

Bertha Bartlett Public Libraries

Board Meeting - Monday, September 28, 2026 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of August Meeting Minutes

City Update:

Citizens' Appearance:

Correspondence/Communications: Karen coombs has asked that we consider subscribing to Kanopy - \$1800/year

Change ByLaws to no longer require Board Treasurer

Board Training:

Director Evaluations - Theresa

Social media and how you can help - tara

Treasurer's Report:

Review City reports

Donation Report

September Bills Approval

Policy updates to be voted on:

Meeting Room Policy

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.

Library update/ Circulation Report:

Tara – snapshot , hourly circulation, door count

Event Report-

Staff report - new children's librarians

Building Update

Gilbert Update:

Mahjong Tournament

Awaiting new KM printer

Foundation update: Request hot spot funding of up to \$900 (\$828) beginning in December

Old Business:

Grants/Awards - Iowa League of Cities All-Star Community Award Sustainable Libraries Award

Submitted Jerry Kline Award - hear decision March 2027

New Business:

Hotspot renewals

Assistance Needed:

- All Star Baseball Tour of the Library - Oct 27 4:30 - 6
- Books, Ballots & Bowls: An Election Day Soup Supper — November 3
- Christmas Open House Saturday Nov 28

Adjournment:

Next monthly Board Meeting: Monday, October 26, 2026, 6:30 pm

Bertha Bartlett Public Libraries

Board Meeting - Tuesday, August 25, 2026 6:30 p.m.

Present: Thresa Sens, Jenna Cline, Jen Doebel, Jessica Miller, Mary Kay Solberg, Denise Carlson, Tara Turner

Absent: Laura Donaldson, Lynn Cummings

Opening of Meeting: Theresa Sens, President, called the meeting to order at 6:30 p.m.

Approval of Agenda Moved by Doebel, second by Cline to approve agenda. Motion carried

Approval of July Meeting Minutes: Cline motioned to approve the agenda and Doebel seconded. Motion carries..

City Update: No city update provided tonight

Citizens' Appearance: None

Correspondence/Communications: None

Election Officers:

- Election of officers took place at the July meeting. At that time, a treasurer was not elected. Our bylaws require a treasurer for the library board. The state library board does not require it.
- President Sens suggested that we change the bylaws to eliminate that requirement.
- Cline moved to change our bylaws to eliminate the treasurer position. Miller provided the second. Motion carried. Updated wording will be available at the next meeting, and we will conduct a final vote then.

Board Training:

- Grants - Director Turner explained how the board can help seek out grants for the library.
- Director Evaluations - President Sens reminded us of Tara Turner's annual review in October. She distributed the evaluation forms to board members. Please return the completed form to Theresa at the September meeting.

Treasurer's Report:

- Bills: Turner reported on the August bills for BBPL and Gilbert Library. Carlson moved to approve bills; Cline seconded; motion passed.
- Cline moved to approve bill from Lance Harding; Doebel seconded. Motion carried.
- Director Turner went over the balance sheet for Story City and Gilbert. In addition, she shared the deposits and donations for the month.

Policy updates:

Fine Policy: Adjustments to the language in the fine policy were reviewed. Miller motioned to approve the new fine policy; Doebel provided the second; all approved, motion carried.

Strategic Plan Review: While discussing Goal 1 (*Strengthen Patron Engagement and Improve Accessibility*), the board reviewed library hourly reports and requested additional data before suggesting any changes to library hours.

Library update/ Circulation Report:

The monthly snapshot, hourly circulation, and door counts were shared.

Event Report- Director Turner reported on the Summer Reading Program, bike safety night, and Gilbert Days.

Staff report - New children's librarians have been hired. They will share the duties of this job.

Building Update: Board members were updated on topics pertinent to the building remodel.

Gilbert Update:

- The board learned about the Gilbert Library sno-cone event during Gilbert Days.
- Printer: Konica Minolta to be purchased to replace the old one in Gilbert. Carlson moved, seconded by Cline, all approve, motion carried.

Foundation update: None

Old Business:

- Story City's public library expansion project has won the Iowa League of Cities All-Star Community Award.
- BBPL will participate in the Sustainable Libraries Initiative
- The board encouraged Director Turner to apply for the Jerry Kline Award.

New Business:

The board considered reducing Hoopla circs per patron to 3. Moved by Doebel, seconded by Cline, all approved, motion carried.

Assistance Needed in Fundraising – The board was encouraged to assist with fundraising. A soup supper is being considered, and board members will be asked to assist.

Adjournment: Miller moved, Cline seconded, to adjourn the meeting. Motion passed.

Next monthly Board Meeting: Monday, September 28, 2026, 6:30 pm

BERTHA BARTLETT PUBLIC LIBRARY

Date: August 16, 2026 - September 15, 2026

FINES/COPIES/FEES/FAXES

001-4410-1-4580

CHECK # OR CASH	AMOUNT	DATE	DESCRIPTION	PATRON
cash	\$20.30	8/19/26	copies	
check	\$25.00	8/19/26	Semler Hall	Brett/Jess Iddings
cash	\$45.30	8/26/2026	copies	
cash	\$0.50	8/26/26	damage/replace	
cash	-\$0.10	8/26/2026	discrepancy (-)	
cash	\$26.30	9/2/2026	copies	
cash	\$25.00	9/2/2026	Semler Hall	
cash	\$0.15	9/2/26	discrepancy (+)	
check	\$25.00	9/9/26	copies	
check	\$50.00	9/9/26	copies	Story City Historical Society
cash	\$28.10	9/9/2026	copies	
cash	-\$0.20	9/9/2026	discrepancy (-)	
Subtotal	\$245.35			
TRUSTS/MEMORIALS/DONATIONS				031-4410-2-4705
Subtotal	\$0.00			
Subtotal				
TOTAL	\$245.35			

Include online doantions July, Aug and Sept 15

BERTHA BARTLETT PUBLIC LIBRARY FOUNDATION

Date: August 16, 2026 - September 15, 2026

Story City				
CHECK # OR CASH	AMOUNT	DATE	DESCRIPTION	PATRON
cash	\$2.80	8/19/2026	donations	
cash	\$19.80	8/26/26	donations	
cash	\$6.60	9/2/2026	donations	
cash	\$5.70	9/9/26	donations	
Paypal	\$500.00	07/14	donations	Waline Family
Subtotal	\$534.90			
TRUSTS/MEMORIALS/DONATIONS				
Subtotal	\$0.00			
Gilbert				
cash	153.6		Gilbert days donations	
Venmo	\$83.21	9/10	Mahjong	Sarah Windhorst
Venmo	\$48.95	09/19	Mahjong	Beth geisinger
Venmo	\$83.21	09/21	Mahjong	Lesley Olswig
Venmo	\$4.81	08/22	raffle	Eric Lopez
Venmo	\$4.81	08/22	raffle	Sharon White
Venmo	\$14.62	08/22	Raffle	Jonathon Brown
Venmo	\$83.29	8/31	Mahjong	Allison Roberge
Venmo	\$83.29	08/31	Mahjong	Holly Smoth
Venmo	\$83.29	08/31	Mahjong	Cindy LARson
Venmo	\$100.00	09/09	Mahjong	Whitney Johns
Square	\$81.89	09/15	Mahjong	Patty Butler
Square	\$81.89	09/13	Mahjong	Breanne Grotenhuls
Square	\$81.89	09/11	Mahjong	Emily Poss
Square	\$81.89	09/11	Mahjong	Deb Christy
Square	\$81.89	09/02	Mahjong	Pam Larson
Square	\$81.89	08/31	Mahjong	Kathleen Rathe
Square	\$81.89	08/31	Mahjong	Lisa Bakke
Square	\$9.59	08/22	Gilbert days donations	
Square	\$19.33	08/22	Gilbert days donations	
Square	\$24.20	08/22	Gilbert days donations	Marcie Wilson
Square	\$1.80	08/22	Gilbert days donations	

Square	\$3.26	08/22	Gilbert days donations	
Square	\$29.07	08/21	Bag	no name
Square	\$29.07	07/30	bag	no name
Square	\$782.00	07/15-07/25	Raffle	
Square	\$80.00	07/09	Raffle	Jen SCHnormeier
Square	\$10.00	06/29	SRP	Karolyn Sanford
Subtotal	\$2,304.63			
	Hot Drinks			
cash	\$5.00	8/19/2026		
cash	\$4.00	8/26/26		
cash	\$3.00	9/9/26		
Subtotal	\$12.00			
	3D Printer			
cash	\$16.50	8/19/2026		
cash	\$3.30	8/26/26		
cash	\$4.50	9/2/26		
cash	\$0.75	9/9/26		
Subtotal	\$25.05			
TOTAL	\$2,876.58			

BERTHA BARTLETT PUBLIC LIBRARIES

September

Story City Bills					
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)	
001-4410-6371	Black Hills Energy		\$ 100.00	August	
001-4410-6320	Aspen	auto	\$ 55.00	Trash removal (automatic monthly payment)	
001-4410-6320	Sabrina Gogerty	Sept	\$ 320.00	Cleaning	
001-4410-6373	GNB Visa - Ubiquiti	Sept	\$ 19.98	Phone lines	
001-4410-6500	GNB Visa -Meta - Program Ads	August	\$ 31.92	Program ads	
001-4410-6500	GNB Visa - Amazon musc	August	\$ 13.90	Story time music	
001-4410-6502	Amazon Capital - 69PJ	Sept	\$ 279.20	2 computer - replacement	
001-4410-6505	Amazon Capital - 69PJ	Sept	\$ 111.32	cases, bags, etc	
001-4410-6506	Amazon Capital - 69PJ	Sept	\$ 278.22	HDMI extender...	
001-4410-6506	Amazon returns	August	\$ (112.59)	Returns	
001-4410-6770	GNB Visa - People Magazine	8/3/2026	\$ 111.28	annual renewal	\$ 1,519.72
001-4410-6770	Reader's Digest LP		\$ 34.20	annual renewal	
001-4410-6770	Sports Illustrated		\$ 20.00	annual renewal	
001-4410-6770	Real Simple		\$ 27.00	annual renewal	
001-4410-6772	GNB Visa - Thriftbooks	8/3/2026	\$ 13.93	books	
001-4410-6772	GNB Visa - Amazon 5017863	8/3/2026	\$ 19.95	books	
001-4410-6772	Amazon Capital -	8/3/2026	\$ 902.02	books	
001-4410-6772	Brodart B73009680	9/5/2026	\$ 172.32	books	
001-4410-6772	Centerpoint 2272250	9/3/2026	\$ 32.21	large print books	
001-4410-6773	Amazon Capital - 69PJ	9/17/2026	\$ 61.55	DVD	
		Total	\$ 3,044.41		
Gilbert Bills					
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)	
033-4410-6506	AmazonCapital - 69PJ		\$ 149.57	co detector...	
0033-4410-6772	Amazon Capital	Sept	\$ 292.26	books	
0033-4410-6772	Brodart B73009680	9/5/2026	\$ 190.52	books	
		TOTAL	\$ 832.35		

Submitted to City _____

Approved on this day _____ by _____

Gilbert - Expenses Sept - Goal 75 % Remaining Budget

<u>Acct #</u>	<u>Gilbert Expenses</u>	2025-2026 Budget	YTD	Sept 2026 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	17,252	\$ 3,172.30	\$ 1,230.00	74.5%
033-4410-6020	Salaries, Part-time	43,755	\$ 10,249.49	\$ 2,800.00	70.2%
033-4410-6110	FICA & Medicare	4,669	\$ 1,012.70	\$ 308.30	71.7%
033-4410-6130	IPERS	5,492	\$ 940.74	\$ 352.63	76.5%
033-4410-6150	Insurance,	2,300	\$ 416.13	\$ 190.00	73.6%
033-4410-6230	Travel & Training				
033-4410-6490	Professional Services	500			100.0%
033-4410-6500	Programming	912	\$ 91.80		89.9%
033-4410-6502	Technology				
033-4410-6504	Minor Equipment				
033-4410-6505	Cataloging Supplies	2,000	\$ 460.35		77.0%
033-4410-6506	Office Supplies	1,000	\$ 114.05	\$ 149.57	73.6%
033-4410-6507	Misc. Operating Supplies		\$ 510.85		
033-4410-6772	Books	5,470	\$ 1,062.10	\$ 482.78	71.8%
033-4410-6773	Video	0	\$ 17.95		
033-4410-6774	Online Licensing/Databa	2,150	\$ 636.04		70.4%
033-4410-6910	Transfer	3,000			100.0%
	Total Gilbert Exp.	\$ 88,500	\$ 18,684.50	\$ 5,513.27	72.7%

door counter was subtracted here

estimates
areas of concern
bills not paid at time of report

BBPL - Expenses Sept - Goal 75 % Remaining Budget

Acct #	Story City Expenses	2026 - 2027 Budget	YTD	Sept 2026 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 51,657	\$ 9,517.01	\$ 4,304.75	73.24%
001-4410-6020	Salaries: Part-time	\$ 111,851	\$ 22,990.01	\$ 8,500.00	71.85%
001-4410-6110	FICA/Medicare (7.65%)	\$ 12,427	\$ 2,444.71	\$ 979.56	72.44%
001-4410-6130	IPERS (8.75%)	\$ 15,370	\$ 2,688.67	\$ 1,120.42	75.22%
001-4410-6150	Insurance - Group Health	\$ 6,896	\$ 1,280.37	\$ 553.00	73.41%
001-4410-6230	Travel/Training	\$ -		\$ -	
001-4410-6320	Building/Grounds	\$ 7,000	\$ 514.89	\$ 320.00	88.07%
001-4410-6350	Equip Repair				
001-4410-6371	Utilities	\$ 3,750	\$ 185.75	\$ 155.00	90.91%
001-4410-6373	Telephone	\$ 250	\$ 39.96	\$ 19.98	76.02%
001-4410-6408	Insurance-General	\$ 17,500			100.00%
001-4410-6490	Professional Services	\$ 1,000	\$ 160.00		84.00%
001-4410-6499	Miscellaneous	\$ -	\$ 33.60		
001-4410-6500	Programming	\$ 2,250	\$ 53.70	\$ 45.82	95.58%
001-4410-6501	Building Supplies	\$ -	\$ -		
001-4410-6502	Technology	\$ 500		\$ 279.20	44.16%
001-4410-6505	Cataloging Supplies	\$ 2,750	\$ 470.13	\$ 111.32	78.86%
001-4410-6506	Office Supplies	\$ 2,000	\$ 147.24	\$ 165.63	84.36%
001-4410-6507	Misc. Operating supplies	\$ -			
001-4410-6508	Petty Cash/Postage	\$ 200	\$ -		100.00%
001-4410-6727	Capital Equipment				
001-4410-6770	Magazines	\$ 1,750	\$ 54.99	\$ 192.48	85.86%
001-4410-6771	Audio	\$ 250	\$ 34.00		86.40%
001-4410-6772	Books	\$ 14,500	\$ 2,096.94	\$ 1,140.43	77.67%
001-4410-6773	Video	\$ 500	\$ 39.92	\$ 61.55	79.71%
001-4410-6774	Online Databases	\$ 2,600	\$ 636.04		75.54%
		\$ 255,000	\$43,387.93	\$ 17,949.14	75.95%

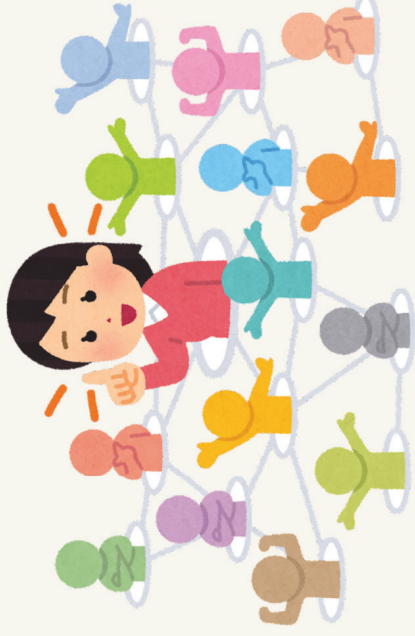
estimates

areas of concern

bills not paid at time of report

SOCIAL MEDIA 101: HOW TO HELP RRSC





INTRODUCTION

Thank you for helping to grow our online presence! This presentation is intended to introduce some basic social media platforms, terminology, and actions.

PLATFORMS

INSTAGRAM

- Videos, stories, reels, & photos
- Short messages displayed under content
- Primarily attention catching visual content
- Sharing and discovery

FACEBOOK

- Videos, stories, photos, website links
- Long to short posts
- Text content displayed before visuals
- Community connection platform

LINKEDIN

- Research, links, videos, photos
- Long to short posts
- Text content displayed before visuals
- Professional platform for connection

COMMON TERMINOLOGY

LIKES

Shows that people found our post interesting or valuable.

Helps social media platforms show our posts to more people.

SHARES

Show that someone thought our content was worth passing along.

More shares can significantly increase our visibility and awareness.

COMMENTS

Comments show people are interested enough to join the conversation.

They help us connect directly with our community.

REPLIES

It builds trust and encourages more people to join the conversation.

Ongoing conversations can help keep our posts visible to a larger audience.

MESSAGES

Creates opportunities for one-on-one conversations about our organization.

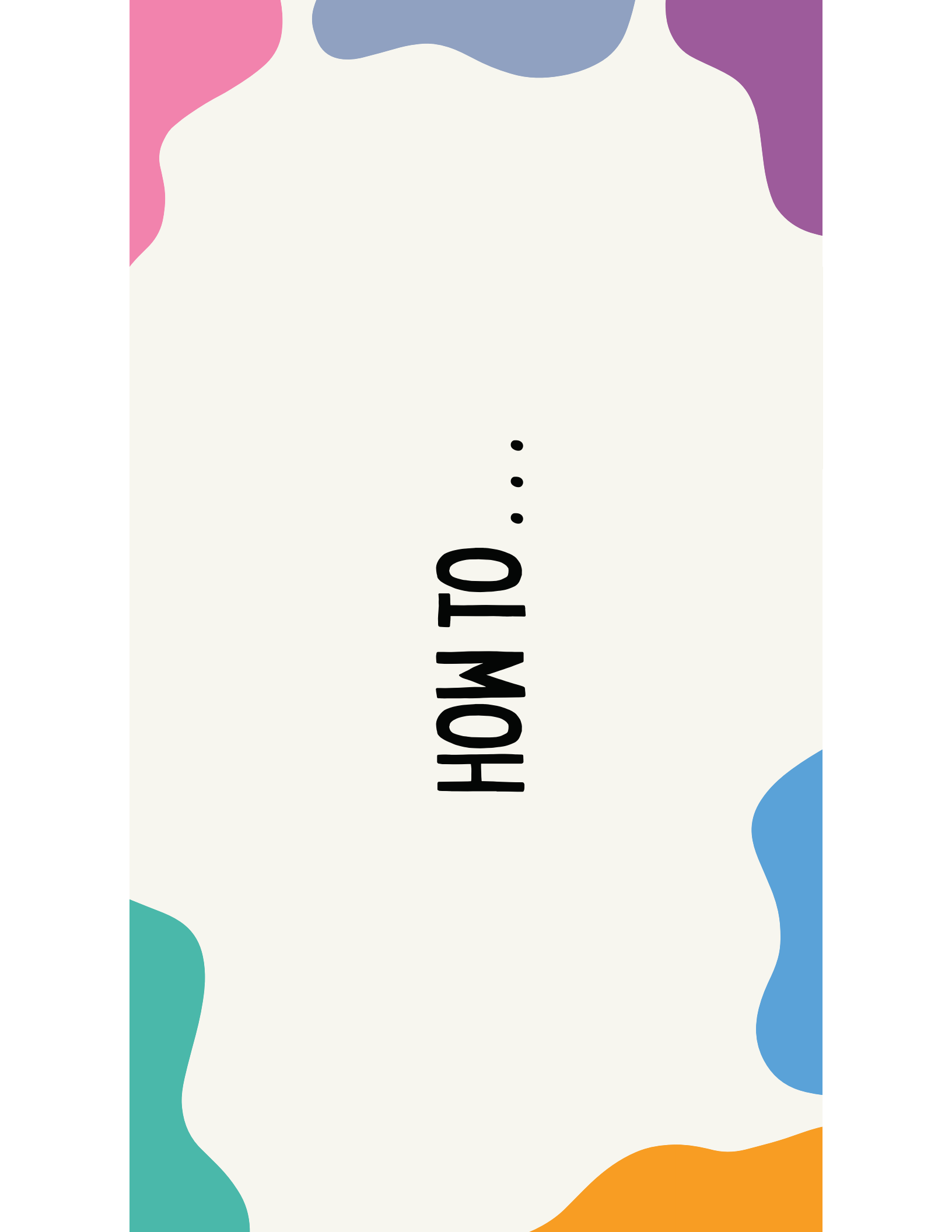
Helps build relationships with supporters and community members.

FOLLOWERS

To stay informed about our work, programs, events, and impact.

To receive updates and stories from our organization.

To stay connected with our community.



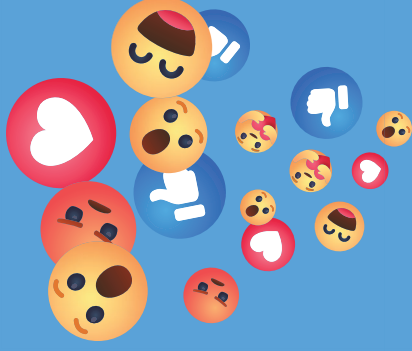
HOW TO ...

REACT/LIKE

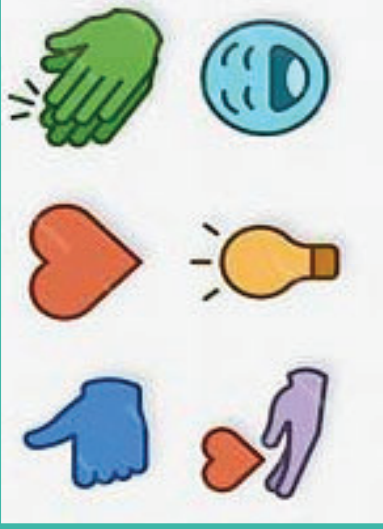
INSTAGRAM



FACEBOOK

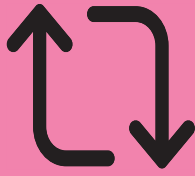


LINKEDIN



SHARE

INSTAGRAM



FACEBOOK



Share

LINKEDIN



Repost

COMMENT

INSTAGRAM



FACEBOOK



LINKEDIN



REPLY

INSTAGRAM

Reply

FACEBOOK

Reply

LINKEDIN

Comment

MESSAGE/DIRECT MESSAGE

INSTAGRAM



FACEBOOK



Send in Messenger

LINKEDIN



FOLLOW

INSTAGRAM

Follow Back

FACEBOOK

+ Follow

LINKEDIN

+ Follow

SOCIAL NETWORKS

338 FRIENDS

When you like, comment, share, and/or follow us, your friends are more likely to see our content. On average, one person has 338 friends on social media.

6,984 CONNECTIONS

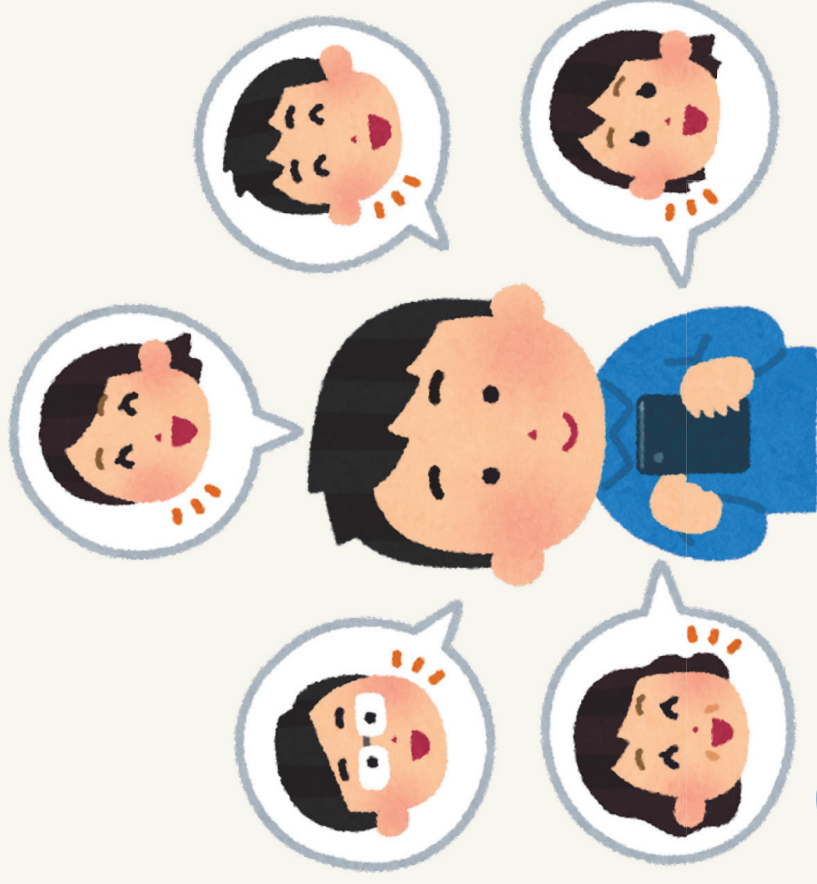
You have the potential to reach 6,984 friends ALREADY in your network. Each person that interacts with us after that connects us to another 338 people.

PICK A PLATFORM

Focus on the platform(s) you are most comfortable using. We have many individuals who choose only one platform for their content.

BE CONSISTENT

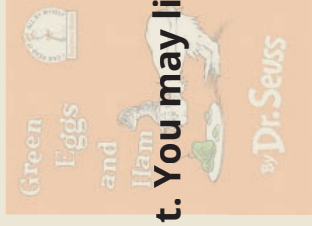
Try to check the RRSC social media page(s) each day. No need to spend hours scrolling. Take a couple of minutes to check for new content and respond to messages and comments.



WORDS OF ENCOURAGEMENT



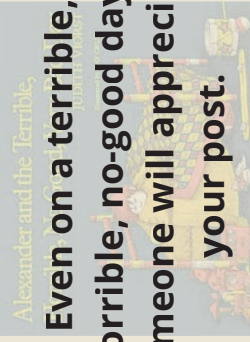
Oh, the people you'll reach!



Try it. You may like it.



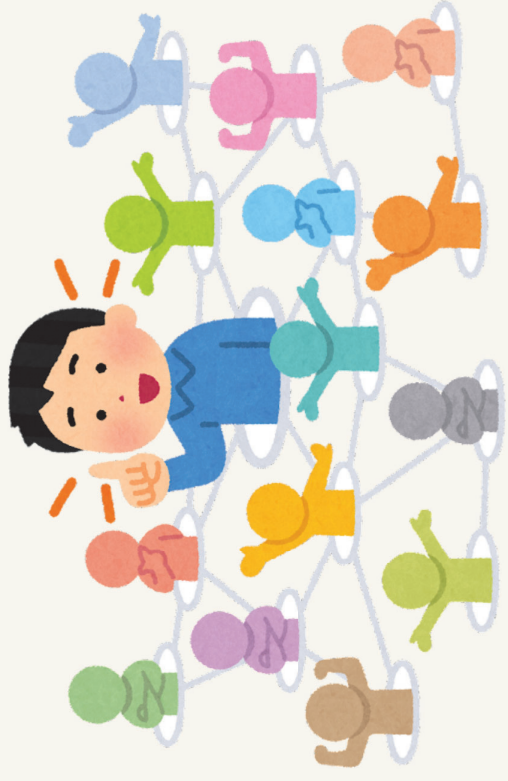
We're all online here.



Even on a terrible, horrible, no-good day... someone will appreciate your post.



Click, Clack, Like!



THANK YOU SO MUCH!

BERTHA BARTLETT PUBLIC LIBRARIES MEETING ROOM POLICY

***Bertha Bartlett Public Libraries welcome public use of its meeting rooms.
Meeting rooms may be used for civic, community, cultural or educational purposes.***

Guidelines

1. The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs or policies of the individual, group or organization requesting use. Permission to use the meeting room does not constitute Library endorsement and in no way implies that the Library supports the views of the group.
2. Library-sponsored activities are given priority. With adequate notice, the Library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the Library expects to be notified within a reasonable time so that another group may use the space.
3. The Library meeting room is available for group meetings. Conduct disruptive to the Library's general function as a place of quiet study is prohibited, as determined by the staff on duty. Activities must not disrupt the usual operations of the Library. The Library director is authorized to deny permission to use the library meeting room to any group or individual. Library policies and applicable federal, state and local laws are to be obeyed. If a question or objection is raised regarding use of the meeting room, the Library Trustees are the final authority in granting or refusing permission.
4. Plans for decorations must be approved by the Library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
5. In consideration of the Library's granting permission to use the facility, the users promise, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
6. Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in outdoor receptacles, tabletops cleaned, chairs stacked and stored, and tablecloths placed in laundry receptacle.
7. The Library will bill for loss or damage of Library property. If more than routine cleaning is necessary or if tables and chairs are not returned to the closet a fee of up to \$100 will be imposed.
8. Lighted candles are not permitted.
9. Privacy is not guaranteed. Meeting rooms are not soundproof.
10. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Sunday
12. Selling and fundraising in the Library's meeting rooms and lobby are prohibited except for events that benefit the Library. Book selling by the presenter or local bookstore is permitted when the author is speaking at a Library-sponsored or co-sponsored event.
13. Admission may not be charged for any events in Library meeting rooms except for fundraising events sponsored by the Library or BBPL Foundation that benefit the Library.

Reservations

14. Reservations for the use of the meeting room are to be made online, by phone or in person with the librarian on duty and are subject to Director approval. Rooms may be booked a maximum of 6 months in advance or at librarian discretion. The reservation procedure involves the completion of an application, including a signature of a responsible party (over 18 years of age). Signature may be completed at time of the event. Groups or individuals who repeatedly use meeting rooms may have an application and signature on file that may be used for events throughout the year. No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.

15. If a key is needed, the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian or to the library book drop. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.

Equipment/Services/Resources/Rooms Available

16. **Local History Study Room** (Capacity of 6)– has 4 chairs, a table, Ethernet connection and 1 computer may be available

Computer Study Room (Capacity of 6)– 4 chairs, 2 tables (one conference table and 1 round table), 1 computer, 1 white board

Sons of Norway Conference Room: (Capacity of 9) – 6 chairs, 1 large table, tv monitor

Broad Street Meeting Room (Capacity of 20)– 4 tables, 15 chairs, large tv monitor, WiFi
Food and beverages may be enjoyed in this space.

A kitchenette is available by special request. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users.

Performance Space/Meeting Hall (Capacity of 220)– 30- 6' long table, 10- 6' round tables, 5 seminar tables, children's tables, 230 chairs, tablecloths, 2 television monitors A kitchenette is available by special request. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users.

Wifi is available throughout the library.

Laptops, a Meeting Owl, HDMI cords etc may be used by special arrangement

Smoking is not permitted in the building.

17. A valid library card is required to use library equipment.

18. Tables and chairs may be arranged to suit the needs of the user but must be returned to closet.

19. Wi-Fi access is available. The Library's Computer Use Policy governs use of this service. A connection to the Internet or a specific site is not guaranteed.

Fees

20. There is no charge for use of the study rooms.

21. Fees for using the Performance Hall and/or Meeting Room: Non-profit local community groups, no charge. For-profit groups and private events and events to which an admission fee is charged are subject to the following rates:

\$25 for up to 4 hours
\$100 for all day

Non-profit organizations from outside the Story City area will be limited to one use per month without charge. Fees or the decision to waive said fees is at librarian discretion.

Damage and Cleaning Fees

Fees for damages will exceed professional estimate costs for repair by 10%. Fees for cleaning will be charged at a rate \$50/hour with a 1 hour minimum. If we must bring your trash to the outdoor receptacle \$10 will be charged per bag.

Established April 1994
Reviewed 6/04
Updated 11/07, 10/11
Updated 12/14
Reviewed 10/18

Reviewed 1/2022
Updated 3/2024
Updated September 2025
Revised August 2026

BERTHA BARTLETT PUBLIC LIBRARIES MEETING ROOM USE POLICY

1. Purpose

- 1.1 To provide equitable access to Library meeting rooms in support of the Library's mission by making meeting spaces available for educational, cultural, civic, informational and community activities.
 - 1.2 Meeting rooms are available on an equitable basis regardless of the beliefs, affiliations, viewpoints or policies of the individual or organization requesting use.
 - 1.3 Permission to use a meeting room does not constitute Library endorsement of any organization, activity or viewpoint.
-

2. Priority of Use

- 2.1 Library-sponsored and Library co-sponsored programs receive first priority for use of meeting rooms.
 - 2.2 The Library reserves the right to cancel or reschedule reservations when necessary for Library operations, programming, maintenance or emergencies.
 - 2.3 Whenever possible, reasonable notice will be provided if a reservation must be canceled.
-

3. Eligibility

- 3.1 Meeting rooms are available to community organizations, governmental agencies, nonprofit organizations, businesses and individuals whose activities are consistent with this policy.
 - 3.2 Reservations must be made by an adult (18 years of age or older).
 - 3.3 The individual making the reservation is responsible for compliance with this policy and must be present during the event.
 - 3.4 Reservations may not be transferred to another individual or organization.
-

4. Conditions of Use

- 4.1 Activities must not interfere with normal Library operations or the use of the Library by others.
- 4.2 All Library policies and applicable federal, state and local laws shall be followed.
- 4.3 Meeting rooms are not soundproof and privacy cannot be guaranteed.
- 4.4 Library staff may enter meeting rooms at any time to address emergencies, facility concerns or policy compliance.
- 4.5 The Library Director or designee may deny or revoke meeting room privileges for failure to comply with this policy.

5. Reservations

- 5.1 Reservations may be made online, by telephone or in person.
- 5.2 Reservations are accepted on a first-come, first-served basis.
- 5.3 Rooms may be reserved up to six (6) months in advance.
- 5.4 A completed reservation application identifying the responsible adult is required.
- 5.5 Groups are expected to cancel reservations they cannot use.
- 5.6 Repeated no-shows or failure to cancel reservations may result in suspension of reservation privileges.

6. Meeting Room Rules

- 6.1 Furniture may be rearranged but must be returned to its original configuration.
- 6.2 Rooms shall be left clean and orderly.
- 6.3 Users are responsible for removing personal belongings.
- 6.4 Decorations require prior Library approval and may not damage Library property.
- 6.5 Emergency exits and safety equipment shall remain unobstructed.

- 6.6** Smoking, vaping and open flames, including candles, are prohibited.
-

7. Food and Beverages

- 7.1** Food and beverages are permitted only in designated meeting rooms.
- 7.2** Kitchenette use is available by advance approval.
- 7.3** Users are responsible for cleaning the kitchenette and providing all disposable supplies including plates, silverware, cups, etc.
-

8. Equipment and Technology

- 8.1** Wi-Fi is available throughout the Library.
- 8.2** Available equipment may include televisions, computers, whiteboards, Meeting Owl conferencing equipment, laptops and HDMI cables.
- 8.3** Equipment availability is not guaranteed.
- 8.4** Use of Library technology is governed by the Library's Computer Use Policy.
-

9. Fees

- 9.1** Study rooms are available without charge.
- 9.2** Local non-profit community organizations may use meeting rooms without charge. Multiple uses per month must be approved by the director and may be subject to fees.
- 9.3** Private events, for-profit organizations, and events charging admission are subject to the following fees:

Room	Reservation length	Fee
Front Meeting room	Up to four (4) hours	\$15
Front Meeting room	Full day	\$25
Semler Hall	Up to (4) hours	\$25
Semler Hall	Full day	\$100

There is no charge for using other study and conference rooms within the main library during regular business hours.

9.4 The Library Director may waive fees when appropriate.

10. Damage and Cleaning

10.1 Users are responsible for all damage beyond normal wear.

10.2 Damage charges shall include repair or replacement costs of items, materials or building plus applicable administrative expenses.

10.3 Cleaning beyond normal use will be assessed at \$50 per hour with a one-hour minimum.

10.4 Trash removal by Library staff may result in additional charges.

11. Liability

11.1 The reserving individual or organization assumes responsibility for all activities conducted during the reservation.

11.2 Users agree to indemnify and hold harmless Bertha Bartlett Public Library and the City of Story City from claims arising from use of Library facilities, except where prohibited by law.

12. Policy Administration

12.1 The Library Director is responsible for administration of this policy.

12.2 The Library Board of Trustees has final authority regarding interpretation of this policy and appeals concerning meeting room use.

Policy History

Established: April 1994
Reviewed: June 2004
Updated:
November 2007
Updated: October 2011

Updated: December 2014
Reviewed: October 2018
Reviewed: January 2022
Updated: March 2024
Updated: September 2025

Revised: September 2026

Meeting Room Use Application

Today's Date _____ Reservation Date & Time or Ongoing _____

Name: _____

Phone Number: _____

Address _____

Library Card number and/or Driver's License Number: _____

Organization using a room at the library: _____

Type of use (Please circle all that apply): Local non-profit Out of area non-profit For-profit
Educational Personal/Private Event Community Civic Business

Equipment Needed (Circle items needed.) Meeting OWL Laptop Computer Speaker

*Library card is needed to check out equipment

other: _____

I have reviewed the Bertha Bartlett Meeting Room Policy and understand that **by signing this document I am personally responsible for any damage/loss to the building, library property, key (if needed) and any cleaning fees.** (Any decorations used need to be approved prior to being attached to the walls and/or ceilings.) In addition, I am responsible to remove trash, return the room to its original condition, secure the room after use and to ensure conduct during meeting room use is consistent with library policy.

Responsible Party Signature: _____ Date: _____

Library Staff: _____ Date: _____

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

Fees for using Semler Hall or Front meeting room,

- Non-profit community groups (no charge)
- Semler Hall : Private individuals and profit groups (\$25 for up to 4 hours, \$100 for all day)
- Front Meeting Room: Private individuals or profit groups (\$15 for up to 4 hours, \$25 for all day)
- Non-profit organizations from outside the Story City/ Gilbert area will be limited to one use per month without charge. (Additional uses will be charged the standard fee.

Payment should be made payable to BBPL.

Meeting Room Checklist

Please sign and date checklist and leave in book drop with the key or return this form to staff after your event.

Please DO NOT prop open the front door. The hex key that you have been loaned will allow you to have the front door unlocked, so there is no need to prop the door

- Please leave the meeting rooms and restrooms neat and tidy
- A vacuum can be found to right of door in the closet at the end of restroom corridor
- Place any tablecloths and used kitchen linens in the clothes basket in closet at end of restroom corridor
- Please wipe down tables. Kitchen cloths are in top drawer to left of sink. Please leave wet rags in the sink.
- Return chairs and table to closets in large meeting room. For front meeting room, please leave the room as you found it or as directed by staff.
- If you put food in the garbage cans or have filled it, please take the bag(s) to the trash receptacle outside the rear door.
- Please unplug coffee pots or other devices
- Please turn oven off
- Make sure all lights are turned off including:
 - Kitchenette
 - Meeting Room
 - Hallway and restroom lights will turn off automatically
- Lock the exterior Library door if room was used after regular Library hours and ensure door is shut firmly behind the last person leaving
- Sign and date this checklist
- Return this form and keys to front desk or drop in book drop.

Signature: _____ **Date:** _____

BBPL Staff: _____

You may be charged for damages or if cleaning is necessary due to your event. These fees are outlined in Meeting Room Policy.

Fees for damages will exceed professional estimate costs for repair by 10% for administration of repairs.

Fees for cleaning will be charged at a rate \$50/hour with a 1 hour minimum. If we must bring your trash to the outdoor receptacle, \$10 will be charged per bag.

MONTHLY SNAPSHOT

August 2026

Story City



Items added.....164	Meeting Room Use.....20 uses	New Patrons18
Items withdrawn.....184	Library Sponsored.....2	Reference Questions.....195
Books Repaired.....29	Meeting Hall Use.....19	Technical Assistance.....63
Interlibrary Loans.....86	Library Sponsored.....10	Makerspace Usage.....21
Computer Users.....193	Study Room Use.....93	Number of volunteers20
Website visits1445	Booked Ahead.....33	Volunteer hours.....96
Unique visitors.....752	Number of Programs.....17	Staff hours.....675.5
Google interactions.....340	Program Attendance.....767	Hours Open.....215
Adventure Pass.....17	Story Time.....0	Staff hours/hours open ..3.1
	KOOL Summer/School....676	Average staff wage.....\$15.8
	Tweens and Teens.....10	Staff cost/hour open..\$47.4
	Adult (Non Book Club)....20	
	Book Club.....6	
	Passive/Patron led.....55	

Library Usage	This month	Last Month	Increase or Decrease	August 2025	Cost or previous year
Physical items checked out	2589	3187	↓ 18.8%	2950	↓ 12.2%
(Both Libraries)					
Bridges Materials	895	960	↓ 6.8%	757	\$100
Unique users	195	199	↓ 2.01%	165	
Hoopla Books	389	385	↑ 1.04%	353	\$959.27
Unique users	146	144	↑ 1.4%	127	
Total Items checked out	3873	4532	↓ 14.5%	4060	↓ 4.6%
Website Visits	1445	1447	↓ 0.13%	1331	↑ 8.6%
wifi	0	0	→ 0%	686	
Library Visits	5056	5112	↓ 1.1%	3854	↑ 31.2%

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



GILBERT LIBRARY
FEEDING CURIOSITY

MONTHLY SNAPSHOT

August 2026

Gilbert

Items added.....59 Items withdrawn.....5 WiFi usage:.....0* Unique users.....0* Google interactions...125 PC.....22 New Cards.....15 *The Gilbert WiFi tracking has been down since 4/27/25.	Programs.....22 Story Time.....12 KOOL Summer.....165 Teens.....21 Mahjong.....29 Book Club.....4 General Interest.....692	Reference Questions.....46 Technical Assistance.....4 Number of volunteers....1 Staff hours.....241.75 Hours Open.....145 Staff Hours/Hours Open....1.7 Average staff pay.....\$15 Staffing per hour cost.....\$25
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Library Usage	This month	Last Month	Increase or Decrease	August 2025	Increase or Decrease
Physical items checked out	985	1406	↓ 29.9%	595	↑ 65.5%
Library Visits	992	2351	↓ 57.8%	571	↑ 73.7%

Hotspots

Currently we have 5 mobile hotspots – usage for past 17 months: 141 checkouts, avg of 8 per month

Total annual cost (increase SC # from 3 to 4 due to hold times):

6 hotspots - \$108

Annual service (\$120/year) - \$720

Total: \$828

Bertha Bartlett Public Library Foundation [CHANGE ORGANIZATION](#)

PRODUCT	AVAILABILITY	QUANTITY	ADMIN FEE	TOTAL
 Hotspot for Mobile Beacon 4G Internet Service for Nonprofits	Available	6 Remove	\$18.00	\$108.00
SUBTOTAL				\$108.00

[CLEAR CART](#)

[UPDATE TOTALS](#) [CHECK OUT](#)

Coverage Area You must confirm that the location where you will use the Mobile Beacon service falls within the [Mobile Beacon coverage area](#) before you request this offer.

Additional Costs When your request is approved, TechSoup will send an email with instructions on how to go directly to Mobile Beacon's website to request the devices and purchase the associated service plans.

You'll pay Mobile Beacon \$120 per device for a 12-month service plan. Donated offerings are not subject to shipping and handling fees.

You'll need to request your devices and purchase unlimited service plans on Mobile Beacon's website before June 30, 2027.

Bulk Ordering If you need to request devices for multiple accounts at once (55 devices minimum), contact mobilebeacon@techsoup.org.

Returns and Refunds Refunds for the service must be requested directly from Mobile Beacon within 30 days of the date the device was shipped. Only unused months of service will be refunded. See Mobile Beacon's [terms of service](#) and [limited refund policy](#). The donated device must be returned at this time as well, in the original box, with all pamphlets, chargers, SIM cards, and batteries.

To initiate a refund, email orders@mobilebeacon.org.

One-Year Prepaid Service Agreement Required You must agree to pay Mobile Beacon in advance for one year of unlimited mobile broadband Internet service for each device received. TechSoup is not a party to this agreement.

Continuing Service After One Year You will renew your Internet service directly through Mobile Beacon at the discounted rate.