

Bertha Bartlett Public Libraries

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

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of November Meeting Minutes

Citizens' Appearance

Correspondence/Communications:

Treasurer's Report: Duane Fournier

Review City reports

· December Bills **Approval**

Policy updates to be voted on:

- Revise Interlibrary Loan Policy **VOTE**
- Eliminate Reading Room Policy **VOTE**

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

Gilbert Update: Tera Sitzman

Foundation update – FY25 Spending report and stats

Old Business: Review Video tour

Addition of Doug Feil, Country Landscapes, TSI to donor wall

New Business:

- Appoint Foundation Liaison **VOTE**
(Meetings are held at 5:30 on Jan 13, April 13, July 14, October 12)
- Bylaws and ordinance update **VOTE**
- Final Strategic Plan **VOTE**
- Garbage current \$37 (small dumpster\$80/additional can \$55) **VOTE**
- Insurance on piano (see info on additional sheet) **VOTE**
- On site Board meeting January in Gilbert
- Policy graduation parties – discussion – what limits should we have, additional fees (staff time, trash removal, etc.)

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, January 26, 2026, 6:30 pm **GILBERT LIBRARY**

Bertha Bartlett Public Library

Board Meeting

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

Present: T. Sens, D. Carlson, D. Fournier, T. Turner, M. Solberg, T. Sitzman

Absent: Cline, Cummings, Donaldson

Opening of Meeting: Theresa Sens, President, called the meeting to order at 6.32 p.m.

Approval of Agenda: Fournier moved, and Carlson seconded to approve the updated agenda. Motion carried.

Approval of October Meeting Minutes: Fournier moved, and Carlson seconded the approval of the minutes of the last meeting. Motion carried.

Citizens' Appearance: None

Correspondence/Communications: None

Treasurer's Report:

- Fournier reviewed the November bills. Fournier moved to approve the bills, and Carlson seconded. Motion carried.
- Fournier and Turner reviewed the year-to-date budget for BBPL and the Gilbert Library.

Policy updates:

- The updated circulation policy was reviewed. Fournier moved to approve, and Carlson provided the second. Motion carried.
- The revised internet policy was discussed. Carlson moved to accept the revised policy, and Fournier seconded. Motion carried

Old Business:

- Board members were reminded to consider setting up an email exclusively for library board business.
 - The email should be set up to look like this: *yourname.bbpl@gmail.com*.
 - Once members have set up a new email, it is requested that they forward this information to President Sens and Director Turner.

Strategic Plan Goal Review: This review will begin in January 2025.

Library update/ Circulation Report :

- Tara Turner provided a monthly snapshot for BBPL and Gilbert Library.
- Highlighted HVAC issues and the engineer's investigation into the matter.
- Reported that the *Read with Rutter* area is finished.
- Reminded the board about the upcoming decision regarding insurance needs for the piano.

Gilbert Update: Tera Sitzman showed photos of some of the new furniture in the Gilbert library.

Foundation update:

- FY25 Spending report and stats
- The Foundation provided questions regarding the video walkthrough vs. still pictures of the library for the website.
 - We'll discuss this further during the next meeting

New Business :

- New Children's Librarian, Sandy Bauer, has started work at BBPL
- New Circulation clerk/after-school program coordinator has been hired for the Gilbert Library.
 - Maria Hartt will work T, W, Th from 2:00 p.m. to 6:00 p.m. in Gilbert

Other items:

- Annual Survey, Grant reports, and Accreditation will all take place in the near future.
- Additions to Donor Wall: Country Landscapes, Iowa Home Consulting, Doug and Jan Feil. Director Turner will ask the Foundation to fund this.
- Explore the possibility of an on-call phone for after hours calls from entities using the large meeting room.
 - Solberg suggested consulting with the city about after-hours pay for wastewater/streets positions.
 - The possibility of using an app for this purpose could also be investigated.
- Board Participation in the Holiday Library Open House was encouraged.
 - Open house is scheduled for Saturday, November 29.

Adjournment: Fournier moved, and Carlson seconded that the meeting be adjourned. All approved. Meeting adjourned at 7:18 p.m.

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

BERTHA BARTLETT PUBLIC LIRARIES

December 2025

Story City Bills				
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 400.00	Estimate
001-4410-6320	Aspen	auto	\$ 39.16	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	Dec	\$ 481.25	Cleaning
001-4410-6320	HVAC	Dec	\$ 176.00	HVAC issue
001-4410-6500	Meta/Facebook Laura Loots	Dec	\$ 29.90	Facebook ads
001-4410-6502	Amazon - LFLC,GR4J	Dec	\$ 31.49	tech - cables
001-4410-6506	GNB Visa - Sam's Club	Dec	\$ 125.02	paper
001-4410-6506	Amazon - GR4J,MW19, 9T3R, PCTW	Dec	\$ 175.80	bags, co detector
001-4410-6770	Real Simple	Dec	\$ 22.00	Magazine
001-4410-6770	Readers' Digest	Dec	\$ 32.10	Magazine renewal
001-4410-6770	Nat's Geographic	Dec	\$ 29.00	Magazine Renewal
001-4410-6772	Brodart B7112276, B7121197	Dec	\$ 210.34	books
001-4410-6772	GNB Visa - Thriftbooks	Dec	\$ 54.25	books
001-4410-6772	Amazon - D379, FLCL, RQWC	Dec	\$ 99.09	books
		Total	<u>\$ 2,458.40</u>	
				Page 1 of 2
Gilbert Bills				
	LFI - Bookcase		\$ 5,496.50	Bookcases
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
033-4410-6505	Demco #7740823	Dec	\$ 176.81	book covers, tape, etc
033-4410-6505	Amazon #PCTW	Dec	\$ 63.95	bags
033-4410-6506	GNB Visa - Sam's Club	Dec	\$ 41.68	paper
033-4410-6506	Amazon #76PY, MW19	Dec	\$ 71.02	cables, co detector
033-4410-6772	Brodart B7112276, B7121197	DEc	\$ 149.15	Books
033-4410-6772	Amazon D379	Dec	\$ 44.60	books
		Total	\$ 747.21	

Submitted to City _____

Approved on this day _____ by _____

BBPL - Expenses December 2025 - Goal 50 % Remaining Budget

Acct #	Story City Expenses	2025-2026 Budget	11/30/2025 budget spent	Dec 2025 Submitted expenses	Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 21,827.52	\$ 3,700.00	49.20%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 48,333.20	\$ 9,000.00	45.91%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 5,276.56	\$ 950.00	47.91%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 6,338.65	\$ 1,200.00	48.89%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 3,204.38	\$ 540.00	42.39%
001-4410-6230	Travel/Training	\$ 847.00	\$ -		100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 5,779.77	\$ 657.25	-28.74%
001-4410-6371	Utilities	\$ 4,500.00	\$ 645.00	\$ 300.00	79.00%
001-4410-6373	Telephone	\$ 500.00	\$ 171.55		65.69%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 2,373.89		78.02%
001-4410-6490	Professional Services	\$ 1,500.00	\$ 1,612.00		-7.47%
001-4410-6499	Miscellaneous	\$ 250.00	\$ 19.95		92.02%
001-4410-6500	Programming	\$ 3,250.00	\$ 708.25	\$ 29.90	77.29%
001-4410-6501	Building Supplies	\$ 500.00	\$ -		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 431.21	\$ 31.49	53.73%
	Minor Equipment	\$ 250.00			100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 1,248.19		19.47%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 2,182.67	\$ 300.82	0.66%
001-4410-6507	Misc. Operating supplies	\$ 250.00	\$ -		100.00%
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ -		100.00%
001-4410-6727	Capital Equipment				
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,067.76	\$ 83.10	23.28%
001-4410-6771	Audio	\$ 250.00			100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 5,343.13	\$ 363.68	63.18%
001-4410-6773	Video	\$ 600.00	\$ 177.28		70.45%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 552.24		79.92%
		\$ 243,000.00	\$107,293.20	\$ 17,156.24	48.79%
			50% difference	\$ 2,940.30	

estimates

areas of concern

Gilbert - Expenses December - Goal 50 % Remaining Budget

Acct #	Gilbert Expenses	2025-2026 Budget	11/30/2025 budget spent	Dec 2025 Submitted expenses	Budget remaining
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 7,275.82	\$ 1,200.00	49.4%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 15,164.24	\$ 2,700.00	57.5%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 1,686.35	\$ 298.35	55.5%
033-4410-6130	IPERS	\$5,546.00	\$ 1,923.92	\$ 341.25	59.2%
033-4410-6150	Insurance,	\$1,400.00	\$ 1,042.48	\$ 200.00	11.3%
033-4410-6230	Travel & Training	\$339.00	\$ 38.24		
033-4410-6490	Professional Services	\$500.00			
033-4410-6500	Programming	\$2,000.00			
033-4410-6502	Technology				
033-4410-6504	Minor Equipment				
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 191.68	\$ 240.76	71.2%
033-4410-6506	Office Supplies	\$750.00	\$ 329.72	\$ 112.70	41.0%
033-4410-6507	Misc. Operating Supplies		\$ -		
033-4410-6770	Magazines	\$500.00	\$ -		100.0%
033-4410-6772	Books	\$7,500.00	\$ 1,795.64	\$ 193.75	73.5%
033-4410-6773	Video	\$-	\$ 18.15	\$ -	
033-4410-6774	Online Licensing/Databases	\$1,750.00	\$ 552.24		68.4%
033-4410-6910	Transfer	\$3,000.00			100.0%
	Total Gilbert Exp.	\$ 88,000.00	\$ 30,018.48	\$ 5,286.81	59.9%

estimates

areas of concern

Building Expenses

\$	678.93	New HVAC control panel
\$	470.61	Hardward and thermostats
\$	160.00	Window Cleaning
\$	481.50	Fire Monitoring
\$	754.82	HVAC semi annual maintenance
\$	171.94	Carpet cleaner
\$	210.00	Storage space rental
\$	1,931.25	Cleaning
\$	202.50	Server issu due to move
\$	86.03	Furnace filters
Total \$	5,147.58	

Current policy

Bertha Bartlett Public Library

Story City, Iowa

Inter-library Loan Services & Book Club Policy

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a \$1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the \$1.00 fee when the book is received. Non-residents (those who live outside Story City whose primary library would not be Story City) who request an interlibrary loan through our library at will pay a \$3.00 fee upon request of the interlibrary loan which will usually cover the cost of postage. Story County residents who use Story City as their primary library would still pay \$1.00.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08

Reviewed 11/10, 12/14, 8/16, Revised 10/18

Proposed

Bertha Bartlett Public Libraries

Interlibrary Loan Policy

Gilbert and Story City, Iowa

1. Purpose

The purpose of the Interlibrary Loan (ILL) service is to provide patrons of Bertha Bartlett Public Libraries access to materials that are not available within the library's own collection. The library participates in Iowa's statewide resource-sharing network, SILO Interlibrary Loan, to efficiently borrow and lend materials with other Iowa libraries.

2. Eligibility

- ILL services are available to all Bertha Bartlett Public Libraries cardholders who have held a card for 30 days or more and whose account is in good standing.
- Accounts must have no outstanding fines exceeding \$20 and no outstanding lost items.
- Patrons may be required to show current contact information before placing an ILL request.

3. Request Limits

- Patrons may have up to 2 active ILL requests at one time (Book Club requests count as 1 request and this number may be changed at Librarian discretion).
- Limits may be adjusted based on staffing, volume or statewide SILO policies.

4. Materials That May Be Requested

ILL requests through SILO may include:

Materials **not** typically available through ILL include:

5. How to Place a Request

Patrons may place ILL requests by:

- Filling out a request form at the circulation desk
- Submitting a request online through **SILO/ILL** (staff-assisted)
- Contacting library staff by phone or email to initiate a request

Library staff will verify item availability through the SILO Locator and submit the request on the patron's behalf.

6. Borrowing Time and Renewals

- Patrons should request renewals **at least 3 days before** the due date by contacting the Library.

7. Fees

- Most Iowa SILO ILL transactions are free; however, some libraries may charge lending fees.
- Patrons will be informed of any fees **before** the request is placed.
- The patron agrees to pay any lending fees, lost-item charges, or damage fees associated with the borrowed material.

8. Pickup and Returns

- Patrons will be notified when the material is ready for pickup.
- Items must be returned directly to **either Bertha Bartlett Public Library or the Gilbert Library**—not to another library or book return outside the building.
- Items must be returned by the due date assigned by the lending library.

9. Responsibility for Materials

Borrowed items should be treated with care.

Patrons are responsible for:

- Damage to items
- Lost materials
- Any replacement or processing fees set by the owning library

Failure to return items on time may result in suspension of ILL privileges.

10. Lending to Other Libraries

Bertha Bartlett Public Libraries participate fully in Iowa's SILO resource-sharing network and follow statewide best practices, including:

- Prompt processing of incoming ILL requests
- Lending materials in good condition
- Meeting shipping and return deadlines
- Communicating availability or unavailability of items in a timely manner
- The libraries reserve the right to restrict lending of any materials due to conditions and demand
- Typically items less than 6 months old are not available for inter-library loans except within Bertha Bartlett Public Libraries system.

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

Reading Room Policy – Kinne Wing

1. The room is to be used only during open library hours.
2. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The Kinne Wing may be used as an alternative meeting room, when main room is booked or deemed too small. Large children's programs and special activities would be exempted from the quiet zone. The library director is authorized to deny permission to the use of the library reading room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. The room may be booked a maximum of 6 months in advance. (Same rules apply to this area as apply to the other rooms). Please place reservations in purple notebook denoting that the use is other than the main meeting room.
4. Usage will be limited to cultural and literary meetings only, with children's library programs included in this criteria. (No admission fee can be charged to people attending the programs).
5. If the meeting room is available it should be used first.
6. Meetings should not last longer than two (2) hours.
7. Patrons wishing to use the room to browse for books, magazines or other library materials must be allowed to use the room during the meeting.
8. Use of the room is free other than piano programs. The room must be left as it was found.

9/95

Reviewed 11/98

Reviewed 5/2001

Reviewed 6/04

Reviewed 1/08

Updated 10/11, 11/14

Reviewed 10/18

Revised 1/22

MONTHLY SNAPSHOT

November 2025

Story City



Items added.....147	Meeting Room Use.....37 uses	New Patrons23
Items withdrawn.....80	Library Sponsored.....15	Reference Questions.....183
Books Repaired.....41	Patron Sponsored.....22 uses	Technical Assistance.....46
Interlibrary Loans.....49	Meeting Hall Use.....22	Makerspace Usage.....33
Internet Usage:.....950	Booked ahead study room.18	Number of volunteers20
Unique Users:.....797	Number of Programs.....32	Volunteer hours.....96
Computer Users.....147	Program Attendance.....531	Staff hours.....616
Website visits1152	Story Time.....299	Hours Open.....184
Menu Clicks.....104	KOOL After School.....79	Staff hours/hours open ..2.8
Google interactions.....338	Tweens and Teens.....61	Average staff wage.....\$16.2
	Adult (Non Book Club)...63	Staff cost/hour open..\$46
	Book Club.....11	
	Passive/Patron led.....18	

Library Usage	This month	Last Month	Increase or Decrease	November 2024	cost/previous year
Physical items checked out	2285	2831	↓ 23.9%	2089	↑ 8.6%
(Both Libraries)					
Bridges Materials	865	966	↓ 11.7%	841	\$100
Unique users	196	182	↑ 7.1%	159	
Hoopla Books	347	319	↑ 8.1%	247	\$832.02
Unique users	128	125	↑ 2.3%	92	
Total Items checked out	3497	4116	↓ 17.7%	3177	↑ 9.2%
Website Visits	1152	1109	↑ 3.7%	1469	
wifi	950	1403	↓ 47.7%	656	
Library Visits	3935	6703	↓ 70.3%	2936	↑ 25.4%

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



MONTHLY SNAPSHOT

November 2025

Gilbert

Items added.....64 Items withdrawn...16 WiFi usage:.....0* Unique users.....0* Google interactions...95 PC.....17 New Cards.....1 *The Gilbert WiFi tracking has been down since 4/27/25.	Programs.....24 Story Time.....172 Bingo.....22 Book Club.....7 Passive Programming...186 *The Gilbert Library was closed 10/9-10/19 for remodel.	Reference Questions.....37 Technical Assistance....2 Number of volunteers....1 Staff hours.....179.25 Hours Open.....122 Staff Hours/Hours Open....1.2 Average staff pay.....\$15 Staffing per hour cost.....\$18
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Library Usage	This month	Last Month	Increase or Decrease	November 2024	Increase or Decrease
Physical items checked out	692	517	↑ 25.3%	577	↑ 16.6%
Library Visits	525	544	↓ 3.6%	360	↑ 31.4%

Upcoming Library Events:

- Monday, Jan 5 Cookbook club 6pm
- Friday, Jan 9 Coffee Chat with Our City manager and new School Superintendent
- Saturday, Jan 10 Children's writers workshop early writers
- Tuesday, Jan 20 Lunch and Learn with 60 Forward
- Saturday, Jan 31 Seed Swap/Take your Child to the Library Day/ Story TIME
- Monday Feb 2 Wire Sculpting

Library closures:

Closed December 24-26 – Christmas

Closed at noon Dec 31, closed January 1.

Closed - Staff inservice January 19

Director's Report

December 2025

The BBPL Open House was a great success. We worked in partnership with SCGCC, Benjamin Gruwell Photography, Alyssa Loots and the Angel Wish Program, SC Historical Society, not to mention the 15+ businesses that have displayed trees throughout the Library! We are also working toward increasing our outreach and establishing partnerships with local organizations including Loaves and Fishes, Raising Readers, 60 Forward and will be hosting a morning Coffee with City officials starting in January!!

Gilbert: We began a partnership with Gilbert District Librarian to work in partnership on a Gilbert 4th grade Battle of the Books

Construction – We are looking forward to the installation of double doors into the Performance Hall 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 . Due to their generous support we will be holding our adopt a book program and we have added 3 additional patron computers.

Staffing: The library staff works well as long as no one gets sick or goes on vacation! I am needing to cut back my hours to 35-no more than 40 each week from the usual 50-60+ We need to evaluate how to make this transition.

Foundation Annual Totals

		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Books														
	SC	202.4	421.5	366.6	71.85	518.4	848.47		331.9	420.1	89.23	182.2	13.52	3466
	G								308.4	619.4	123.5	110.1	13.52	1174.75
	other G						120.05		120.1					240.1
Programming														0
	SC	1192	534.8	941.6	544.4	371.2	207.77	507.1	652.9	76.41	195.9	178	1493	6895.31
	G		11.98	100.6		19.89	246.54	20	28	142.3	151.7	1392	1343	3456.43
Hoopla														0
	Both					2689	194.85	443.2	1320		523.9	613.5	675	6459.57
Adventure pass			75									450		525
Story City Misc								651.1	162.5		255.1		206.8	1275.34
Gilbert Furniture				126				581			329.7			1036.73
Building														0
	SC								1054	3625	10435			15114.04
Furnishings														0
	SC	441.9				800.1		4864	102.8	1297	2642		95266	105414.81
	Moving SC								124.3			129.4		253.67
														145311.75

Spending FY 2025

Books and other materials		
SC	\$ 3,466.00	
Gil	\$ 1,414.85	
Gilbert Furniture	\$ 1,036.73	
Total	\$ 5,917.58	
Programming (SRP, Story Time, After school,Halloween, Christmas, Spring Break, etc.		
SC	\$ 6,895.31	
Gilbert	\$ 3,456.43	
	\$ 10,351.74	
Other		
Hoopla	\$ 6,459.57	
Adventure Pass	\$ 525.00	
Misc (Trustee event, d	\$ 1,275.34	
Operating Expenses paid		\$ 24,529.23
Building	\$ 15,114.00	
Furnishings	\$ 105,414.81	
Moving	\$ 253.67	
Capital Expenses paid		\$ 120,782.48
	Total	\$ 145,311.71



November 19, 2025

Bertha Bartlett Foundation

Dear Bertha Bartlett Foundation,

Thank you for the recent conversation. Tara shared that the board supports the virtual tour project and sees value in a digital experience.

I understand why still images feel comfortable and easy to work with. They offer a quick look at the space. Some of the goals your team outlined, including showing scale and layout, need a format that gives visitors a clearer view of how the space connects.

A virtual tour supports your mission in practical ways. It shows the entire space with accuracy. It helps visitors understand the layout before they arrive. It reduces uncertainty for families, donors, and community partners.

A virtual tour also plays a strong role in outreach. The current tour of the old space receives more than **1,200 views each month**. People engage with it longer than they engage with standard photos. This level of attention matters when you speak with donors and community members. It shows interest. It shows reach.

While still photos offer information, a virtual tour creates emotional impact and strengthens engagement and supports the story you share with the community.

Donors feel more connected because they see the work you do in a clear and open way. Visitors feel trust because they can explore the space without barriers. Staff feel supported because they receive a modern tool that aligns with your mission and values.

If the foundation moves forward, I will guide the full process. I will handle planning, production, staging guidance, updates, and hosting. My goal is to make the experience simple and effective for your team.

Thank you for your time.

Sincerely,

Vince Sabatino

Vince Sabatino
President
Midwest Pano
515-293-2588

Insurance

The piano is covered at \$111,300 (This is a value replacement not replacement value. In other words if the piano burned up the Library would receive \$111, 300 regardless of how much a new piano would cost.)

The Bench and cover for \$1716 with a \$1000 deductible
The piano premium is \$472.80 and the bench is \$7.01

From Nicole our agent:

There would be coverage for damage, however if someone else is liable it would actually then go back to them, so they would cover it, but then subrogate on the liability party

The Library building is insured for \$5,315,856 and contents of \$1,612,620
they have a \$2500 deductible

Total Insurance premium 2026 is \$10,237.66

				Value	deductible		
Library							
	Prop	17-24	506 Broad St	\$5,315,856	RC	Library	\$2,500
			contents	\$1,612,620	RC		\$2,500
			Grand Piano	\$111,300	SA		\$1,000
			Bench & Cover	\$1,716	RC		\$1,000
Total							

Bertha Bartlett Public Libraries

2026–2031 Strategic Plan

Strategic Planning Process Overview

The Bertha Bartlett Public Library engaged in a comprehensive strategic planning process to establish a clear direction for future services, programs, and resource allocation. This process was guided by the Library Board of Trustees—Theresa Sens, President; Denise Carlson, Secretary; Laura Donaldson, Vice President; Duane Fournier, Treasurer; and Lynne Cummings, Board Member—in collaboration with Library Director Tara Turner.

Community engagement was a central component of the planning process. A public survey was conducted from October 31 through December 15, 2024, to gather input on community needs, library usage, and priorities for future development. The survey received 185 responses, including 123 from Story City residents. The Qualtrics platform was used to create, manage, and evaluate survey results. Respondents represented a broad range of age groups: 10–19 (9%), 20–50 (49%), and 50 and older (40%). Participants completed the survey through multiple formats, including paper copies, a link on the library’s website and Facebook page, and a QR code option. Survey respondents were offered the opportunity to enter a drawing for a \$100 gift card to Story City’s newly opened Fareway store.

Gilbert residents were also invited to participate through a local survey and the formal Qualtrics survey. In-person interviews, Google Forms, and paper surveys were offered, resulting in 48 responses.

Board members, Foundation members, and staff were asked to discuss and submit goal-setting surveys and provide feedback on capital projects and potential improvements. These discussions occurred during regular public meetings and monthly staff meetings.

The resulting strategic plan serves as a framework to guide decision-making and resource planning through 2031. It ensures that Bertha Bartlett Public Libraries continue to respond to evolving community needs, support lifelong learning, and strengthen the library’s role as an essential center for information, connection, and enrichment.

Guiding Principles

Vision Statement

To be an indispensable hub for our communities, empowering lifelong learning and discovery for all.

Mission Statement

The Bertha Bartlett Public Libraries strive to meet the needs of our growing communities by offering access to information, education, recreation, and communication services and materials.

Core Values

Accessibility

We ensure our library spaces, services, and materials are accessible to all by offering extended hours, diverse and inclusive programming, an improved website and catalog, enhanced physical access, and collections that reflect community needs.

Community Engagement

We actively connect with our communities through outreach, partnerships, and responsive programming. Using creative and inclusive marketing, we promote library services and events to ensure residents are informed and engaged.

Service Excellence

We are committed to exceptional service through professionalism, empathy, and continuous improvement. We listen carefully, respond thoughtfully, and adapt services based on community feedback to create positive experiences for every patron.

Strategic Assessment (SWOT Analysis)

Strengths

- Dedicated staff and volunteers
- Strong community pride and cultural heritage
- Central main-street location
- Proximity to Ames

Weaknesses

- Limited space for expansion and outdoor use
- Budget constraints
- Loss of heritage activities (e.g., Scandinavian Days)

Opportunities

- Partnerships with schools, EDC, 60 Forward, SCGCC, and city organizations
- New and improved facilities
- Grant opportunities for technology and collections

Threats

- Budget uncertainty from local government
 - Competing leisure and information options
 - Staffing challenges
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Recent Accomplishments

- 2025 Story City expansion (5,000 sq. ft.) including meeting rooms, Makerspace, performance hall, piano practice room, and expanded children's area
 - 2025 Gilbert Library remodel
 - Addition of Hoopla and Adventure Pass (2024)
 - New Library Director (October 2023)
 - Expanded Board representation to include Gilbert residents
 - Significant collection weeding and reorganization
 - Continued operations during construction and pandemic periods
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Concerns and Issues

- Lack of a mid-size meeting room
 - Budget limitations and future funding concerns
 - Facility maintenance needs (HVAC, sidewalks)
 - Community awareness of library resources
 - Providing opportunities for social connection
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Goals, Objectives, and Action Plan

Goal 1: Strengthen Patron Engagement and Improve Accessibility

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

- Evaluate library usage data semi-annually (foot traffic, circulation, feedback)
- Install hourly door counters at both locations
- Adjust schedules annually based on findings

Evaluation: Quarterly review of metrics with annual adjustments

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

Evaluation: Track attendance, demographics, and satisfaction surveys

Objective 1.3: Increase staffing levels to support expanded hours and services.

- Assess staffing needs annually
- Prioritize part-time and flexible positions
- Seek budget and grant support for staffing

Evaluation: Monitor service coverage, staff workload, and patron feedback

Objective 1.4: Improve and expand the large-print and general collections.

- Implement an annual weeding schedule following ALA standards
- Expand large-print materials and relocate biographies to non-fiction areas
- Increase collection spending through budget growth and Foundation support

Evaluation: Review circulation statistics and collection usage annually

Goal 2: Improve Marketing and Community Awareness

Objective 2.1: Improve the library website for usability and mobile access.

- Hire a consultant or engage skilled volunteers
- Update branding, logo, and visual identity
- Promote new features through multiple channels

Evaluation: Track website traffic and digital resource usage

Objective 2.2: Collaborate with local schools for inclusion in newsletters.

- Identify school contacts
- Provide monthly content and event updates

Objective 2.3: Establish a regular library newsletter.

- Select platform and design template
- Publish at least quarterly

Objective 2.4: Expand social media presence.

- Add at least one new platform
- Develop a posting schedule and content guidelines

Objective 2.5: Improve overall marketing efforts.

- Establish a dedicated marketing budget
 - Track effectiveness of campaigns
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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

Goal 4: Renew Existing and Establish Five New Strategic Partnerships

Objective 4.1: Establish new partnerships for joint programming.

- Identify organizations such as schools, 60 Forward, and community groups
- Meet with partners to plan collaborations
- Schedule and promote joint programs

Evaluation: Track number of partnerships and programs

Objective 4.2: Increase library representation at community meetings and events.

- Identify key organizations and committees
- Recruit staff, Board, and Foundation volunteers
- Provide paid staff time for participation

Evaluation: Document attendance and outcomes

Objective 4.3: Participate in city, chamber, and EDC initiatives.

- Identify priority events and meetings
- Coordinate staff participation

Evaluation: Record meetings attended and community impact

Monitoring and Evaluation

- Beginning January 2026, the Board will review one strategic goal each quarter
- An annual progress report will be completed at the end of each fiscal year

Key Performance Indicators (KPIs):

- Circulation statistics
- Program attendance
- Website traffic and digital usage
- Social media engagement
- Fundraising and grant revenue

Conclusion

This strategic plan reflects Bertha Bartlett Public Libraries' commitment to responsive service, community connection, and long-term sustainability. As a living document, it will be reviewed and updated regularly to ensure the library continues to evolve alongside the communities it serves.