

Bertha Bartlett Public Libraries

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

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of June Meeting Minutes

City Update:

Citizens' Appearance:

Correspondence/Communications:

Elect Officers:

Board Training:

Welcome New Board Members/ Self Evaluation / update trustees contact info

Additional training opportunities: <https://statelibraryofiowa.gov/support-training/library-boards>

Please be sure to keep track of any time spent training as we will report this each year for our accreditation report

Treasurer's Report:

Review City reports

Donation Report

July Bills [Approval](#)

[FY26 year end](#)

Policy updates to be [voted on](#):

Policy of media equipment policy elimination, circulation policy update

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.

- Evaluate library usage data semi-annually (foot traffic, circulation, feedback)

- Install hourly door counters at both locations

· Adjust schedules annually based on findings

Evaluation: Quarterly review of metrics with annual adjustments

- Hourly door counter - purchased - attached report

Library update/ Circulation Report: Tara Turner – snapshot , hourly circulation, door count

Gilbert Update:

Gilbert Anniversary

July 22 RAGBRAI in Gilbert - report

Gilbert Printer - \$3321 awaiting estimate from Konica Minolta

Foundation update:

Old Business:

Library Hours

Grants/Awards - Story City's public library expansion project has won the League's All-Star Community Award!

- I will send you a press release that you can use locally by August 1. This will also be posted on our website and social media.
- 90 second video
- There will be a *Cityscape* feature on your project in the Sept. edition.

New Business:

Posting of Board Meeting information

Reduction of Hoopla circs per patron - 3

Assistance Needed:

- Fundraising
- Bike Safety Event - August 18

Meeting room naming – ceremony date August 1, 5pm Semlers have asked for this to be a small celebration. Invitations will be sent to City Hall, City Council, Library Staff, Foundation and Library Board and the Semler family

Adjournment:

Next monthly Board Meeting: Monday, August 24, 2026, 6:30 pm

Bertha Bartlett Public Libraries

Board Meeting - Monday, June 22, 2026, 6:30 p.m.

Present: Tara Turner, Theresa Sens, Lynn Cummings, Duane Fournier, Denise Carlson, Mary Kay Solberg

Absent: Jenna Cline, Laura Donaldson

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

Approval of Agenda: Moved by Carlson, seconded by Fournier to approve the agenda. Motion carried.

Approval of May Meeting Minutes: Moved by Fournier, seconded by Cummings to approve the May minutes. Motion carried.

City Update: No updates tonight

Citizens' Appearance: None this evening

Correspondence/Communications: A note of appreciation regarding days with early opening hours was read.

Board Training: Director Turner explained an online video training about what could be added to board meeting agendas. She also reminded us of additional training opportunities and reminded the board to keep track of any time spent in training so it can be included in our accreditation report.

Additional trainings: <https://statelibraryofiowa.gov/support-training/library-boards>

Treasurer's Report: Duane Fournier

- Reviewed city reports
- May Bills were presented for approval. Duane Fournier moved to approve the BBPL bills and the Gilbert Bills. Motion seconded by Cummings. All present approved.

Policy updates to be voted on: Motion by Cummings and second by Fournier to approve updates to the Patron Policy and updates to the Patron Registration, Identification, and Account Management Policy. All in attendance approved, motion carried.

Strategic Plan Check-in: Progress toward Goal 1 was discussed

Goal 1: Strengthen Patron Engagement and Improve Accessibility

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

· Evaluate library usage data semi-annually (foot traffic, circulation, feedback)

· Install hourly door counters at both locations

· Adjust schedules annually based on findings

Evaluation: Quarterly review of metrics with annual adjustments

To better evaluate circulation and door traffic at both libraries, as highlighted in Goal 1, a door counter would be useful.

- Hourly door counter - \$1500 for both Libraries (3 door counters—2 BBPL, 1 Gilbert Library)

- Motion by Fournier to purchase 3 door counters by using funds from the trust fund for $\frac{2}{3}$ of the cost, and the other $\frac{1}{3}$ of the cost covered by Gilbert. Second by Cummings, all approved. Motion carried.

Library update/ Circulation Report: Tara Turner presented the monthly snapshots for both libraries

Gilbert Update:

- Gilbert Anniversary – shirts, pens, and bags have been ordered.
- July 22 RAGBRAI in Gilbert: we'll have a basket raffle.
Volunteers are requested to assist during the festivities that day.
- Gilbert Library needs a new printer/copier

Foundation update: Next meeting July 20

Old Business:

- ICAP Insurance rates, a group self-insurance for IA public entities, were explained.
- LBGTQIA resources: a staff member will produce a bookmark.
- Ideas for plaques for various areas in the library were shared.
- Meeting room naming: ceremony will be held on August 1, 5pm.
- Grants: Board members were reminded of our current grants; Storywalk grant, IEEE grant, Sustainable Libraries grant.

New Business:

- Adding a name to the donor wall.
- Hot spots expiring in January. Board members talked about how to proceed in the future.
- Budget approval: A few changes were made to the budget.

Assistance Needed:

- Fundraising
- Anniversary of Gilbert Library, July 1, 5-7pm
- RAGBRAI Wednesday, July 22, 7am - noon

Adjournment: Fournier moved, Cummings seconded to adjourn the meeting. All approved.

Next monthly Board Meeting: Monday, July 27, 2026, 6:30 pm

BERTHA BARTLETT PUBLIC LIBRARIES

July

Story City Bills				
Trust Acct	GNB Visa - SMS		\$ 1,000.00	Hourly door counter
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 150.00	May
001-4410-6320	Aspen	auto	\$ 55.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	July	\$ 393.75	Cleaning
001-4410-6320	Tara Turner - Max Iddings	July	\$ 40.00	plant maintenances
001-4410-6373	Tara Turner - Ubiquiti	June	\$ 19.98	Phone service
001-4410-6500	GNB Visa - Facebook	6/12/2026	\$ 19.70	Facebook Ads
001-4410-6500	GNB Visa - AMAzon Music	6/18/2026	\$ 13.90	Music- story time
001-4410-6505	Amazon KLQN	7/17/2026	\$ 31.42	Display bag
001-4410-6506	Amazon KLQN	7/17/2026	\$ 51.32	rubberbands, glue
001-4410-6506	Amazon QHTX	7/17/2026	\$ 64.50	Prime membership
001-4410-6770	Sports illustrate		\$ 20.00	Annual Renewal
001-4410-6770	Smithsonian Magazine		\$ 34.99	Annual Renewal
001-4410-6772	Tara Turner = Thrift books		\$ 108.77	books
001-4410-6772	Tara Turner - Better World		\$ 20.36	Books
001-4410-6772	GNB Visa - Thriftbooks	6/12/2026	\$ 14.68	Books
001-4410-6772	GNB Visa - Heuss Printing	6/12/2026	\$ 24.00	ames book
001-4410-6772	GNB Visa - Target	6/21/2026	\$ 31.00	books
001-4410-6772	Amazon books		\$ 536.33	Books
001-4410-6772	Brodart	7/18/2026	\$ 61.03	books
001-4410-6773	Amazon KLQN	7/17/2026	\$ 19.96	DVD
001-4410-6773	Overdrive/Libby/Bridges	annual	\$ 636.04	Libby -
		Total	\$ 2,899.73	
Gilbert Bills				
Gilbert savings acct	SMS Storetraffic		\$ 499.85	Hourly Door Counter
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6507	Abra Amrtinson - USPS		\$ 11.00	Post Office Box
0033-4410-6506	Amazon QHTX	7/17/2026	\$ 64.50	Prime membership
0033-4410-6772	GNB Visa - Heuss Printing	6/12/2026	\$ 24.00	ames book
0033-4410-6772	GNB Visa - Target	6/21/2026	\$ 31.00	Books
0033-4410-6772	Amazon books		\$ 163.55	Books
0033-4410-6772	Brodart	18-Jul	\$ 90.70	Books
0033-4410-6773	Amazon - KLQN	17-Jul	\$ 17.95	DVD
0033-4410-6774	Overdrive/Libby/Bridges	annual	\$ 636.04	Libby
		TOTAL	\$ 1,238.74	

Submitted to City _____

Approved on this day _____ by _____

Bertha Bartlett Public Library
Story City, Iowa

POLICY FOR MEDIA EQUIPMENT

The media equipment is for use in the library only. Any person or group wishing to use this equipment must be briefed by the library staff member.

Library sponsored programming has priority over individual use.

Approved 5/91

Revised 2/99

Reviewed 1/08, 11/10, 12/14, 7/18, 7/21

BERTHA BARTLETT PUBLIC LIBRARIES

CIRCULATION POLICY

1. Purpose

1.1 The purpose of this policy is to provide equitable access to the Library's collections while ensuring responsible stewardship of public resources.

1.2 The Library strives to maintain fair, consistent, and efficient circulation practices that support access to materials for all patrons.

1.3 This policy establishes the general guidelines for borrowing, renewing, reserving, and returning library materials.

2. Eligibility

2.1 Patrons with a valid library card may borrow library materials in accordance with this policy and other applicable Library policies.

2.2 New library cardholders may initially be subject to limited borrowing privileges as established by Library procedures. Generally new cardholders are limited to two items at the time of their initial use of the Library.

3. Borrowing

3.1 Loan periods and borrowing limits are established by the Library Director and may be modified as needed to meet operational and collection needs.

3.2 Borrowing limits may vary by collection or material type to ensure equitable access and responsible stewardship of Library resources.

3.3 Certain materials may be designated for in-library use only.

4. Renewals

4.1 Eligible materials may be renewed in accordance with Library procedures.

4.2 Renewals may be limited or denied based on demand, material type, patron account status, or other operational considerations.

5. Holds and Reservations

5.1 Patrons may place holds or reservations on eligible materials in accordance with Library procedures. Holds are generally held for up to 5 days.

5.2 The Library may establish procedures governing hold notifications, pickup periods, reservation eligibility, and other circulation practices.

6. Patron Responsibilities

6.1 Patrons are responsible for all materials checked out on their library account until those materials have been returned and processed by Library staff.

6.2 Patrons are expected to return borrowed materials by the applicable due date and in good condition.

6.3 Charges for lost or damaged materials shall be assessed in accordance with the Library's Fines and Fees Policy.

6.4 Library records relating to borrowed materials are confidential as provided by Iowa law and the Library's Confidentiality of Library Records Policy.

7. Administrative Authority

7.1 The Library Director or designee is authorized to interpret and administer this policy.

7.2 The Library Director may establish administrative procedures necessary to implement this policy, including loan periods, borrowing limits, renewal practices, holds, reservations, and other circulation operations, provided such procedures remain consistent with this policy.

Policy History

Approved	January 1990	Revised	November 2014
Revised	September 1998	Revised	December 2017
Reviewed	June 2001	Reviewed	July 2021
Revised	March 2003	Revised	January 2022
Revised	May 2007	Revised	November 2025
Revised	October 2011	Revised	July 2026

Bertha Bartlett Public Libraries

CIRCULATION POLICY

Library materials are checked out for a time period dependent upon material type and general demand. 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 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. 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

BASIC CIRCULATION POLICY

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.

Books and materials may be renewed for an additional three week 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. 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.
4. When the item is available, the first person on the In-stock Hold list is notified.
5. 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:

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

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

MONTHLY SNAPSHOT

June 2026

Story City



Items added.....160	Meeting Room Use.....25 uses	New Patrons59
Items withdrawn.....12	Library Sponsored.....11	Reference Questions.....182
Books Repaired.....40	Meeting Hall Use.....44	Technical Assistance.....40
	Library Sponsored.....31	Makerspace Usage.....28
Interlibrary Loans.....88	Study Room Use.....103	Number of volunteers20
Internet Usage:.....0*	Booked Ahead.....28	Volunteer hours.....96
Unique Users:.....0*	Number of Programs.....39	
*Wifi tracking went down 3/10	Program Attendance.....1,174	Staff hours.....506.25
and has not been fixed yet	Story Time.....205	Hours Open.....232
Computer Users.....145	KOOL Summer.....350	Staff hours/hours open ..2.5
Website visits1400	Tweens and Teens.....134	Average staff wage.....\$15.8
Unique visitors.....777	Adult (Non Book Club)....458	Staff cost/hour open..\$39
Google interactions.....502	Book Club.....7	
Adventure Pass.....18	Passive/Patron led.....20	

Library Usage	This month	Last Month	Increase or Decrease	June 2025	cost/previous year
Physical items checked out	3535	1981	↑ 78.4%	3003	↑ 17.7%
(Both Libraries)					
Bridges Materials	922	909	↑ 1.4%	856	\$100
Unique users	192	179	↑ 7.3%	171	
Hoopla Books	406	363	↑ 11.8%	343	\$1,000.57
Unique users	153	134	↑ 14.2%	126	
Total Items checked out	4863	3253	↑ 49.5%	4202	↑ 15.7%
Website Visits	1400	1100	↑ 27.3%	1420	↓ 1.4%
wifi	0	0	→ 0%	837	↓ 100%
Library Visits	7377	6167	↑ 19.6%	3908	↑ 88.8%

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



MONTHLY SNAPSHOT

June 2026

GILBERT LIBRARY
FEEDING CURIOSITY

Gilbert

Items added.....170 Items withdrawn.....12 WiFi usage:.....0* Unique users.....0* Google interactions...160 PC.....40 New Cards.....22 *The Gilbert WiFi tracking has been down since 4/27/25.	Programs.....42 Story Time.....84 KOOL Summer.....352 Teens.....173 Mahjong.....35 Book Club.....4 General Interest.....140	Reference Questions.....62 Technical Assistance.....6 Number of volunteers....1 Staff hours.....180 Hours Open.....154 Staff Hours/Hours Open....1.4 Average staff pay.....\$15 Staffing per hour cost.....\$21
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Library Usage	This month	Last Month	Increase or Decrease	June 2025	Increase or Decrease
Physical items checked out	1742	604	↑ 188.4%	1615	↑ 7.9%
Library Visits	1935	646	↑ 199.5%	1645	↑ 17.6%

Bertha Bartlett Public Library

Circulation Analysis By Day

Date Between 07/24/2025 and 07/24/2026



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
08:00 AM	169	7	119	14	119	18	13	459
09:00 AM	253	69	333	139	179	157	4	1134
10:00 AM	530	645	887	398	519	447	4	3430
11:00 AM	656	1150	1,939	610	1460	716	1	6532
12:00 PM	533	574	681	480	470	612	4	3354
01:00 PM	628	456	568	399	329	776	0	3156
02:00 PM	593	541	1,295	461	432	199	9	3530
03:00 PM	535	639	1,035	394	611	3	15	3232
04:00 PM	644	607	1,062	672	707	4	2	3698
05:00 PM	486	482	246	656	152	4	8	2034
06:00 PM	300	414	2	385	16	0	20	1137
07:00 PM	46	60	16	51	1	0	3	177
08:00 PM	4	31	2	6	7	0	1	51
09:00 PM	0	6	24	2	32	0	6	70
10:00 PM	4	1	2	0	1	0	1	9
Total	5,381	5,682	8,211	4,667	5,035	2,936	91	32,003