

# Bertha Bartlett Public Libraries

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

**Opening of Meeting:** Theresa Sens, President

**Approval of Agenda**

**Approval of January Meeting Minutes**

**City Update:**

**Citizens' Appearance:**

**Correspondence/Communications:**

**Treasurer's Report:** Duane Fournier

Review City reports

February Bills **Approval**

**Policy updates to be voted on:**

- Bylaws update
- Personnel Policy
- Citizen's Appearance policy

**Strategic Plan Check-in** -(Review calendar events Jan - March)

Objective 1.2: Increase program attendance by 10% over five years.

- Add evening and weekend programs for working families beginning in 2026
- Expand programming for older teens
- Offer specialized programs for seniors and underserved groups
- Pilot programs and refine based on attendance and feedback

**Library update/ Circulation Report:** Tara Turner – snapshot

**Gilbert Update:**

**Foundation update:**

**Old Business:**

Accreditation - **sign** ADA compliance document; **Board President sign** submittal

**New Business:** Fundraising

**Binders for Board Members**

**Adjournment:**

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

**Please plan to help with puzzle competition and attend the Monday Coffee Chat**

Events on next page - please attend and help us promote them - like us on Facebook!

## Upcoming Library Events:

- Tax help at the Library every other Thursday (Feb 26, March 12, 26)
- Seed Swap - at round table in Library coffee area
- **Monday March 2, 8 am Chat with Superintendent and City Administrator**
- Tuesday, March 3, 6 pm Family Dr Seuss Storytime
- Saturday March 7 - Kids writing lab
- Saturday, March 7th from 11 - 12:30pm St. Petri Lutheran Church is hosting a FREE community lunch on
- Friday, March 13 1:00 Heartland of Story County will be discussing resources available to residents age 60+ and/or their caregivers
- March 16 - 20 Week of come and go programs and fun at the Library
- Monday, March 23 6 pm Seed Starting
- **Sunday, March 29 Puzzle Competition Fundraiser**

## Director's Report

### February 2026

February was a month packed with fun events, rotating illness of staff, small project clean up, organization of makerspace, working with SCGCC and beginning fundraising efforts for Summer Reading. Our Story Walk post have arrived and in possession of the City. Joe will be installing as weather permits in North Park.

**Gilbert:** We have been busy researching possible sites for a new library and will be working closely with Gilbert City Council as we begin planning for a new Library.

**Construction** – The double doors are in and we are awaiting paint and working with architect building and subcontractors to handle ongoing HVAC issues, door closer issues and installation of exterior monitor

**Foundation:** Thank you for your continued support! We are hoping to work closely with the Foundation to hold meaningful fundraising events that help garner community participation and support of Summer Reading programs and on going programs.

**Staffing:** We have welcomed Morgan ( circulation clerk) and Kymber ( Library Page) to the Library to replace Abbie who is leaving the Library for full-time employment. We are still working to find an additional Board member from Gilbert and hope that we will have a new member in place before our next meeting.

## **Bertha Bartlett Public Libraries**

Board Meeting - Monday, January 26, 2026 at 6:30 p.m.  
(meeting held at the Gilbert Library)

**Present:** Sens, Cline, Carlson, Cummings, Fournier, Donaldson, Solberg, Turner

**Opening of Meeting:** The meeting was opened by President Sens at 6:30 p.m.

**Approval of Agenda** Motion by Donaldson to approve the agenda. Second by Cline, motion carried.

**Approval of December Meeting Minutes:** Motion by Cline to approve the December 2025 minutes. Second provided by Donaldson. Motion carried.

**Citizens' Appearance:** Mary Kay Solberg reminded the board of the need to fill the vacant board position. Interested parties should complete the required paperwork and submit it to City Hall.

**Correspondence/Communications:** None today

### **Treasurer's Report:**

- Duane Fournier walked the board through the Story City and Gilbert budgets.
- January Bills: Fournier moved to accept the January bills. Second provided by Donaldson. Motion approved.\

### **Strategic Plan Check-in :**

- The Foundation will be asked to assist with fundraising for the summer reading program and ongoing costs.
- Received Story County Community Foundation grant to pay for the Story Walk project.
- Director Turner has applied for a grant from IEEE and is working on an additional grant.
- Additionally, an individual pledged \$1,000 toward the summer reading program.

**Library update/ Circulation Report:** Director Turner talked through the December snapshot for Gilbert and Story City.

**Foundation update:** The January meeting has been moved to Monday, Feb. 2, 2026.

**Old Business:** Our Insurance was amended to eliminate piano bench insurance and set piano insurance to \$60,000. This will save about \$150/year.

**New Business:**

- Bylaws and ordinance update will be voted on during the February meeting.
- A discussion on policy for graduation parties was held. The board will continue to monitor the current policy throughout the year.
- The board discussed options for library involvement in Scandinavian Days.
- The summer reading program embrace the theme "*Plant a seed, Read*". The library will work with community partners to provide programs centered around this theme.
- ILOC online conference will be held on January 29. The board was encouraged to attend sessions of interest.
- The library is in the process of hiring new staff to replace an employee who is moving on to new opportunities. The board discussed balancing adding more hours at the library, the aspiration to provide competitive wages, and the impact on the budget.

**Requests of the Board:** The board was reminded of the following upcoming events

- Next monthly Board Meeting: Monday, February 23, 2026, 6:30 pm
- Tax help at the Library begins February 12 at 10 a.m.
- Saturday, Jan 31 Seed Swap/Take your Child to the Library Day/ Story TIME
- Monday, Feb 2 Wire Sculpting
- Saturday, Feb 7 - Kids writing lab
- Monday, Feb 16 - Charcuterie Workshop

**Adjournment:** Motion to adjourn made by Cline. Second by Donaldson, motion carried. Meeting adjourned at 7:30 pm.

# BERTHA BARTLETT PUBLIC LIRARIES

## February 2026

<b>Story City Bills</b>				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 635.88	January
001-4410-6320	Aspen	auto	\$ 55.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	feb	\$ 418.75	Cleaning
001-4410-6373	GNB Visa - Ubiquiti	Jan - Feb	\$ 19.98	Phone service
001-4410-6500	Reimbursment -Laura Loots	Feb	\$ 26.73	advertising fees
001-4410-6500	Amazon	2/12	\$ 13.95	kit supplies
001-4410-6500	Dairy Queen	2/20	\$ 25.00	Gift Cards
001-4410-6502	Amazon	2/17	\$ 18.38	Computer mice
001-4410-6502	Fortres Grand	2025	\$ 365.05	2025 computer software
001-4410-6505	Demco #7761079	Feb	\$ 61.45	labels
001-4410-6506	Amazon - 7v3p	feb	\$ 53.45	laminare, cleaner
001-4410-6770	Sports Illustrates	Feb	\$ 35.00	Magazine Renewal
001-4410-6770	Girls Life - 2 yeas	Feb	\$ 29.95	Magazine Renewal
001-4410-6772	Tara Reimbursement - book Depc	Jan	\$ 164.40	books
001-4410-6772	Ingram 994132588	feb	\$ 212.46	books
001-4410-6772	Center point 2228414	feb	\$ 91.38	books
001-4410-6772	Cengage	feb	\$ 102.81	books
001-4410-6772	Brodart b7146343, b7156881, b7162149	feb	\$ 323.81	books
001-4410-6772	Amazon books	Feb	\$ 435.39	books
001-4410-6772	GNB Visa - Thriftbooks	Feb	\$ 89.38	books
001-4410-6773	Amazon video	Feb	\$ 29.96	video
001-4410-6774	Insignia	Feb	\$ 1,380.00	2026 ILS
		<b>Total</b>	<b>\$ 5,141.16</b>	
				Page 1 of 2
<b>Gilbert Bills</b>				
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
001-4410-6502	Fortres Grand	2025	91.262	2025 computer software
033-4410-6505	Demco #7761079	Feb	\$ 24.58	labels
033-4410-6506	Amazon 7v3p, rmt1	Feb	\$ 127.67	labels
033-4410-6772	Tara Reimbursement - book Depc	Jan	\$ 32.99	books
0033-4410-6772	Ingram 994132588	feb	\$ 109.44	books
0033-4410-6772	Center point 2228414	feb	\$ 61.42	books
0033-4410-6772	Brodart b7146343, b7156881, b7162149	feb	\$ 125.57	books
0033-4410-6772	Amazon Books	Feb	\$ 13.09	books
0033-4410-6773	Amazon Video	Feb	\$ 29.99	video
033-4410-6774	Insignia	Feb	\$ 920.00	2026 ILS
		<b>Total</b>	<b>\$ 1,736.01</b>	

Submitted to City \_\_\_\_\_

Approved on this day \_\_\_\_\_ by \_\_\_\_\_

**BBPL - Expenses February 2026 - Goal 33 % Remaining Budget**

Acct #	Story City Expenses	2025-2026 Budget	01/30/2026 budget spent	Feb 2026 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 31,067.25	\$ 3,700.00	30.81%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 67,169.52	\$ 8,000.00	29.09%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 7,382.37	\$ 950.00	30.29%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 8,915.64	\$ 1,200.00	31.42%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 3,886.41	\$ 553.00	31.70%
001-4410-6230	Travel/Training	\$ 847.00	\$ -		100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 7,294.45	\$ 473.75	-55.36%
001-4410-6350	Equip Repair	\$ -	\$ 897.71		
001-4410-6371	Utilities	\$ 4,500.00	\$ 1,291.74	\$ 635.88	57.16%
001-4410-6373	Telephone	\$ 500.00	\$ 311.41	\$ 19.98	33.72%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 2,373.89		78.02%
001-4410-6490	Professional Services	\$ 1,500.00	\$ 1,612.00		-7.47%
001-4410-6499	Miscellaneous	\$ 250.00	\$ 19.95		92.02%
001-4410-6500	Programming	\$ 3,250.00	\$ 1,041.25	\$ 51.73	66.37%
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 462.70	\$ 383.43	15.39%
	Minor Equipment	\$ 250.00			100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 1,407.31	\$ 61.45	5.24%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 2,762.45	\$ 53.45	-12.64%
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	\$ 1,264.86	\$ 64.95	11.35%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 7,562.53	\$ 1,419.63	42.05%
001-4410-6773	Video	\$ 600.00	\$ 177.28	\$ 29.96	65.46%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 741.24	\$ 1,380.00	22.86%
		\$ 243,000.00	\$147,641.96	\$ 18,977.21	31.43%
			33% difference	\$ 3,815.10	overbudget

estimates  
areas of concern

**Building Expenses**

\$ 678.93	New HVAC control panel	Staff Overages	
\$ 470.61	Hardward and thermostats	Budget for part time salaries: \$106,000 with \$2000 for add't summe	
\$ 160.00	Window Cleaning	monthly budget	\$ 8,667.00
\$ 481.50	Fire Monitoring		
\$ 754.82	HVAC semi annual maintenance	July	\$ 13,037.00 \$ (4,370.00)
\$ 171.94	Carpet cleaner	August	\$ 8,725.00 \$ (58.00)
\$ 210.00	Storage space rental	Sept	\$ 8,216.00 \$ 451.00
\$ 1,931.25	Cleaning	October	\$ 8,924.00 \$ (257.00)
\$ 202.50	Server issu due to move	November	\$ 9,431.00 \$ (764.00)
\$ 86.03	Furnace filters	December	\$ 10,867.00 \$ (2,200.00)
Total \$ 5,147.58		January	\$ 7,969.52 \$ 697.48
			\$ 67,169.52 \$ (6,500.52)

## Gilbert - Expenses February - Goal 33 % Remaining Budget

Acct #	Gilbert Expenses	2025-2026 Budget	01/30/2026 budget spent	Feb 2026 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 10,355.76	\$ 1,200.00	31.0%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 20,742.72	\$ 2,700.00	44.2%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 2,334.62	\$ 298.35	41.0%
033-4410-6130	IPERS	\$5,546.00	\$ 2,728.57	\$ 341.25	44.6%
033-4410-6150	Insurance,	\$1,400.00	\$ 1,220.83	\$ 200.00	-1.5%
033-4410-6230	Travel & Training	\$339.00	\$ 79.03		
033-4410-6490	Professional Services	\$500.00			
033-4410-6500	Programming	\$2,000.00			
033-4410-6502	Technology		\$ 13.98	\$ 91.26	
033-4410-6504	Minor Equipment		\$ 745.29		
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 5,928.94	\$ 24.58	-296.9%
033-4410-6506	Office Supplies	\$750.00	\$ 665.54	\$ 127.67	-5.8%
033-4410-6507	Misc. Operating Supplies		\$ -		
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 2,749.23	\$ 342.51	58.8%
033-4410-6773	Video	\$-	\$ 18.15	\$ 29.99	
033-4410-6774	Online Licensing/Databases	\$1,750.00	\$ 552.24	\$ 920.00	15.9%
033-4410-6910	Transfer	\$3,000.00			100.0%
	<b>Total Gilbert Exp.</b>	<b>\$ 88,000.00</b>	<b>\$ 48,134.90</b>	<b>\$ 6,275.61</b>	<b>38.2%</b>

underbudget      \$ 1,549.49 \* This included City \$30

estimates  
areas of concern

# BERTHA BARTLETT PUBLIC LIBRARIES

## PERSONNEL POLICIES AND PROCEDURES

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### 0. City Policy Controls and Administration

#### 0.1 Governing Framework

These Library Personnel Policies supplement and are intended to be consistent with the City of Story City, Iowa Personnel Policies (2024 Revision) ("City Personnel Policies"). In the event of any conflict, the City Personnel Policies control.

#### 0.2 Approval and Amendments

Consistent with City Personnel Policies §2.01 (Policy Approval), these Library Personnel Policies and any amendments shall be submitted to the City Council for approval by resolution.

#### 0.3 Administration and Interpretation

Consistent with City Personnel Policies §2.02 (Administration Responsibility), the City Administrator (or designee) administers City-wide personnel policies. The Library Director administers Library-specific procedures under the direction of the Library Board and consistent with City policy. Requests for exceptions to City policy shall follow City Personnel Policies §2.05 (Policy Exceptions).

#### 0.4 Policy Dissemination

Consistent with City Personnel Policies §2.04 (Policy Dissemination), applicable personnel policies shall be provided to each new employee within the first week of employment, and employees shall acknowledge receipt in writing.

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## 1. Equal Employment Opportunity and Non-Discrimination

### 1.1 Policy Statement

The Bertha Bartlett Public Library ("Library") is an equal opportunity employer committed to maintaining a workplace free from discrimination, harassment, and retaliation.

## 1.2 Applicable Law

The Library complies with all applicable federal and Iowa employment laws, including but not limited to Title VII, ADA, ADEA, FMLA, USERRA, and the Iowa Civil Rights Act (Iowa Code Chapter 216).

Detailed equal employment and harassment standards, definitions, investigation procedures, and corrective actions are governed by City Personnel Policies §3.01 and §6.02.

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## 2. Reasonable Accommodation (ADA)

Employees requesting reasonable accommodation shall follow the procedures established in City Personnel Policies §8.01. Requests may be submitted to the Library Director or Library Board President, who shall coordinate with the City Administrator as required.

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## 3. Family and Medical Leave (FMLA)

Because the Library is a municipal employer under the City of Story City, all FMLA eligibility determinations, notices, administration, benefits continuation, and coordination with paid leave are governed exclusively by City Personnel Policies §5.06.

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## 4. Filling Vacancies

### 4.1 Library Director Position

#### 4.1.1 Search Committee

A search committee consisting of no fewer than two (2) Library Board members shall be appointed by the Library Board. A member of City Council and/or the City Administrator will be invited to be part of this committee.

4.1.2 The committee shall advertise the vacancy, review applications to recommend candidates for interview by the Library Board.

4.1.3 The Library Board of Trustees shall appoint the Library Director in accordance with Iowa Code §392.5. City administrative processes related to employment, compensation, and benefits shall be completed consistent with City policy.

## 4.2 Staff Vacancies

4.2.1 Staff vacancies shall be publicly advertised.

4.2.2 Applicants shall submit a City employment application and required materials to the Library Director.

4.2.3 Hiring shall comply with City Personnel Policies §3.02 (Employment of Relatives) and §3.03 (Selection Procedure).

4.2.4 Final hiring, classification, and wage approvals shall follow City Personnel Policies §4.01–§4.04.

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## 5. Employment Relationship

Employment with the Library is at-will and governed by City Personnel Policies §3.10. Nothing in this policy creates a contract of employment.

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## 6. Discipline and Termination

### 6.1 Employees

Employee discipline, discharge standards, and termination procedures are governed by City Personnel Policies §8 and §10.

### 6.2 Wages

Final wages and leave payouts shall be administered in accordance with City Personnel Policies §4 and §5 and Iowa Code Chapter 91A.

### 6.3 Library Director

#### 6.3.1 Authority

The Library Board of Trustees retains exclusive authority under Iowa Code §392.5 and §392.6 to discipline and terminate the Library Director. The City Administrator and City Council do not exercise supervisory authority over the Library Director and are involved only for administrative coordination as required by law or City policy.

#### 6.3.2 Discipline

The Library Board may impose disciplinary action upon the Library Director for cause, including but not limited to misconduct, failure to perform assigned duties, violation of law or policy, or conduct inconsistent with the best interests of the Library.

Approved: Feb. 2026

Disciplinary action may include, but is not limited to:

- Verbal or written reprimand
- Suspension (with or without pay, as permitted by law and contract)
- Performance improvement requirements
- Termination of employment

Progressive discipline may be used at the discretion of the Library Board but is not required.

#### 6.3.4 Procedure

1. **Notice**

The Library Director shall be provided written notice of the concerns or allegations and an opportunity to respond, except in cases requiring immediate action.

2. **Review**

The Library Board shall review relevant information and may meet in closed session as permitted by Iowa Code Chapter 21.

3. **Decision**

Disciplinary decisions shall be made by majority vote of the Library Board and documented in writing.

#### 6.3.5 Termination

The Library Board may terminate the Library Director in accordance with applicable law, the Director's employment agreement (if any), and City administrative requirements related to payroll and benefits processing.

#### 6.3.6 City Role

The City Administrator and City Council shall have **no authority** to discipline or terminate the Library Director and shall be involved only for administrative coordination, legal compliance, or appeal processes expressly required by City policy or law.

#### 6.3.7 Non-Retaliation

No adverse action shall be taken against the Library Director for raising concerns or participating in proceedings in good faith.

#### 6.3.8 Statutory Authority Preserved

Nothing in this policy shall be interpreted to diminish the statutory authority of the Library Board of Trustees under Iowa law.

## 7. Compensation and Benefits

Employees are paid biweekly and participate in IPERS as required by law. Compensation, payroll deductions, benefits eligibility, and accrual rules are governed by City Personnel Policies §4 and §5.

### 7.1 Holidays (Library-Specific)

Library employees shall receive the same number of paid holidays as City employees; however, holiday scheduling may differ due to library operations. The Library observes the following holidays:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- One floating holiday

Holiday eligibility, forfeiture, carryover, and payout are administered consistent with City Personnel Policies §5.

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## 8. Military Leave

Military leave rights and benefits are governed by USERRA and City Personnel Policies §5.09.

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## 9. Workers' Compensation

Workers' compensation coverage, reporting requirements, and injury leave are governed by Iowa law and City Personnel Policies §5.05 and §5.16.

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## 10. Drug-Free Workplace

Drug-free workplace standards, testing procedures, reporting requirements, and disciplinary consequences are governed by City Personnel Policies §6.01 and §6.01.1.

Approved: Feb. 2026

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## 11. Harassment Prevention and Reporting

Employees may report harassment concerns to the Library Director, Library Board President, or City Administrator. Complaints shall be investigated and resolved in accordance with City Personnel Policies §6.02.1.

Retaliation for reporting or participating in an investigation is strictly prohibited.

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## 12. Whistleblower Protection

Employees are protected from retaliation under Iowa Code §70A.28 and City Personnel Policies §9.01.

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## 13. Open Records and Personnel Files

Personnel records shall be maintained in accordance with Iowa Code Chapter 22 and City Personnel Policies §6.07.

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## 14. Hours of Work and Overtime

Hours of work, overtime eligibility, and compensatory time are governed by the Fair Labor Standards Act and City Personnel Policies §4.03, §4.08, and §7.01.

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## 15. Political Activity

Political activity restrictions are governed by City Personnel Policies §6.06.

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## 16. Gifts and Ethics

Employees shall comply with Iowa Code Chapter 68B and City Personnel Policies §6.09.

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## 17. Grievance Procedure and Supervisory Authority

### 17.1 Employee Grievances

Library employees may initiate grievances in accordance with City Personnel Policies §9.

### 17.2 Application of City Personnel Policy

In applying City Personnel Policy to the Library, the Library Director shall be considered a Department Head for purposes of personnel administration. The Library Board of Trustees is the direct supervisor of the Library Director and retains exclusive authority for the evaluation, discipline, and supervision of the Library Director as provided under Iowa Code §392.5 and §392.6.

### 17.3 City Administrator and City Council Authority

The City Administrator and City Council shall have no day-to-day supervisory authority over the Library Director and shall be involved only as required for administrative coordination, personnel policy application, or appeal processes established by City policy or applicable law.

Nothing in this policy shall be interpreted to diminish the statutory authority of the Library Board of Trustees.

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## 18. Applicability

These policies apply to all Library employees. Where City Personnel Policies apply, those provisions control. In the event of inconsistency, City Personnel Policies govern.

# BERTHA BARTLETT PUBLIC LIBRARIES

## CITIZEN APPEARANCE AND CORRESPONDENCE POLICY

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### 1. Purpose

**1.1** The Bertha Bartlett Public Library Board of Trustees conducts all meetings in compliance with the Iowa Open Meetings Law, Iowa Code Chapter 21. The Board welcomes public observation of its meetings and provides a designated opportunity for citizens to offer comments regarding library operations, services, and governance.

**1.2** While Library Board meetings are open to the public, the Board conducts its business as a governing body. The public comment period provides an opportunity for citizens to address the Board; it is not intended as a forum for dialogue, debate, or interaction with individual Board members.

**1.3** Citizens are also encouraged to contact the Library Director at any time with questions, concerns, or requests.

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### 2. Public Comment Procedures

**2.1** To facilitate orderly and equitable public participation, a public comment period of **no more than twenty (20) minutes** will be scheduled at the beginning of each regular and special Board meeting.

**2.2** Individuals wishing to speak must **sign in prior to the start of the meeting**, providing their name, group affiliation (if applicable), and a brief description of the topic they wish to address.

**2.3** Each speaker will be allotted **up to three (3) minutes**.

**2.4** If more than **five (5)** individuals request to speak, speakers will be recognized in the order in which they signed in, subject to the total time limit.

**2.5** All comments must be **directed to the Board as a whole**. Speakers may not address individual Board members, Library staff, or other members of the public.

**2.6 Disruptive behavior**, including loud, threatening, profane, or abusive language, is not permitted. Individuals engaging in such conduct may be asked to conclude their remarks and/or leave the meeting.

**2.7** The name of each speaker will be recorded as part of the official meeting record.

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### 3. Board Response to Public Comment

**3.1** The Board will **not take immediate action** on matters raised during the public comment period.

**3.2** Board members may ask **brief questions for clarification**, but will not engage in discussion or debate.

**3.3** Items raised during public comment may be referred to the Library Director, placed on a future agenda for deliberation or discussion or otherwise reviewed as appropriate.

**3.4** The public comment period is intended to allow citizens to provide input for the Board's consideration at a later time.

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### 4. Written Correspondence

**4.1** Written correspondence addressed to the Board must include the sender's name and contact information.

**4.2** Such correspondence will be included in the Board packet and distributed to Board members.

**4.3** Correspondence may also be posted on the Bertha Bartlett Public Library website in accordance with applicable public records requirements.

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### 5. Meeting Conduct Guidelines

During the public comment period, speakers are asked to observe the following guidelines:

**5.1** When recognized by the Board Chair, speakers shall stand (if able) and clearly state their name for the record.

**5.2** Speakers should address the Board clearly and audibly; microphones may not be available.

**5.3** Speakers must remain within their allotted time. The Board Chair will notify speakers when their time has expired.

**5.4** The Board Chair may end a speaker's comments if these procedures or guidelines are violated.

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### 6. Policy Administration

**6.1** This policy shall be made available on the Bertha Bartlett Public Library website.

**6.2** Participation in public comment constitutes agreement to follow these procedures.

**6.3** The Board reserves the right to amend this policy as necessary to ensure orderly and lawful meetings.

# MONTHLY SNAPSHOT

## January 2026

### Story City



Items added.....115	Meeting Room Use.....28 uses	New Patrons .....26
Items withdrawn.....95	Library Sponsored.....12	Reference Questions.....118
Books Repaired.....55	Meeting Hall Use.....29	Technical Assistance.....96
Interlibrary Loans.....76	Library Sponsored.....23	Makerspace Usage.....21
Internet Usage:.....981	Study Room Use.....66	Number of volunteers ....20
Unique Users:.....819	Booked Ahead.....19	Volunteer hours.....96
Computer Users.....138	Number of Programs.....38	Staff hours.....544.25
Website visits .....1250	Program Attendance.....539	Hours Open.....211
Menu Clicks.....60	Story Time.....347	Staff hours/hours open ..2.7
Google interactions.....430	KOOL After School.....101	Average staff wage.....\$16.2
	Tweens and Teens.....38	Staff cost/hour open..\$43
	Adult (Non Book Club)...40	
	Book Club.....13	
	Passive/Patron led.....117	

Library Usage	This month	Last Month	Increase or Decrease	January 2025	cost/previous year
<b>Physical items checked out</b>	2458	2327	↑ 5.3%	1994	↑ 18.9%
(Both Libraries)					
<b>Bridges Materials Unique users</b>	943	849	↑ 9.97%	1027	\$100
	200	174	↑ 13%	188	
<b>Hoopla Books Unique users</b>	400	376	↑ 6%	321	\$987.33
	145	146	↓ 0.7%	114	
<b>Total Items checked out</b>	3801	3552	↑ 6.6%	3342	↑ 12.1%
<b>Website Visits</b>	1250	1097	↑ 12.2%	1268	↓ 1.4%
<b>wifi</b>	981	1019	↓ 3.9%	462	↑ 52.9
<b>Library Visits</b>	3148	3597	↓ 14.2%	2382	↑ 24.3%

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



# MONTHLY SNAPSHOT

## January 2026

## Gilbert

<p>Items added.....105</p> <p>Items withdrawn...16</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...95</p> <p>PC.....32</p> <p>New Cards.....2</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....25</p> <p>Story Time.....238</p> <p>After School.....14</p> <p>Bingo.....25</p> <p>Mahjong.....21</p> <p>Book Club.....6</p> <p>Passive Programming...95</p>	<p>Reference Questions.....23</p> <p>Technical Assistance...7</p> <p>Number of volunteers....1</p> <p>Staff hours.....168.75</p> <p>Hours Open.....138</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	January 2025	Increase or Decrease
Physical items checked out	537	575	↓ 7.1%	525	↑ 2.2%
Library Visits	584	554	↑ 5.1%	495	↑ 15.2%

## BERTHA BARTLETT PUBLIC LIBRARY BYLAWS

### I. Library Board

A. According to the requirements of Ordinance # 115.03, City of Story City, the library board of Bertha Bartlett Public Library, Story City, shall consist of seven members to be appointed from time to time by the Mayor, with the approval of the City Council. At least five(5) members of the Board shall be bona fide citizens and residents of the City of Story City, and no more than two nonresident persons may be nominated by the mayor and approved by the council to serve on the Board of Trustees.

1. Term of Office. Term of Office. All appointments to the Board shall be for three (3) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made annually of 1/3 the total members, or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

B. The general powers and duties of the Bertha Bartlett Public Library Board are outlined in Ordinance # 115.06, City of Story City.

C. The Board shall exercise its powers and duties by:

1. Hiring of Personnel. To employ a library director, and authorize the library director to employ such assistance and employees as may be necessary for the proper management of the Library, and fix their compensation; provided however, that prior to such employment, the compensation of the library director, assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
2. Removal of Personnel. To remove the library director, by two-thirds (2/3) vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency, or inattention to duty, subject however, to the provisions of Chapter 70 of the Code of Iowa.
3. Rules and Regulations. To cooperate with the library director in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
4. Record of Proceedings. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
5. Expenditures. Assisting in the preparation of and seeking adequate support for the annual budget.
6. Building. To maintain and operate the physical plant.
7. Goals. Developing long-range goals for the library and working toward their achievement.

## II. Officers

A. The officers of the Board shall consist of a President, a Treasurer and a Secretary. Their terms of office shall be for one year. Officers shall be elected ~~at the Annual Meeting~~ annually in July, and hold office until their successors are elected and installed. Officers may succeed themselves in office, providing that none serves more than three terms in the same office.

B. The duties of all officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

## III. Meetings

A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other place as the Board determines.

B. ~~The Annual Meeting will be held in July each year.~~ The Board shall review the previous year's financials annually, at a regular Board meeting, through an annual report created by the library director.

C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

D. A quorum at any meeting shall consist of four (4) or more members.

E. Order of Business shall include the following elements:

Approval of Agenda

Roll Call

Approval of minutes of previous meeting  
Citizen's appearance  
Financial report and approval of expenditures  
Correspondence and communications  
Committee reports  
Unfinished business  
Report of the library director  
New business  
Adjournment

F. An agenda for Board meetings shall be prepared and posted by the library director in cooperation with the President of the Board.

G. All meetings of the Board are open to member of the public who wish to observe. Non-Board members who wish to address the Board ~~should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Library Director. may do so in accordance with the library's Citizen's Appearance and Correspondence Policy.~~

H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

#### IV. Committees

A. The Board may appoint such special committees as may be needed from time to time.

#### V. The Library Director

A. The Library Director shall be the executive director of the policies adopted by the Board.

1. Purchases. To select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationary, and supplies for the Library within budgetary limits set by the Board.
2. Staff. To recruit, train, and assign members of the Library staff.
3. Reports. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.
4. Board Meetings. The Library Director shall be in attendance at all meetings of the Board except those at which his/her tenure or salary is to be discussed or decided. Assistant Librarians and other employees are encouraged to attend.

VI. Amendment to Bylaws

- A. Amendments to these By-laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance (48 hours) of the meeting.

Adopted 6/27/1988;

Updated 9/2022

Updated 12/2025