

## **Bertha Bartlett Public Libraries**

Board Meeting - Monday, January 26, 2025 6:30 p.m.

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

**Approval of Agenda**

**Approval of December Meeting Minutes**

**Citizens' Appearance**

**Correspondence/Communications:**

**Treasurer's Report:** Duane Fournier - staff budget overage information

Review City reports

- January Bills **Approval**

**Policy updates to be voted on:**

- None at this time

**Strategic Plan Check-in -**

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

**Gilbert Update:**

**Foundation update : meeting moved February 2, 5:30 SC**

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

**New Business:**

- Bylaws and ordinance update 2nd
- Policy graduation parties – discussion – what limits should we have, additional fees (staff time, trash removal, etc.)
  - Scandinavian Days - Fundraiser, parade, activity

**Upcoming items to be aware of:**

Grant reports, Accreditation

**Requests of Board**

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

**Adjournment:**

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

## **Upcoming Library Events:**

- Tax help at the Library begins February 12 at 10
- 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

## **Director's Report**

### **January 2025**

Planning for summer reading is under way and we are hopeful that refocusing on the local community will help us achieve our goal to solidify both BBPL and Gilbert and community hubs. Please ask how you, your company or club can help

**Gilbert:** Gilbert continues to find success with programming. They are setting into their new space and bursting at the seams with the growth and use of the building.

**Construction** – Double doors into the Performance Hall were this month. We are also 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 eagerly awaiting the work of the Foundation as we tackle our strategic plan goals . 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 are currently seeking applicants for an afternoon library Circulation clerk position as one of our staff will be leaving for a higher paying position.

## **2026 - 2031 Strategic Plan Bertha Bartlett Public Libraries**

### **Goal 3: Secure the Library's Future**

**Objective 3.1: Increase the annual operating budget by 5% through fundraising and grants.**

- Identify and apply for at least two grants annually
- Partner with the Foundation to host one new annual fundraiser
- Collaborate with Friends of the Library on fundraising initiatives

**Evaluation: Monitor fundraising totals and grant awards**

**Objective 3.2: Develop a multi-year facilities and maintenance plan.**

- Conduct a professional facility assessment
- Create a prioritized improvement list
- Ensure library representation at city capital improvement meetings

**Evaluation: Track project completion and budget alignment**

**Objective 3.3: Explore relationships with neighboring communities.**

- Identify potential partner communities
- Meet with neighboring libraries
- Budget and complete at least one joint project

**Evaluation: Document partnerships and outcomes**

## **Bertha Bartlett Public Libraries**

Board Meeting - Monday, December 22, 2025 6:30 p.m.

Present: T. Sens, D. Fournier, D. Carlson, T. Turner, J. Cline, M.K. Solberg

Absent: L. Cummings, L. Donaldson

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

**Approval of Agenda:** Fournier moved, Cline seconded to approve the agenda. Motion passed.

**Approval of Minutes:** Cline moved to approve the minutes of the November meeting. Carlson provided the second. Motion carried.

**Citizens' Appearance:** None today

**Correspondence/Communications:** None today

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

- Duane Fournier provided an overview of spending and its impact on the current budget.
- Bills for December were reviewed.
- Fournier moved, and Cline provided the second to approve December 2025 bills. Motion carried

### **Policy updates:**

- Reviewed the revised Interlibrary Loan Policy
- Cline moved, Carlson seconded, to approve the revised policy. Motion carried.
- Reading Room Policy: Carlson made a motion to eliminate the reading room/Kinne Wing policy. Fournier provided the second. Motion approved.

### **Library update/ Circulation Report:**

- Tara Turner reviewed the snapshot for BBPL and Gilbert Library.
- The annual report was presented and discussed.
  - This report is also available on the library website

**Gilbert Update:** Tera Sitzman was not present this evening.

**Foundation update:** FY25 Spending report and statistics were shared with the board by T. Turner.

### **Old Business:**

- Video tour: The board decided to revisit the idea of an updated video tour of the library, to be placed on the website, at a later date.
- Donor Wall: Addition of Doug Feil, Country Landscapes, and Total Home Solutions will be added to the donor wall.
- Exterior Sign: The board discussed the purchase and installation of metal letters for the exterior of the building.

### **New Business:**

- Appoint Foundation Liaison:
  - Cline nominated Denise Carlson as liaison to Foundation, Fournier provided the second. All approved.
- Bylaws and ordinance update:
  - Fournier provided a motion to change the wording of the bylaws. Cline provided the second. Motion passed.
  - The wording changes include:
    - *I. (A): . . . At least five Members of the Board shall be bona fide 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.*
    - *I. (A).(1): 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.*
    - *III. (E): Order of Business shall include the following elements: . . .*
- Final Strategic Plan:
  - Cline moved to approve the final strategic plan with the acronyms spelled out. Carlson seconded, motion passed.
- Garbage:
  - Fournier moved to change the garbage collection plan to include an additional can. Cline provided the second. All approved.
- Insurance on piano:
  - Fournier moved to purchase an insurance policy for the piano for a \$60,000 valuation and a \$5,000 deductible if the insurance coverage for the piano cannot be rolled into the general building insurance policy, and increase the deductible on the general policy up to \$10,000. Cline provided the second. Motion carried.
- The board meeting for January will be held at the Gilbert Library on Jan. 26, 2026 at 6:30 p.m.
- Policy graduation parties will be discussed during the January meeting.

**Upcoming items to be aware of:** Grant reports, Accreditation

**Requests of the Board:** Board members were encouraged to attend and promote upcoming library events

### **Adjournment:**

Fournier moved to adjourn the meeting. Cline seconded, motion passed. Meeting adjourned at 8:05 p.m.

Next monthly Board Meeting: Monday, January 26, 2026, 6:30 pm Gilbert Library

## BBPL - Expenses Janaury 2026 - Goal 42 % Remaining Budget

Acct #	Story City Expenses	2025-2026 Budget	12/30/2025 budget spent	Jan 2026 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 27,371.00	\$ 3,700.00	38.17%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 59,200.73	\$ 8,000.00	36.60%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 6,508.15	\$ 950.00	37.60%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 7,856.70	\$ 1,200.00	38.60%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 3,757.11	\$ 540.00	33.89%
001-4410-6230	Travel/Training	\$ 847.00	\$ -		100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 6,760.06	\$ 475.00	-44.70%
001-4410-6350	Equip Repair	\$ -	\$ 897.71		
001-4410-6371	Utilities	\$ 4,500.00	\$ 376.02	\$ 300.00	84.98%
001-4410-6373	Telephone	\$ 500.00	\$ 171.55	\$ 139.86	37.72%
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	\$ 783.94	\$ 257.31	67.96%
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 462.70	\$ 31.49	50.58%
	Minor Equipment	\$ 250.00			100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 1,202.43	\$ 204.86	9.21%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 2,483.49	\$ 278.96	-10.50%
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	\$ 1,150.86	\$ 114.00	15.68%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 5,683.74	\$ 1,878.76	51.21%
001-4410-6773	Video	\$ 600.00	\$ 177.28		70.45%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 552.24	\$ 189.00	73.05%
		\$ 243,000.00	\$129,401.55	\$ 18,259.24	39.23%
			42% difference	\$ 6,731.10	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 summ		
\$ 160.00	Window Cleaning	mothly budget	\$ 8,667.00	
\$ 481.50	Fire Monitoring			budget
\$ 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				\$ (7,198.00)

## Gilbert - Expenses January - Goal 42 % Remaining Budget

<b>Acct #</b>	<b>Gilbert Expenses</b>	<b>2025-2026 Budget</b>	<b>12/31/2025 budget spent</b>	<b>Dec 2025 Submitted expenses</b>	<b>Budget remaining</b>
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 9,123.78	\$ 1,200.00	38.4%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 18,348.06	\$ 2,700.00	49.9%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 2,063.29	\$ 298.35	47.1%
033-4410-6130	IPERS	\$5,546.00	\$ 2,391.17	\$ 341.25	50.7%
033-4410-6150	Insurance,	\$1,400.00	\$ 1,215.06	\$ 200.00	-1.1%
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		\$ 745.29		
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 5,928.94	\$ 240.76	-311.3%
033-4410-6506	Office Supplies	\$750.00	\$ 561.63	\$ 112.70	10.1%
033-4410-6507	Misc. Operating Supplies		\$ -		
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 1,989.39	\$ 193.75	70.9%
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%
	<b>Total Gilbert Exp.</b>	<b>\$ 88,000.00</b>	<b>\$ 42,975.24</b>	<b>\$ 5,286.81</b>	<b>45.2%</b>

estimates

areas of concern

Cataloging supplies and minor equipment were coded for bookcases - \$5496.50

# MONTHLY SNAPSHOT

## December 2025

### Story City



Items added.....132	Meeting Room Use.....29 uses	New Patrons .....20
Items withdrawn.....19	Library Sponsored.....11	Reference Questions.....131
Books Repaired.....74	Patron Sponsored.....18 uses	Technical Assistance.....22
Interlibrary Loans.....59	Meeting Hall Use.....27	Makerspace Usage.....21
Internet Usage:.....1019	Booked ahead study room.25	Number of volunteers ....20
Unique Users:.....823	Number of Programs.....32	Volunteer hours.....96
Computer Users.....147	Program Attendance.....457	Staff hours.....616
Website visits .....1097	Story Time.....154	Hours Open.....203
Menu Clicks.....49	KOOL After School.....77	Staff hours/hours open ..2.8
Google interactions.....381	Tweens and Teens.....31	Average staff wage.....\$16.2
	Adult (Non Book Club)...38	Staff cost/hour open..\$46
	Book Club.....6	
	Passive/Patron led.....151	

Library Usage	This month	Last Month	Increase or Decrease	December 2024	cost/previous year
Physical items checked out	2327	2285	↑ 1.8%	2086	↑ 10.4%
(Both Libraries)					
Bridges Materials	849	865	↓ 1.9%	869	\$100
Unique users	174	196	↓ 12.6%	179	
Hoopla Books	376	347	↑ 7.7%	292	\$882.64
Unique users	146	128	↑ 12.3%	98	
Total Items checked out	3552	3497	↑ 1.5%	3247	↑ 8.6%
Website Visits	1097	1152	↓ 5.01%	1272	
wifi	1019	950	↑ 6.8%	699	
Library Visits	3597	3935	↓ 9.4%	2559	↑ 28.9%

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





# MONTHLY SNAPSHOT

## December 2025

## Gilbert

<p>Items added.....73</p> <p>Items withdrawn...71</p> <p>WiFi usage:.....0*</p> <p>Unique users.....0*</p> <p>Google interactions...94</p> <p>PC.....17</p> <p>New Cards.....5</p> <p>*The Gilbert WiFi tracking has been down since 4/27/25.</p>	<p>Programs.....23</p> <p>Story Time.....235</p> <p>Bingo.....26</p> <p>Mahjong.....25</p> <p>Book Club.....0</p> <p>Passive Programming...106</p>	<p>Reference Questions.....36</p> <p>Technical Assistance....1</p> <p>Number of volunteers....1</p> <p>Staff hours.....179.25</p> <p>Hours Open.....136</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	December 2024	Increase or Decrease
Physical items checked out	575	692	↓ 20.3%	518	9.9%
Library Visits	554	525	↑ 5.2%	438	↑ 20.9%

## 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 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.

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.

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