

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

Friday, March 23, 2018

5:30 pm- NOTE DATE & TIME CHANGE

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- March bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update –

New Business:

- New employee – Ema Dubois
- Job Descriptions: Finalize
 - Review of job descriptions and wages
- Board Photo for Newspaper (National Library Week)

Old Business:

- Community Survey
- Policies to review

- Adjournment

Reminder

- Next meeting: Thursday, April 26, 6:00 p.m.

March 2018 STAFF REPORT

As of March 14, we have a new youth services coordinator, who began by job shadowing Rachael in the last two weeks of her employment. Ema was able to observe a Preschool Storytime, and a family story-time, in addition to traveling with her for Storytime Express on one day. She has an undergraduate degree in English/Literature and Women & Gender Studies from ISU. Ema is completing graduate work in Education online, which should be done by fall. She is also a Crossfit Coach in Ames, and a Fitness instructor. She will be working primarily Wednesdays through Fridays to allow her time to complete her studies, which includes some classroom observations.

The entire staff met her before hiring. We had a total of four applications, but she was the only one with the qualifications we needed. We are in the midst of training, and will be taking her to Gilbert as soon as next week to fill in for Storytime and to learn how to open and close at Gilbert. Training has been going well, she has taken good notes, reorganized materials, and seems to be quickly remembering steps. Unfortunately this job is like an iceberg, so we have a lot of training yet ahead.

We had a problem with the Gas company bill this month, as the check that was cut from the city never made it to Black Hills accounting. We suspect it was mailed with other bills, and that the check was overlooked. When they called on Monday to notify me that they were disconnecting service that day, (robo call), we immediately stopped to try to communicate with them, which was not easy. We had to pay by credit card over the phone, AND are being charged an additional fee for doing this. I don't know what happened to the check, as the city gave them the check number, but it will appear that we have paid this bill twice. I did get a notice by mail, and I used to call them every time I got a notice, but that happens about 2 out of 3 months. We have also tried changing our billing date so we are not late every month, but it's been a few years since I tried that last. I was pretty stressed by the end of the day, thinking we would have no heat in the building. I have to say I was very frustrated to have so little control over this process.

I heard from Fran Kinne by email this week. She is planning a visit to Story City from June 14-23, if all goes well. I'll share her email at the meeting. We've sent Christmas cards, get well cards, and Valentine cards from the staff. She will celebrate her 101st birthday in May...oh my.

I talked with Norseman Electric about completing the work on the bid that he submitted over a year ago. He had also walked through with me several months ago to look at the lighting fixtures that need new ballasts, and the discussion to change over to the new LED bulbs. He has indicated he cannot get to any of the new work, and that he will honor his bid, but it's going to take a few months to get to that. I will be calling DSW to do the new work, and hopefully it won't take a year to get things completed. The fan in the women's public restroom has completely quit working, and I'm certain that will be an expensive replacement. We continue to have a leak in the reference area, and since individual efforts have not fixed it, thinking we might want to try Waddell Exteriors or a roofing company to see what we need to do.

I have met and tested Sam Sirna to consider for the Technology Page job. The revised job description is attached to the board packet. He did very well, with one exception caused by reading directions wrong. We will have him retest, but he actually did a similar section perfectly. The biggest challenge is finding time to work with him, and him with us!

I'm hoping for some major discussion about improving the wage structure at this meeting. I'm working on a range of appropriate salaries based on a combination of experience, education, years of work, and responsibilities. I'm looking for some sort of matrix, but have not found a good example yet.

I have an upcoming meeting with the Story County Libraries next week. One area I hope to discuss is the use of public libraries for family meetings (sometimes court appointed, etc.). We don't want to discourage this, but we do want families to be aware of certain basic courtesies, like inappropriate language and taking over a children's area complete so others cannot use. We are looking for a judge or a Youth & Family Coordinator who might be able to establish some guidelines so we don't look so bad.

Bertha Bartlett Public Library

Board Meeting

Thursday, February 22, 2018

6:00pm

Library Meeting Room

Present: Lynn Cummings, Chris Feil, Jessica Hensch, Matt Emerson, Duane Fournier, Director Kolleen Taylor

Called to Order:

6:01p

Changes to the Agenda:

Addition of "Summer Concert Series" to "New Business"

Addition of "Proposal for the Bandwidth Increase" to "New Business"

Approval of Minutes:

- Change percent through budget to 50% from 58%.

Motion to approve January 2018 minutes as written by Emerson, seconded by Fournier. Approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

- 58% of the way through our budget year, but we've spent 50%
- There are still several items where we haven't spent yet. Specifically, tech.
- Ahead of schedule on book purchases, but that isn't a problem.

Gilbert:

- 58% of the way through the budget year, but we've spent 44%.
- Could pay up to 25% of internet charges through the Gilbert budget under technology.

February Bills:

Computers were purchased and installed.

Approval of bills for January 2018 motioned by Fournier, seconded by Cummings. Approved unanimously.

Circulation:

Circulation is up this month.

Young adults increased.

County and city circulation numbers are up, also with a lot of DVDs.

CD/Audio books increased. Taylor reports that she moved them to a more prominent space in the library and the number jumped quickly.

The library has been posting new materials to Instagram. Could this be linked to Facebook so it updates there, as well?

Correspondence/Communications:

The library has been receiving “thank yous” for books being purchased. Usually they are in the books when they are returned.

The library column hasn’t been published lately, since Taylor reports she’s been ill. There will be an article soon. The board is invited to write an article from their perspective at any time.

Board Training: Personnel Policy – 2017 Revision – Review 6:17p – 6:32p

Policy manuals through the city were distributed today.

The library policy manual is not to be in conflict with any of the policies of the city.

Part-time employees aren’t represented in the City’s policy manual.

Taylor reports that she will be going through it more closely.

The major changes were having to do with health insurance and then changes to some of the policies with the police department.

Gilbert Update -

Closed last Thursday because of the weather.

Staying steady. No big increases, but holding steady.

Rural Story and Boone county residents are using the Gilbert library, as well.

New Business**Bandwidth Proposal:**

Proposal says that the increase would mean \$84 more per month.

The proposal needs to be signed. The issue has already been voted upon.

Job Description – Bertha Bartlett Public Library Technology Page:

There are no tech duties included in “Primary Duties” – Taylor will make these changes

Would learn to generally work in the library, as well as tech duties.

This position is set up so that it reports to the other librarians

Summer Concert Series:

Summer reading program is “Library Rocks”. Will be in the parade for Scandinavian Days and be a bigger presence at the Scandinavian Days celebration.

Taylor has contacted the Acapella group from the high school to see if they would be interested in performing.

She'd like to have a show once a week for 6 weeks.

Friday Luncheons – database utilization

-Lunch will be provided and \$5 will be charged to participants

Old Business

Movie License – Swank:

Swank is the company we'd need to go with.

\$400 for the size of our community – Also covers some of the Disney movies

Tabled for now – further consideration is required.

Community Survey:

The board would like to see more space-related questions: Do you think the library is big enough? Do you think the library is a safe, accessible location? Is more meeting space needed? How would the meeting space be used?

The questions will be prioritized.

Adjournment 6:55p:

Motion to adjourn by Fournier– seconded by Emerson – Approved unanimously

Next Meeting:

Thursday, March 23nd, 2018 at 5:30p in the meeting room.

Bertha Bartlett Public Library
February Cash Flow

| Acct # | Story City Expenses | 2017-2018 | | | Budget remaining | % of funds Remaining |
|---------------------------------------|--------------------------------|---------------|---------------|--------------|------------------|----------------------|
| | | Budget | Month to date | Year to date | | |
| 001-4410-6010 | Salaries: Full Time | \$ 41,134.00 | \$ 3,190.70 | \$ 27,120.91 | \$14,013.09 | 34.07% |
| 001-4410-6020 | Salaries: Part-time | \$ 51,500.00 | \$ 3,778.89 | \$ 29,141.88 | \$22,358.12 | 43.41% |
| 001-4410-6110 | FICA/Medicare | \$ 7,087.00 | \$ 523.68 | \$ 4,224.21 | \$2,862.79 | 40.39% |
| 001-4410-6130 | IPERS | \$ 8,272.00 | \$ 622.38 | \$ 5,024.22 | \$3,247.78 | 39.26% |
| 001-4410-6150 | Insurance - Group Health | \$ 5,400.00 | \$ 381.54 | \$ 3,006.17 | \$2,393.83 | 44.33% |
| 001-4410-6230 | Travel/Training | \$ 1,300.00 | \$ - | \$ 742.65 | \$557.35 | 42.87% |
| 001-4410-6320 | Building/Grounds | \$ 8,000.00 | \$ 1,116.32 | \$ 4,400.02 | \$3,599.98 | 45.00% |
| 001-4410-6350 | Equipment repair/Maint. | \$ 250.00 | \$ - | \$ - | \$250.00 | 100.00% |
| 001-4410-6371 | Utilities | \$ 1,800.00 | \$ 275.76 | \$ 1,010.76 | \$789.24 | 43.85% |
| 001-4410-6373 | Telephone | \$ 4,187.00 | \$ 309.28 | \$ 2,427.65 | \$1,759.35 | 42.02% |
| 001-4410-6408 | Insurance-General | \$ 2,830.00 | \$ - | \$ - | \$2,830.00 | 100.00% |
| 001-4410-6490 | Professional Services | \$ 2,000.00 | \$ - | \$ 1,080.00 | \$920.00 | 46.00% |
| 001-4410-6499 | Miscellaneous | \$ 100.00 | \$ - | \$ 51.94 | \$48.06 | 48.06% |
| 001-4410-6500 | Programming | \$ 2,000.00 | \$ 30.68 | \$ 353.66 | \$1,646.34 | 82.32% |
| 001-4410-6501 | Building Supplies | \$ 600.00 | \$ - | \$ 153.34 | \$446.66 | 74.44% |
| 001-4410-6502 | Technology | \$ 2,000.00 | \$ 1,746.83 | \$ 1,746.83 | \$253.17 | 12.66% |
| 001-4410-6505 | Cataloging Supplies | \$ 1,700.00 | \$ 235.12 | \$ 571.41 | \$1,128.59 | 66.39% |
| 001-4410-6506 | Office Supplies | \$ 2,700.00 | \$ 127.00 | \$ 1,950.66 | \$749.34 | 27.75% |
| 001-4410-6507 | Misc Operating Supplies | | | | | |
| 001-4410-6508 | Petty Cash/Postage | \$ 1,000.00 | \$ 75.00 | \$ 675.00 | \$325.00 | 32.50% |
| 001-4410-6770 | Magazines | \$ 1,500.00 | \$ 30.35 | \$ 1,365.60 | \$134.40 | 8.96% |
| 001-4410-6771 | Audio | \$ 1,000.00 | \$ 391.87 | \$ 403.70 | \$596.30 | 59.63% |
| 001-4410-6772 | Books (+\$5000) | \$ 12,000.00 | \$ 1,055.72 | \$ 8,250.91 | \$3,749.09 | 31.24% |
| 001-4410-6773 | Video | \$ 2,000.00 | \$ 14.99 | \$ 967.27 | \$1,032.73 | 51.64% |
| 001-4410-6774 | Online Databases | \$ 2,000.00 | \$ - | \$ 488.45 | \$1,511.55 | 75.58% |
| | | | | | | |
| | | \$ 162,360.00 | \$ 13,906.11 | \$ 95,157.24 | \$67,202.76 | 41.39% |
| Deposits to: ** | | | | | | |
| 001-4410-1-4580 | General Fund | \$ 4,000.00 | \$ 115.00 | \$ 2,043.70 | \$1,956.30 | 48.91% |
| 001-4410-1-4470 | General Fund | \$ 20,000.00 | \$ - | \$ 15,293.30 | \$4,706.70 | 23.53% |
| 031-4410-2-4705 | Donations | \$ 5,000.00 | 0.00 | \$ 11,015.00 | \$6,015.00 | 120.30% |
| 031+4410-4-4300 | Interest on Deposits | \$ 3,000.00 | \$ 466.84 | \$ 4,061.55 | \$1,061.55 | 35.39% |
| | Total Deposits | | \$ 581.84 | \$ 32,413.55 | \$13,739.55 | |
| B. Trust Fund Deposits/Balance | | | | | | |
| 031- | Trust in General Fund | \$ 377,416.93 | 8571.08 | 385988.01 | | |
| 031-4410-2-4404 | Local Grant | | | | | |
| | ASB Savings Account | \$ 2,054.03 | \$ 5.47 | \$ 2,059.50 | | |
| 031-0950-4-4300 | Interest (CD's) | \$ 210,000.00 | \$ 466.84 | \$ 15,076.55 | | |
| Library Trust Expenses | | | | | | |
| 031-4410-6230 | Travel & Training | | | | | |
| 031-4410-6320 | Building & Grounds | \$ 4,000.00 | | | | |
| 031-4410-6490 | Professional Services | | | | | |
| 031-4410-6507 | Misc. Operating | | | | | |
| 031-4410-6727 | Capital Equipment | \$ 4,000.00 | | | | |
| 031-4410-6672 | Books | \$ 5,000.00 | | | | |
| 031-4410-6798 | Capital Project | | | | | |
| | Total Library Trust Exp | | | | | |
| | | | | | | |
| | | | | | | |

Bertha Bartlett Public Library

March 2018 bills

| Code | Written To | Date | Amount | Comments/Mileage @ .54.5/mile |
|---------------|-------------------------|----------|------------|--|
| 001-4410-6150 | Wellmark | 02/23/18 | \$361.54 | Insurance-KT |
| 001-4410-6230 | Ema Dubois | 03/20/18 | \$31.18 | SRP Story County meeting in Slater |
| 001-4410-6320 | Laura Donaldson | 03/23/18 | \$170.00 | Cleaning in Story City library |
| 001-4410-6371 | Chitty Garbage Service | 02/28/18 | \$55.00 | Monthly trash service |
| 001-4410-6371 | Black Hills Energy | 03/06/18 | \$269.36 | Gas to heat library |
| 001-4410-6371 | Black Hills Energy | 03/20/18 | \$258.26 | Payment to cover lost check (Feb. paymt.) |
| 001-4410-6373 | Aureon | 03/01/18 | \$303.48 | Internet and phone service |
| 001-4410-6490 | Computer Resource Spec. | 02/16/18 | \$292.50 | Computer assistance |
| 001-4410-6490 | Visa/NEW | 03/28/18 | \$115.00 | Dues to ILA for Kolleen |
| 001-4410-6500 | Rachael White | 03/16/18 | \$4.67 | sugar for science experiments |
| 001-4410-6501 | Visa/NEW | 03/28/18 | \$10.10 | |
| 001-4410-6500 | Kolleen Taylor | 03/22/18 | \$5.17 | Wire for Tween Program |
| 001-4410-6506 | Visa/NEW | 03/28/18 | \$40.86 | batteries & charger |
| 001-4410-6506 | Access systems leasing | 03/14/18 | \$153.00 | Copier |
| 001-4410-6770 | Visa/NEW | 03/28/18 | \$19.20 | Better Investing Magazine |
| 001-4410-6771 | TEI Landmark | 02/21/18 | \$12.76 | Shipment of audio books - S &H |
| 001-4410-6771 | TEI Landmark | 12/01/17 | \$13.25 | Shipment of audio books-S & H |
| 001-4410-6771 | Visa/NEW | 03/28/18 | \$15.42 | 1 audio book-replace Wilder series |
| 001-4410-6772 | Center Point | 03/01/18 | \$88.68 | Large print books |
| 001-4410-6772 | Gale/Cengage | 02/21/18 | \$60.72 | Books |
| 001-4410-6772 | Gale/Cengage | 03/02/18 | \$36.34 | Westerns |
| 001-4410-6772 | Ingram | 03/12/18 | \$126.65 | Books |
| 001-4410-6772 | Ingram | 03/13/18 | \$121.82 | Books |
| 001-4410-6772 | Visa/NEW | 02/28/18 | \$40.76 | Books |
| 001-4410-6772 | Visa/NEW | 03/28/18 | \$227.33 | Books via Amazon |
| 001-4410-6772 | Baker & Taylor | 02/26/18 | \$75.56 | Books |
| 001-4410-6772 | Baker & Taylor | 03/09/18 | \$102.49 | Books |
| 001-4410-6772 | The Book Farm | 03/21/18 | \$160.72 | Nonfiction books |
| 001-4410-6773 | Visa/NEW | 02/28/18 | \$49.88 | DVD's |
| 001-4410-6773 | Visa/NEW | 03/28/18 | \$109.82 | DVD's |
| | TOTAL - Story City | | \$3,331.52 | |
| | | | | |
| | Gilbert Bills | | | |
| | | | | |
| 033-4410-6150 | Wellmark | 02/23/18 | \$120.52 | proportional insurance cost |
| 033-4410-6506 | Visa/NEW | 03/28/18 | \$12.00 | Lithium batteries for door counter |
| 033-4410-6506 | True Value | 02/12/18 | \$11.37 | Bulbs for Gilbert lamps |
| 033-4410-6506 | Kolleen Taylor | 03/22/18 | \$14.18 | Batteries for Gilbert smoke detector, etc. |
| 033-4410-6772 | Baker & Taylor | 02/26/18 | \$13.99 | Books |
| 033-4410-6773 | Visa/NEW | 03/28/18 | \$17.96 | DVD - Coco |
| | TOTAL - Gilbert | | \$190.02 | |
| | | | | |

Bertha Bartlett Public Library

Statistics -February 2018

| | Jul. 16 | Jul. 17 | Aug. 16 | Aug. 17 | Sept 16 | Sept 17 | Oct. 16 | Oct. 17 | Nov. 16 | Nov. 17 | Dec. 16 | Dec. 17 | Jan. 17 | Jan. 18 | Feb. 17 | Feb. 18 | |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|
| City | 3292 | 2855 | 2894 | 2712 | 2484 | 2506 | 2713 | 2341 | 2599 | 2500 | 2220 | 1985 | 2372 | 2647 | 2446 | 2528 | |
| County | 567 | 404 | 559 | 374 | 349 | 324 | 447 | 297 | 540 | 325 | 358 | 338 | 442 | 517 | 357 | 293 | |
| Other | 944 | 826 | 765 | 881 | 799 | 762 | 911 | 762 | 975 | 722 | 773 | 571 | 829 | 687 | 850 | 658 | |
| Gilbert | 480 | 315 | 326 | 312 | 344 | 232 | 345 | 265 | 225 | 219 | 286 | 193 | 243 | 215 | 197 | 258 | |
| Total | 5283 | 4400 | 4544 | 4279 | 3976 | 3824 | 4416 | 3665 | 4339 | 3766 | 3637 | 3087 | 3886 | 4066 | 3850 | 3737 | |
| | | | | | | | | | | | | | | | | | |
| Open Access | 944 | 826 | 765 | 881 | 799 | 762 | 911 | 762 | 975 | 722 | 773 | 571 | 829 | 687 | 850 | 658 | |
| | | | | | | | | | | | | | | | | | |
| Adult | 1324 | 1342 | 1432 | 1476 | 1284 | 1257 | 1182 | 1089 | 1191 | 1123 | 1159 | 975 | 1349 | 1164 | 1076 | 1045 | |
| Young Adult | 341 | 256 | 228 | 191 | 179 | 185 | 166 | 117 | 145 | 103 | 111 | 98 | 82 | 189 | 95 | 142 | |
| Juvenile | 2235 | 1763 | 1688 | 1662 | 1560 | 1494 | 1916 | 1465 | 1837 | 1539 | 1283 | 1116 | 1578 | 1572 | 1794 | 1531 | |
| Video | 14 | 12 | 15 | 16 | 8 | 19 | 3 | 13 | 16 | 25 | 13 | 14 | 7 | 10 | 8 | 11 | |
| DVD | 1048 | 795 | 909 | 707 | 729 | 649 | 921 | 762 | 885 | 762 | 823 | 653 | 651 | 821 | 660 | 785 | |
| Audio | 35 | 27 | 31 | 24 | 12 | 21 | 19 | 11 | 24 | 6 | 31 | 2 | 19 | 9 | 21 | 15 | |
| CD | 18 | 17 | 16 | 10 | 9 | 22 | 21 | 27 | 16 | 36 | 21 | 45 | 19 | 48 | 28 | 32 | |
| CD book | 125 | 88 | 107 | 87 | 110 | 102 | 95 | 88 | 139 | 75 | 119 | 113 | 88 | 138 | 59 | 75 | |
| Magazines | 95 | 60 | 68 | 62 | 37 | 42 | 34 | 50 | 19 | 46 | 17 | 40 | 40 | 60 | 25 | 47 | |
| Puzzles | 33 | 16 | 27 | 18 | 23 | 17 | 29 | 26 | 30 | 30 | 31 | 20 | 25 | 41 | 32 | 32 | |
| Puppets | 15 | 24 | 23 | 26 | 17 | 15 | 15 | 15 | 16 | 20 | 14 | 11 | 16 | 12 | 28 | 21 | |
| Other | | 0 | 0 | | 8 | 1 | 15 | 2 | 21 | 1 | 15 | 0 | 12 | 2 | 24 | 1 | |
| Total | 5283 | 4400 | 4544 | 4279 | 3976 | 3824 | 4416 | 3665 | 4339 | 3766 | 3637 | 3087 | 3886 | 4066 | 3850 | 3737 | |
| E-books | 226 | 287 | 205 | 241 | 198 | 232 | 194 | 229 | 156 | 227 | 219 | 237 | 255 | 278 | 175 | 236 | |
| Downloaded Audio | 156 | 246 | 163 | 263 | 151 | 281 | 165 | 271 | 148 | 218 | 171 | 252 | 236 | 312 | 186 | 245 | |
| Ref.? Asked | 115 | 110 | 144 | 122 | 121 | 88 | 180 | 111 | 131 | 144 | 99 | 98 | 116 | 127 | 121 | 149 | |
| Ref.? Answered | 115 | 110 | 144 | 122 | 121 | 88 | 180 | 111 | 131 | 144 | 99 | 98 | 116 | 127 | 121 | 149 | |
| Reference-Gilbert | 42 | 25 | 59 | 33 | 69 | 15 | 53 | 20 | 42 | 37 | 25 | 26 | 14 | 47 | 17 | 41 | |
| <u>PATRONS</u> | | | | | | 15 | | | | | | | | | | | |
| Programs - children | 15 | 12 | 1 | 0 | 14 | 11 | 15 | 12 | 16 | 10 | 11 | 9 | 12 | 7 | 11 | 11 | |
| Attendance - children | 393 | 305 | 12 | 0 | 225 | 138 | 181 | 132 | 123 | 57 | 98 | 117 | 106 | 124 | 108 | 84 | |

Bertha Bartlett Public Library

Statistics -February 2018

| | | | | | | | | | | | | | | | | | |
|---------------------------|------|-------|------|-------|------|------|------|------|------|------|------|------|------|-------|-------|-------|--|
| Attendance - adults | 126 | 80 | 7 | 0 | 79 | 36 | 70 | 52 | 46 | 28 | 37 | 69 | 39 | 55 | 46 | 23 | |
| Programs - StoryX | 0 | 0 | 0 | 0 | 9 | 2 | 10 | 5 | 11 | 7 | 10 | 7 | 10 | 3 | 10 | 6 | |
| Attendance - children | 0 | 0 | 0 | 0 | 68 | 19 | 85 | 48 | 83 | 68 | 83 | 85 | 81 | 34 | 82 | 72 | |
| Attendance - adults | 0 | 0 | 0 | 0 | 11 | 5 | 13 | 13 | 13 | 14 | 14 | 20 | 14 | 7 | 15 | 16 | |
| Programs - Teen/Tweens | 8 | 3 | 1 | 0 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | |
| Attendance - teens | 54 | 26 | 64 | 0 | 29 | 21 | 19 | 32 | 18 | 9 | 17 | 27 | 14 | 28 | 17 | 24 | |
| Attendance - adults | 16 | 0 | 22 | 0 | 3 | 2 | 2 | 2 | 2 | 1 | 2 | 2 | 1 | 1 | 3 | 0 | |
| Programs - Adult | 8 | 6 | 6 | 5 | 7 | 6 | 7 | 6 | 7 | 5 | 6 | 7 | 7 | 5 | 7 | 7 | |
| Attendance - children | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 22 | 0 | 0 | |
| Attendance - adults | 48 | 36 | 114 | 34 | 49 | 61 | 64 | 35 | 103 | 33 | 42 | 48 | 53 | 36 | 50 | 38 | |
| Total Programs | 31 | 21 | 8 | 5 | 31 | 24 | 39 | 23 | 36 | 23 | 26 | 3 | 30 | 16 | 36 | 26 | |
| Total Attendance | 636 | 529 | 140 | 34 | 478 | 238 | 542 | 196 | 388 | 209 | 414 | 371 | 308 | 301 | 321 | | |
| Gilbert Programs | 10 | 13 | 3 | 1 | 5 | 5 | 5 | 6 | 11 | 4 | 5 | 5 | 6 | 1 | 5 | 7 | |
| Attendance | 294 | 146 | 19 | 16 | 89 | 94 | 89 | 76 | 54 | 52 | 97 | 52 | 129 | 3 | 90 | 78 | |
| Attendance - Adults | 72 | 49 | 3 | 3 | 18 | 24 | 19 | 22 | 11 | 13 | 24 | 16 | 40 | 2 | 19 | 16 | |
| Hours - Gilbert | 52 | 68.25 | 54.5 | 78.75 | 53.5 | 64 | 55 | 65.5 | 44 | 66 | 50.5 | 61 | 50.5 | 65.25 | 48 | 56 | |
| Total People | 614 | 484 | 407 | 352 | 272 | 271 | 272 | 250 | 222 | 238 | 234 | 197 | 237 | 217 | 220 | 286 | |
| People/hour | 11.8 | 7.1 | 7.47 | 4.46 | 5.1 | 4.2 | 5.5 | 3.8 | 5.1 | 3.6 | 4.6 | 3.2 | 4.1 | 3.3 | 4.2 | 5.1 | |
| Gilbert Site Circ. | 580 | 562 | 502 | 475 | 455 | 351 | 510 | 358 | 400 | 306 | 323 | 289 | 287 | 344 | 268 | 236 | |
| | | | | | | | | | | | | | | | | | |
| Hours - Story City | 208 | 211 | 231 | 231 | 223 | 21 | 241 | 244 | 230 | 227 | 236 | 220 | 237 | 231 | 220 | 220 | |
| Total People | 4536 | 3310 | 4076 | 3461 | 3592 | 3069 | 3817 | 3948 | 2321 | 2779 | 2549 | 2452 | 2789 | 3005 | 3291 | 2722 | |
| People/Hour | 21.8 | 15.7 | 17.6 | 15 | 16.1 | 13.9 | 15.8 | 16.2 | 10.5 | 12.2 | 10.8 | 11.2 | 11.8 | 14.3 | 14.96 | 12.38 | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| <u>CARDS</u> | | | | | | | | | | | | | | | | | |
| Issued - Story City | 14 | 27 | 17 | 24 | 14 | 18 | 22 | 10 | 13 | 15 | 10 | 10 | 9 | 9 | 14 | 15 | |
| Issued - Gilbert | 1 | 2 | 2 | 8 | 1 | 5 | 2 | 4 | 1 | 1 | 1 | 0 | 0 | 0 | 2 | 4 | |
| Withdrawn | 0 | 42 | 0 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| renewed - Story City | 32 | 16 | 21 | 17 | 14 | 19 | 27 | 11 | 16 | 15 | 3 | 12 | 2 | 14 | 15 | 27 | |
| renewed - Gilbert | 5 | 12 | 14 | 5 | 5 | 8 | 2 | 3 | 8 | 1 | 0 | 1 | 4 | 4 | 5 | 7 | |

Bertha Bartlett Public Library

Statistics -February 2018

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|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|--|
| Meeting Room Library | 35 | 8 | 4 | 4 | 15 | 14 | 15 | 16 | 12 | 10 | 9 | 11 | 15 | 10 | 17 | 12 | |
| Meeting Room Other | 8 | 3 | 8 | 5 | 12 | 6 | 13 | 7 | 6 | 7 | 6 | 9 | 5 | 7 | 10 | 6 | |
| | | | | | | | | | | | | | | | | | |
| Computer Use | 759 | 337 | 813 | 528 | 429 | 460 | 587 | 505 | 488 | 503 | 35 | 414 | 440 | 405 | 524 | 555 | |
| Test Proctoring | 0 | 2 | 3 | 2 | 0 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | |
| Interlibrary Loans Requested | 8 | 8 | 11 | 5 | 7 | 13 | 4 | 5 | 13 | 10 | 9 | 3 | 9 | 9 | 12 | 32 | |
| Interlibrary Loans Sent | 16 | 23 | 19 | 38 | 19 | 29 | 14 | 24 | 11 | 23 | 23 | 16 | 29 | 28 | 21 | 10 | |
| Book Club Sets | 1 | 1 | 1 | 6 | 3 | 4 | 0 | 4 | 0 | 2 | 3 | 1 | 1 | 1 | 2 | 1 | |
| Microfilm Use | 1 | 1 | 2 | 1 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 5 | 0 | 0 | 1 | 1 | |
| Gilbert Computer use | 35 | 15 | 20 | 22 | 18 | 15 | 20 | 12 | 13 | 5 | 4 | 9 | 7 | 11 | 13 | 15 | |

Bertha Bartlett Public Library Technology Page

Supervisor:

Director, Assistant Director, Children's Librarian; takes direction from Circulation clerks & staff

Hours of work

Part time - flexible

Primary Function: Provides additional hands on support to library staff with computers and shelving of materials, and

Computers: Assists Library Director and other staff with assessing updates & downloads, identifying changed defaults on various browsers, help patrons with printing issues, and devices that may use Wifi, basic clean-up, develop tutorials for public as needed.

Books and Shelving: Assists with shelving library materials and keeping them in proper order

Programs: May assist with Makerspace programs, help with concepts for Tech programs for youth

Assists Staff as needed, and must be able to lift 50 pounds.

An additional staff person will be on site at all times.

Assist with online reselling of books from withdrawn books.

Shelving: Assists with shelving books in proper order and shelf reading when needed.

Qualifications, Education, Experience, and Skills Required

- At least 16 years old
- Ability to follow written and oral instructions
- Ability to learn the Dewey Decimal system and other library filing systems
- Successfully pass the mandatory library skills test

Primary Duties

- Computer assistance
- Computer cleanup
- Shelves library materials in proper order
- Does shelf reading to assure materials are in proper order
- Answers directional questions
- Assists with activities as needed

YOUTH SERVICES COORDINATOR/Children's & Young Adult Services

The Youth Services Coordinator is responsible for the planning, development, and administration of the Children's and Young Adult Department of Bertha Bartlett Public Library. This employee performs supervisory work and professional duties of collection and program development and service to library patrons. The work requires considerable professional skill, initiative, and independent judgment. Work is supervised and evaluated by the Library Director & Assistant Director through regular meetings, annual performance evaluations, and review of reports and work performed.

Duties & Responsibilities

Planning, Development, and Administration

- Responsible for planning for the development of the Children's/YA Department and its collection.
- Responsible for the administration of the department and its programs.
- Responsible for staying current on Children's/YA literature and library services.
- Responsible for the appearance of the Children's area.
- Prepare monthly reports on the use of the department's materials, needs for purchase and program statistics (number of programs and attendance).
- Participate in the discussions of the department's annual budget, reviewing needs during the year and the Summer Reading Program, make request and support changes.
- Responsible for the management of the Children's computer area.
- Attend professional meetings, workshops and participate in statewide training in addition to any professional associations as approved by Library Director and the library board.
- Provide input into the development of department policies, rules, and procedures, for example, staffing, working alone, unattended children, computer time, and processing.

Supervision

- Train, supervise, and assist co-workers when appropriate and volunteers.
- Supervise the patron use of public access computers.

Collection and Program Development

- Responsible for the development of standards for the department's collection.
- Research and review new Children's/YA books, talking books and videos.
- Inventory the existing Children's/YA collection and make recommendations on removal of materials that are no longer used, or obsolete.
- Responsible for developing and presenting services to elementary students.
- Responsible for planning, developing, and promoting the Summer Reading Program for young library patrons in both Gilbert and Story City, and coordinate efforts with Gilbert staff. This includes coordinating incentives for both locations, and informing staff.
- Responsible for planning and conducting the Story Time Programs for preschool children.
- Responsible for planning and arranging for all special Children's/YA programs, such as Early-Out programs, puppet shows, plays, visiting authors, storytellers, and puppeteers.

- Responsible for the security and maintenance of all materials in the department.
- Responsible for determining the desired focus of the department's collection, with the approval of the Library Director.

Service

- Assist and instruct library patrons in the use of the department's materials and resources.
- Assist library patrons in the selection and location of library materials.
- Communicate department policies, rules, and procedures to library patrons.
- Provide information to the area schools and community groups on the department's materials, services, programs, and needs.

Job Requirements and Specifications

A Bachelor's Degree and previous library and work experience with children are minimal requirements for this position. An elementary education degree or experience as a Children's/Young Adult Librarian preferred. The specific skills required are as follows.

Managerial

- Ability to plan, organize, and implement department policies and activities.
- Ability to instruct and supervise others.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform administrative duties such as record keeping, scheduling work, and preparing reports and letters.

Technical

- Good working knowledge of the materials and equipment in the department.
- Knowledge of and the ability to stay current on Children's/YA literature and authors.
- Skilled with Word, Excel, Email and Desktop publishing and able to assist others.

Library Science

- Knowledge of the professional practices, procedures, and techniques of library science.
- Knowledge of proper library cataloging and classification.

Communication

- Ability to listen and communicate effectively with children, young adults and their parents.
- Ability to communicate department policies, procedures, and rules to the public.
- Ability to listen and communicate effectively with library staff.
- Ability to communicate effectively in writing and as a public speaker.

Desirable Qualities

- | | |
|----------------------------|---------------------------------|
| • Energetic & Enthusiastic | Creative |
| • Organized yet flexible | Enjoys young people of all ages |