proposed expansion

Foundation update (5) – FY25 Spending report and stats

New Business (5):

- New Children's Librarian – Sandy Bauer
- New Circulation clerk/after school program coordinator – Maria Hartt

Upcoming items to be aware of:

Annual Survey due, Grant reports, Accreditation

Requests of Board

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

Adjournment:

Next monthly Board Meeting: Monday, December 22, 6:30 pm

Bertha Bartlett Public Library

Board Meeting

Monday, October 27, 2025 6:30 p.m.

Present: Theresa Sens, Duane Fournier, Ashlee Muhlenbach, Denise Carlson, Tara Turner, Mary Kay Solberg, Tera Sitzman

Absent: Laura Donaldson, Jenna Cline, Lynn Cummings

Opening of Meeting: President Sens opened the meeting

Approval of Agenda Mullenbach motioned to approve the agenda. Fournier provided the second. All approved.

Approval of September Meeting Minutes: Fournier motioned to approve the minutes. Mullenbach provided the second. All approved.

Citizens' Appearance: None this evening.

Correspondence/Communications: None

Treasurer's Report: Duane Fournier provided the treasurer's report

- Review City reports - bills were reviewed
Fournier moved to approve the October bills. Mullenbach seconded. All approved
- Budget reviewed

Policy updates :

- Fax fees – Consider removing \$1 fee for faxes. Mullenbach provided the motion, Fournier seconded, and all approved
- Hotspot policy – Revised this policy to eliminate #7 (overdue fee). Instead, the wording will indicate that the hot spot will be shut off remotely, and the patron's ability to check out the hot spot will be suspended for 6 months. Fournier made a motion to approve this change in wording. Mullenbach seconded, and all approved.
- Periodical policy - Mullenbach moves to accept the revised policy as proposed by the library director. Fournier provided the second. All approve.
- Piano Room policy - This policy was reviewed, and the wording was fine-tuned. Fournier motioned to approve the revised piano policy. Mullenbach seconded. All approved.

Old Business:

- Board member email - City recommends board members set up their own Gmail account for library business. The board will finalize this decision during the next meeting.
- Strategic Planning Meeting Results-Tara is continuing to work on finalizing the report. President Sens summarized the work completed during the strategic planning meeting.
- Director Evaluations- Evaluation forms were reviewed. The reviews were highly favorable. Staff were also polled this year. Next year, the staff will have a slightly

updated evaluation form to complete.

- Naming of front meeting room– Carlson moved to name the new room Selmler Hall. Mullenbach provided the second. All approved. A ribbon cutting for the newly named room will be considered.

Strategic Plan Goal Review–None this evening. We will begin reviewing one goal per meeting in January.

Library update/ Circulation Report: Tara Turner reviewed – monthly snapshot and reported that the library has received a Story County Foundation Grant for the Story Walk.

Gilbert Update:

- Tera Sitzman and Tara Turner reported the drywall work and painting have been completed.
- Furniture needs for the Gilbert Library were also presented.
 - Moved by Fournier to use up to \$2750 from the Gilbert Fund to purchase the new furniture. Mullenbach provided the second. All approved

Foundation update – No foundation update this evening.

New Business:

- Discussion items:
 - The budget has been submitted to the city for review.
 - The cost to be included in the school newsletter \$125 per publication.
 - Tara is considering sending out a library newsletter every year
 - A report regarding changes in hours of operation was given
- Requests for Board members to volunteer
 - Board Participation in Halloween at the Library – Tuesday, October 28
 - Board Participation in Holiday Library Open House – Saturday, November 29

Informational: Sandy Bauer has been hired as the new children’s librarian.

Upcoming items of importance to the library:

- Annual Survey due
- Grant reports
- Accreditation

Adjournment: Motioned by Fournier, seconded by Mullenbach, all approved. Meeting adjourned at 7:42 pm.

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

BERTHA BARTLETT PUBLIC LIRARIES
 November 2025

[illegible]

November Bills Continued

	Gilbert Bills			
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6505	Amazon #6CVT	11/12/2025	\$ 66.49	bookends
033-4410-6506	Amazon #QFXN1QGN,XKLW,CR1V	NOV	\$ 281.19	RECEIPT PRINTER, SIGNS
033-4410-6772	Brodart 7104365,7094139	Nov	\$ 389.71	Books
033-4410-6772	Amazon #1qgn, 4nmt, xklw, n49t	Noc	\$ 130.81	books
033-4410-6773	Amazon #XQFN	11/21	\$ 18.15	DVD
		Total	\$ 1,086.35	

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses October 2025 - Goal 58 % Remaining Budget

Acct #	Story City Expenses	2025-2026 Budget	10/31/2025 budget spent	Nov 2025 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 18,131.62	\$ 3,700.00	56.55%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 38,902.88	\$ 9,000.00	54.81%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 4,289.41	\$ 950.00	56.17%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 5,126.67	\$ 1,200.00	57.11%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 2,162.92	\$ 540.00	58.42%
001-4410-6230	Travel/Training	\$ 847.00	\$ -		100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 18,053.26		-261.07%
001-4410-6371	Utilities	\$ 4,500.00	\$ 245.24	\$ 300.00	87.88%
001-4410-6373	Telephone	\$ 500.00	\$ 171.55		65.69%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 2,373.89		78.02%
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	\$ 566.90		82.56%
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 431.21		56.88%
	Minor Equipment	\$ 250.00	\$ -		100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 1,202.43		22.42%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 1,182.64		52.69%
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	\$ 1,067.76		28.82%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 3,633.34		76.56%
001-4410-6773	Video	\$ 600.00	\$ 91.95		84.68%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 552.24		79.92%
		\$ 243,000.00	\$99,542.86	\$ 15,690.00	52.58%
			less Construction costs	33240.69	66.26%

estimates

areas of concern

Gilbert - Expenses November - Goal 58 % Remaining Budget

Acct #	Gilbert Expenses	2025-2026 Budget	10/31/2025 budget spent	Sept 2025 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 6,043.85	\$ 1,200.00	56.8%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 12,521.38	\$ 2,700.00	63.8%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 1,395.60	\$ 298.35	62.1%
033-4410-6130	IPERS	\$5,546.00	\$ 1,565.94	\$ 341.25	65.6%
033-4410-6150	Insurance,	\$1,400.00	\$ 694.32	\$ 200.00	36.1%
033-4410-6230	Travel & Training	\$339.00	\$ 38.24		
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	\$ 125.19	\$ 66.49	87.2%
033-4410-6506	Office Supplies	\$750.00	\$ 48.53	\$ 281.19	56.0%
033-4410-6507	Misc. Operating Supplies		\$ -		
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 1,275.12	\$ 520.52	76.1%
033-4410-6773	Video	\$-	\$ -	\$ 18.15	
033-4410-6774	Online Licensing/Databases	\$1,750.00	\$ 552.24		68.4%
033-4410-6910	Transfer	\$3,000.00			100.0%
	Total Gilbert Exp.	\$ 88,000.00	\$ 24,260.41	\$ 5,625.95	66.0%

estimates

areas of concern

MONTHLY SNAPSHOT

October 2025

Story City



Items added.....146	Meeting Room Use.....71 uses	New Patrons32
Items withdrawn.....28	Library Sponsored.....21	Reference Questions.....102
Books Repaired.....66	Patron Sponsored.....50 uses	Technical Assistance.....16
Interlibrary Loans.....6	Meeting Hall Use.....45	Number of volunteers20
Internet Usage:.....1403	Booked ahead study room.15	Volunteer hours.....96
Unique Users:.....1147	Number of Programs.....43	Staff hours.....616
Computer Users.....139	Program Attendance.....795	Hours Open.....224
Website visits1109	Story Time.....438	Staff hours/hours open ..2.8
Menu Clicks.....117	KOOL After School.....132	Average staff wage.....\$16.2
Google interactions413	Tweens and Teens.....79	Staff cost/hour open..\$46
	Adult (Non Book Club)...77	
	Book Club.....13	
	Passive/Patron led.....56	
	Halloween.....approx 700	

Library Usage	This month	Last Month	Increase or Decrease	October 2024	cost/previous year
Physical items checked out	2831	2315	↑ 18.2%	2537	↑ 10.4%
(Both Libraries)					
Bridges Materials	966	778	↑ 19.5%	843	\$100
Unique users	182	165	↑ 9.3%	157	
Hoopla Books	319	309	↑ 3.1%	236	\$771.63
Unique users	125	117	↑ 6.4%	89	
Total Items checked out	4116	3402	↑ 17.35%	3616	↑ 12.15%
Website Visits	1109	1044	↑ 5.86%	1320	
wifi	1403	842	↑ 39.99%	954	
Library Visits	6703	3496	↑ 47.8%	3904	↑ 41.76%



MONTHLY SNAPSHOT

October 2025

Gilbert

<p>Items added.....62</p> <p>Items withdrawn...119</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...98</p> <p>PC.....12</p> <p>New Cards.....8</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....23</p> <p>Story Time.....289</p> <p>Bingo.....31</p> <p>Book Club.....4</p> <p>Passive Programming...56</p> <p>Trunk or Treat.....753</p> <p>*The Gilbert Library was closed 10/9-10/19 for remodel.</p>	<p>Reference Questions.....22</p> <p>Technical Assistance....3</p> <p>Number of volunteers....1</p> <p>Staff hours.....179.25</p> <p>Hours Open.....114</p> <p>Staff Hours/Hours Open....1.2</p> <p>Average staff pay.....\$15</p> <p>Staffing per hour cost.....\$18</p>
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Library Usage	This month	Last Month	Increase or Decrease	October 2024	Increase or Decrease
Physical items checked out	517	534	↓ 3.3%	600	↓ 16.1%
Library Visits	544	537	↑ 1.3%	463	↑ 14.89%

BERTHA BARTLETT PUBLIC LIBRARIES

Internet Use Policy and Guidelines

1. Purpose

The purpose of this policy is to outline the appropriate use of internet resources within Bertha Bartlett Public Libraries and on library-provided equipment. The Library recognizes that internet access is essential for obtaining information, participating in work and educational activities, maintaining social connections, and engaging in cultural and recreational pursuits. The internet provides access to a vast array of local, national, and international information resources.

2. Assumption of Risk

While the internet contains valuable information, it also includes content that may be inaccurate, outdated, or offensive. The Library does not control internet content and cannot guarantee the accuracy, reliability, or confidentiality of information found online.

Library wireless access is provided through an open, unencrypted network. Users should not share sensitive personal information—such as credit card numbers or account passwords—while using an unsecured connection. Patrons assume all risks associated with online activities, including financial loss, privacy breaches, or other damages. The Library is not responsible for any charges, injuries, or damages resulting from internet use.

3. Libraries' Commitment to Internet Access

Bertha Bartlett Public Libraries are committed to providing fast, reliable internet access for all patrons.

- Public internet access is available at designated computer stations and through wireless (Wi-Fi) and wired connections throughout the building.
- Wi-Fi access extends throughout the Library and vestibules.
- Laptops and tablets are available for checkout at the circulation desk for use within the Library.
- The Library collects usage statistics—such as number of users and session lengths—for planning and reporting purposes only. No personally identifiable information is collected.

4. Internet Use Guidelines

4.1 Time Limits

To ensure equitable access, the Library may impose time limits on the use of public computers and Library-supplied devices.

4.2 Content and Display

The Library does not filter internet content. However, staff may require patrons to cease displaying images or materials—whether on Library-owned or personal devices—that compromise the safety, comfort, or appropriateness of the Library environment.

4.3 Illegal or Prohibited Use

Patrons may not use Library computers or networks for any illegal or criminal activity. This includes, but is not limited to:

- Violations of Iowa state law, including the creation, download, or distribution of child pornography; distributing pornography to minors; or engaging in fraudulent activities online.
- Violations of U.S. copyright law (Title 17, U.S. Code), including unauthorized reproduction of copyrighted materials except as allowed under “fair use.”

Inappropriate, destructive, disruptive, or illegal use of the Library’s internet services may result in the suspension or revocation of Library privileges. Library staff reserve the right to limit or terminate computer sessions or internet access at their discretion.

4.4 Minors

Parents and guardians are solely responsible for supervising and guiding their children’s use of the internet. The Library does not monitor or restrict minors’ internet access beyond maintaining a safe and appropriate environment for all patrons.

5. Disclaimer

The Bertha Bartlett Public Library expressly disclaims all liability arising from the use of—or inability to use—its electronic information resources. The Library is not responsible for the accuracy, content, or consequences of any information accessed through its systems.

Reviewed: October 2018

Reviewed: December 2021

Revised: November 2022

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

INTERNET USE PURPOSE AND GUIDELINES

This policy applies to all users of the Bertha Bartlett Public Library computers and networks.

Purpose

A goal of the library is to provide equal access to information, materials, and services within the environment that welcomes interaction and personal enrichment for educational and informational purposes for all the people of our community.

The Internet offers access to many valuable local, national, and international sources of information. Be advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive.

The library does not control any of the resources available on the Internet. Although library staff will make every effort to provide access to reliable resources on the Internet, it is not possible to apply the same selection criteria which are used for other resources. The library cannot guarantee confidentiality on the Internet.

Responsibilities of Users

*** Choosing and evaluating sources**

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Your use of Internet resources carries with it the responsibility to evaluate the quality of the information accessed. If you feel information obtained through this service is inaccurate or offensive, we suggest you contact the original producer or distributor of that information. The availability of information does not constitute endorsement of the content by the Story City Bertha Bartlett Public Library.

***Supervising children's use**

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There may be some resources which parents feel are inappropriate for their children. Concerned parents should let their children know if there are materials they do not wish them to use and are encouraged to monitor their children's Internet use.

*** Using the Internet**

Patrons who wish to use the library's Internet access computer must conform to these guidelines:

1. Patrons are required to sign in at the desk before using the computer, and sign out when finished.
2. You may sign up for a 60 minute session. Reservations may be made by phone or in person.
3. Patrons who reserved the computer must arrive no later than 15 minutes past their scheduled time or the reservation will be cancelled and the time made available to another patron.
4. If the computer is not scheduled, it may be used on a first come, first served basis.
5. Patrons may bring their own devices for downloading. Patrons downloading material should be aware that the same copyright restrictions apply to on-line materials as print materials. The library is not responsible for copyright infringement by patrons.
6. Patrons using the Internet access computer should be knowledgeable in basic computer operation. Only minimal instruction as time permits, can be offered by the library staff.
7. Patrons assume all risk/liability when divulging a credit card number or other personal information on the Internet; the library is not responsible for charges, damages, or injuries resulting from such use.
8. Inappropriate use of a computer can be a felony. Patrons may not use the library computers for illegal or criminal purposes, including:
 - a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children or to commit fraudulent acts using the Internet.
 - b. Violation of U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction of copyright materials, except as permitted by the principles of "fair use".
 - c. Make any attempt to alter or damage computer hardware or software.

DISCLAIMER: *The Bertha Bartlett Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.*

Reviewed 10/18

Reviewed 12/21

Bertha Bartlett Public Library Libraries

BASIC CIRCULATION POLICY

Library materials are checked out for a time period dependent upon material type and general demand. ~~Books and other circulating library materials (other than DVD's) may be checked out for three week period.~~ New borrowers may check out two items during first check out. (This can be adjusted at Librarian discretion.) After those items are returned regular policy applies.

Books and materials may be renewed for an additional **check out 3 weeks** period. An additional renewal will be at the discretion of the librarian. Renewals may be confirmed by telephone or in person.

Patrons may check out any number of books. ~~A limit of 8 periodicals, 4 music cd's, and 4 DVD's may be checked out.~~ **Some items including periodicals, audio-enabled books, DVD's and electronic items may have an item limit due to popularity, item value and limited supply.** Number may be increased at discretion of librarian based on patron history.

RESERVED MATERIALS:

Holds

1. Patrons may request that an item be held for them by filling out a patron request form, or by placing item on hold from computer catalog. A librarian may also place a hold for patron directly into the catalog by phone or in person.
2. When the item is available, the first person on the Hold list is notified.
3. If the item is not picked up within 5 days after notification, it will be given to the next person on the list, or returned to general circulation. If the patron still wants the item, their name may then be re-placed at the end of existing holds list.

Reserves:

1. Patrons who want an item for a specified future period of time, may reserve that item for those dates. This can be done through the online catalog or by staff. Reserves can be made for as far as one year out from the date, and item reserved may have a shortened checkout date if someone would choose that item from the shelf.
2. If someone has requested an item for purchase, the first one to request the item should be the first to receive the item when it has been fully cataloged.

If a patron is waiting for an item that is currently checked out by another patron, that person's name will not be released by staff members. Please refer to the ***Confidentiality and Library Users Record policy.***

Approved 1/90
Revised 9/98
Reviewed 6/01
Revised 3/03

Revised 5/07,
Revised 10/11
Revised 11/14

Revised 12/17
Reviewed 7/21
Revised 1/22
Revised 11/2025

Original

Bertha Bartlett Public Library

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Approved 1/90 Revised 9/98 Reviewed 6/01

Revised 3/03, 5/07, Revised 10/11 Revised 11/14

Revised 12/17 Reviewed 7/21 Revised 1/22