

Bertha Bartlett Public Library

Board Meeting–

Monday, October 25, 2021

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- October bills

Circulation Report: Duane Fournier

Board Training:

Correspondence/Communications:

Gilbert Update

New Business:

- Discuss purchase of cellphone for library
 - Use with Bluetooth keyboard?
 - Long distance calls
 - Photos?
- Recitals at the library – charges, configuration

Action Items:

- Policies to consider for Accreditation
- Computer policy
- BBPL employee policies
- Includes job descriptions

Old Business:

- Budget discussions: City presentation on November 1

Adjournment

Next meeting: Monday, November 22, 6 p.m.

Staff Report

Kolleen Taylor
October 2021

Busy, busy, even though our statistics don't reflect it. Most of us are still juggling several additional jobs, so we have little idle time. All is going relatively smoothly, however there are lots of tasks going undone. I did fit in time to attend the Iowa Library Association meeting, and was able to voice my concerns over the state library's actions dropping the online databases. I also started receiving quotes from some of the vendors, but I need to spend more time looking at this. The State library has since sent out an explanation, perhaps not to my satisfaction, but he apparently got the message.

State and County reports were due this month, and have been attached. My next step is to focus on the accreditation, of course this month we are looking at the employee policies, which has many pages to it. I still have to complete some education credits to remain certified, and I'm hoping that once Matthew is on staff, I can begin teaching him some administration work by going through the accreditation process with him. We will have to address more ADA requirements this time, so I will also include him, and see if Duane is available to help with this.

I haven't had a lot of time to write newspaper articles. I'm trying to keep things updated online, and occasionally doing the posting for Facebook, but I'm not consistent. It gets done as I find a few minutes, and I think I'm multi-tasking too much which does not always have the best results. I have also had to serve as secretary for a number of meetings lately, and this is taking extra time too as most know it is hard to take notes and explain things.

The Foundation met this month also. Christine Semler-Blue attended her last meeting, but all others are staying on, so we have 11 members on the Foundation at this time. With the Kinne added to our accounts, and with the investments, the Foundation has approximately \$2,000,000 available. We did discuss the potential for scholarship/Educational reimbursement, and will discuss this again in January.

We had the first recital on the Kinne piano on Thursday October 21, with 37 people attending, and 10 young people playing the Steinway. I'm certain Fran was viewing this with great pleasure. Milianna seemed delighted, and I estimated only 1/3 – 1/2 of those attending had been in the library before.

We are also planning an Art Exhibit in the Annex starting in November. Clark Grinde had an exhibit at the Blanden Art Museum in Fort Dodge during September, and it was difficult for locals to attend....so I asked if he would like to do this in the Library Annex. He immediately said yes, so we are planning on a exhibit reception the first weekend of November and have a schedule of dates for opening it to the public. He will also sell books out of the sale room while doing this! Clark is serving on the Foundation board, so this is a perfect arrangement for us.

We did meet with Kate Feil, and took the Iowa 175 display and placed it in the Annex. It is quite large, and I thought putting it in the window there might be best. At ILA I also purchased the Iowa 175 poetry books, and I can use some of the poems in that in conjunction with this display.

I also talked with the Landscape Architect classes and their instructor. They met with me on Friday and showed me some of their concept ideas. I gave them a tour of the library and the Annex and they had a chance to consider the interior aspects. I like some of the things they talked about, but they are more interested in developing exterior spaces, and we need interior space. But their concern for natural lighting and doing more with the corners of the building offers some intriguing opportunities that we can hopefully incorporate. I will be providing their information to Gary Landhauser, our architect from Novak.

Bertha Bartlett Public Library
Board meeting
September 27, 2021

The meeting was called to order at 6:09 by President Chris Feil. Attending were Chris Feil, Matt Emerson, Lynn Cummings, Duane Fournier, Story City Mary Kay Solberg and Library Director Kolleen Taylor. Absent were Jessica Hensch and ex-officio member Teri Callahan

The agenda was approved with no additions with a motion by Fournier, and seconded by Cummings.

Minutes were reviewed. Approved with a motion by Fournier, seconded by Cummings.

The financial report was reviewed. Even though the P & L showed higher expenses than normal in part-time salaries, the overall budget was on track for the year, noted Fournier. Bills were reviewed, and a motion was made by Fournier to approve the minutes with a note that a \$60 bill was expected for window cleaning, although it had not been received yet. Emmerson seconded the motion.

New business:

Taylor noted that the State Library had not continued the Gale database or an equivalent database and suggested we might want to consider a purchase independently. A quote had been received from WorldBook in their packets. After some discussion, it was tabled, with the board directing Taylor to indicate to the State Library their disappointment and encourage them to reestablish some type of tools for the use of the homeschoolers and students of various ages.

Discussion of new hire Matthew Tessmer, who will be starting November 15, 2021. A letter confirming the agreed upon salary and benefits had been drafted by Taylor and was shared with the board members. The new benefits materials from the city indicated that the Wellmark Insurance for Matthew and his wife would be over \$20,000/year. This would be nearly double what is being paid for Taylor's insurance as she is single. Taylor is eligible for Medicare in January, 2022, and offered to sign up to relieve the budget. The consensus of the board was that Taylor should only do that if it was helpful to her.

Discussion of the job title was held. It was felt that having the title remain as Assistant Director, with oversight and involvement with the Children's programming be clearly stated in the job description and that staff members providing current programming work with him in collaboration, and as his ideas and strengths are developed, adjust the job description. The board would also like him to attend the monthly board meetings as much as possible. Board members who were able to meet him when he was interviewed in person were pleased and impressed and expressed their excitement to have him come on board in Story City.

Taylor explained that the budget packet from the city had been delivered, and that the discussion with the city would be on November. Primary points for this meeting will be staff salaries and the library Annex.

Old Business: Policies

The following policies were reviewed by the board:

- Collection Development Policy
- Weeding policy
- Gifts Policy
- Controversial Materials Policy
- Magazine Policy
- Video Policy

Discussion concerning the use of magazines and the number of videos still in the collection concluded with no changes to the policies. A motion was made by Cummings to approve all the policies without changes, and seconded by Fournier.

Emerson made a motion to adjourn the meeting at 7:15 p.m. This was seconded by Cummings

Meeting was adjourned at 7:16 p.m.

Submitted by

Kolleen Taylor, Library Director

Matt Emmerson

Acting Secretary

Bertha Bartlett Public Library Cash Flow
September 2021 P L

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2021-2022</u> <u>Budget</u>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u> <u>remaining</u>	<u>% of funds</u> <u>Remaining</u>
001-4410-6010	Salaries: Full Time	\$ 49,953.00	\$ 5,766.07	\$ 13,470.07	\$ 36,484.93	73.04%
001-4410-6020	Salaries: Part-time	\$ 61,543.00	\$ 4,335.21	\$ 18,110.55	\$ 43,434.45	70.57%
001-4410-6110	FICA/Medicare	\$ 8,530.00	\$ 765.26	\$ 2,393.40	\$ 6,136.60	71.94%
001-4410-6130	IPERS	\$ 10,525.00	\$ 905.32	\$ 2,373.58	\$ 8,151.42	77.45%
001-4410-6150	Insurance - Group Health	\$ 5,737.00	\$ 413.01	\$ 1,255.10	\$ 4,479.90	78.12%
001-4410-6230	Travel/Training	\$ 1,000.00	\$ 198.80	\$ 198.80	\$ 801.20	80.12%
001-4410-6320	Building/Grounds	\$ 7,312.00	\$ 286.30	\$ 976.30	\$ 6,333.70	86.64%
001-4410-6371	Utilities	\$ 2,200.00	\$ 109.92	\$ 329.47	\$ 1,870.53	85.02%
001-4410-6373	Telephone	\$ 4,800.00	\$ 85.36	\$ 153.22	\$ 4,646.78	96.81%
001-4410-6408	Insurance-General	\$ 2,900.00	\$ -	\$ -	\$ 2,900.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 210.00	\$ 210.00	\$ 1,790.00	100.00%
001-4410-6499	Miscellaneous					
001-4410-6500	Programming	\$ 2,500.00	7.28	29.6	\$ 2,470.40	98.82%
001-4410-6501	Building Supplies	\$ 1,000.00	\$ -	\$ 251.98	\$ 748.02	74.80%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,486.93	\$ 513.07	25.65%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	\$ -	\$ 574.94	\$ 925.06	61.67%
001-4410-6506	Office Supplies	\$ 2,200.00	\$ 140.15	\$ 483.46	\$ 1,716.54	78.02%
001-4410-6507	Misc. Operating supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	100.00%
001-4410-6727	Capital Equipment					
001-4410-6508	Petty Cash/Postage	\$ 500.00	\$ -	\$ 75.00	\$ 425.00	85.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ 675.73	\$ 324.27	32.43%
001-4410-6771	Audio	\$ 800.00	\$ 34.22	\$ 34.22	\$ 765.78	95.7%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 605.50	\$ 2,204.09	\$ 9,795.91	81.63%
001-4410-6773	Video	\$ 800.00	\$ 68.84	\$ 188.21	\$ 611.79	76.47%
001-4410-6774	Online Databases	\$ 5,000.00	\$ 458.79	\$ 458.79	\$ 4,541.21	90.82%
		\$ 186,000.00	\$ 14,390.03	\$ 45,933.44	\$ 140,066.56	75.30%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 3,500.00	\$ 151.49	\$ 311.59	\$ (3,188.41)	\$ (91.10)
001-4410-1-4470	General Fund	\$ 24,000.00				
031-4410-2-4705	Donations	\$ -				
031-4410-4-4300	Interest on Deposits	\$ -	\$ 179.43	\$ 554.20	\$ 554.20	\$ -
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 335,760.10		\$ 336,206.21		
031-4410-2-4404	Local Grant			\$ -		
	ASB Savings Account	\$ 2,078.84	\$ 108.09	\$ 107,278.12		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 105,000.00		
031-4410-4-4799	Misc. Receipts	\$ -		\$ 548,484.33		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating	\$ -				
031-4410-6727	Capital Equipment					
031-4410-6672	Books					
031-4410-6798	Capital Project					
	Total Library Trust Exp					

Bertha Bartlett Public Library

October 2021 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	10/03/21	\$ 381.54	Health Insurance - Kolleen
001-4410-6230	Kolleen Taylor	10/25/21	\$ 69.72	Mileage - ILA
001-4410-6230	Visa	10/10/21	\$ 1.50	parking for Iowa Library meeting
001-4410-6320	Early Bird Window Washing	10/15/21	\$ 60.00	Windows - exterior
001-4410-6320	Watson Plumbing	10/04/21	\$ 175.00	Public restroom - toilet repairs
001-4410-6320	Sabrina Gogerty	10/24/2021	318.75	Library cleaning, 1/week
001-4410-6371	Black Hills Energy	10/22/21	\$ 82.18	503 & 509 Broad Street
001-4410-6373	Aureon	10/01/21	\$ 87.66	Telephone
001-4410-6500	Amazon Capital Services	10/20/21	\$ 8.49	Shrinky Dinks for program (split)
001-4410-6500	Caitlin Hodnedfield	10/02/21	\$ 14.98	Program
001-4410-6500	Maria Hartt	10/22/21	\$ 5.00	Programming-construction paper sale
001-4410-6506	Access Systems	10/22/21	\$ 158.96	Copier
001-4410-6772	Gale/Cengage	09/27/21	\$ 22.50	Large Print books
001-4410-6772	Gale/Cengage	09/29/21	\$ 20.24	Large Print books
001-4410-6772	Gale/Cengage	10/05/21	\$ 40.48	Large Print books
001-4410-6772	Gale/Cengage	10/05/21	\$ 50.98	Book
001-4410-6772	Baker & Taylor	09/27/21	\$ 102.99	Books
001-4410-6772	Baker & Taylor	10/14/2021	\$ 30.22	Books
001-4410-6772	Baker & Taylor	10/4/2021	\$ 315.44	Books
001-4410-6772	Baker & Taylor	10/19/2021	\$ 184.06	Books
001-4410-6772	Kolleen Taylor	10/25/2021	\$ 25.00	Book (not reimbursed from last month)
001-4410-6772	Ingram	9/29/2021	\$ 376.42	Books
001-4410-6772	Ingram	10/6/2021	\$ 183.99	Books
001-4410-6772	Ingram	10/12/2021	\$ 184.61	Books
001-4410-6772	Centerpoint Large Print	10/1/2021	\$ 139.02	Books
001-4410-6772	Amazon Capital Services	10/11/21	\$ 68.70	Books
001-4410-6772	Amazon Capital Services	10/15/21	\$ 4.75	Books
	TOTAL - Story City		\$ 3,113.18	
	Gilbert Bills			
033-4410-6500	Amazon Capital Services	10/20/21	\$8.49	Shrinky Dinks for programs
033-4410-6230	Kolleen Taylor	10/25/21	\$99.96	Travel - ILA & extra
033-4410-6230	Visa	10/10/21	\$ 1.50	parking for Iowa Library meeting
033-4410-6500	Maria Hartt	10/22/21	\$ 5.00	Programming-construction paper sale
033-4410-6772	Ingram	09/29/21	\$ 120.43	Books
033-4410-6772	Ingram	10/06/21	\$ 27.02	books
033-4410-6772	Ingram	10/12/21	\$ 50.94	books
033-4410-6772	Baker & Taylor	10/04/21	\$ 16.77	Book
033-4410-6772	Baker & Taylor	10/19/21	\$ 15.39	Book
033-4410-6772	Amazon Capital Services	10/11/21	\$ 51.81	Books
	Total - Gilbert		\$397.31	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2020-2021 Statistics Report

Attendance - children	105				77																		
Attendance - adults	??																						
Programs - StoryX	0																						
Attendance - children	0																						
Attendance - adults	0																						
Programs - Teen/Tweens	0																						
Attendance - teens	0																						
Attendance - adults	0																						
Programs - Adult	1		1		1								1										
Attendance - children	0																						
Attendance - adults	7		7		4							4											
Total Programs	6		7																				
Total Attendance	112																						
Gilbert Programs			5																				
Attendance																							
Attendance - Adults																							
Hours - Gilbert	65.75	81	65	73	63	76	66		54	58.3	60.0		56		69.0		62		64.0			81	
Total People	153	818	123	324	147	165	147		110	93	118		163		142		126		108			766	
People/hour	2.3	10.10	1.9	4.40	2.3	2.1	2.2		2	1.6	2.0		3.6		2.1		2		1.7			9.5	
Gilbert Site Circ.	619	881	383	594	613	458	520		474	419	404		430		472		460		524			900	
Hours - Story City	161	198	149	202	157	191	164		164	171.5	168.0		163.0		202		208		201			202	
Total People	1219	2301	1215	2117	1515	3341	1821		1077	1097	757		1156		3736		2639		1364			2467	
People/Hour	7.6	11.6	8.15	10.5	9.6	17.5	11.1		6.6	6.4	4.5		7.1		18.4		25		6.8			12.2	
<u>CARDS</u>																							
Issued - Story City	4	11	3	23	7	15	10		6	1	10		4		7		5		9			16	
Issued - Gilbert	2	9	0	6	5	3	1		0	0	0		1		0		0		0			14	
Withdrawn	0	3	0	2	0	0			0	3	0		9		2		0		38			0	

Bertha Bartlett Public Library
2020-2021 Statistics Report

renewed - Story City	4	1	8	40	6	57	7		4		7		15		21		19		2		15		21
renewed - Gilbert	6	11	5	2	1	13			0		2		2		1		3		0		6		8
Meeting Room Library	0	15	1	2					1		0				0				2		8		0
Meeting Room Other	0	2	0	6							1				0		3		3		3		16
Computer Use	211	130	106	141	108	106									99				92		155		126
Test Proctoring	0			0		0					0				0				0		0		54
Interlibrary Loans Requested	10	11	25	14	9	8	14		10		13		15		15		12		35		9		7
Interlibrary Loans Sent	27	27	16	35	20	31	24		32		15		22		29		27		18		16		26
Book Club Sets	1	0	1	2	3	0	0		1		1		2		3				2		3		3
Microfilm Use	0		0	0	0	0	0				0				0		0		0		0		
Gilbert Computer use	17	22	12	27	23	37			18		23		13		23		17		92		30		34
In House Use - Gilbert		464		221	89	107					48				73		33		71		177		6

In House Use - Story City

0

Bertha Bartlett Public Library
Assistant Library Director
Job Description

Overview

Under the direction of the Library Board and the Library Director, the Library Assistant Director is responsible for assisting the Director in all phases of library operation.

Specific Responsibilities

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Assists in developing and maintaining the collection by initiating orders and managing cataloging, classification and maintenance of the library collection.
- Electronically catalogs and classifies library materials, both original cataloging and copy cataloging, utilizing various software packages, databases and other resources.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate media outlets and pertinent citizens in Story City, Gilbert, Story County and legislative representatives.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Assists the Director with effective hiring, assignment of duties and scheduling of library employees.
- Assists the Director with staffing requirements including selection, orientation and training.
- Assists the Director in developing policies for approval by the Library Board.
- Web page design, authoring and maintenance.
- Monthly newsletter design, authoring and production.
- Assumes responsibility for the library in the absence of the Director.

Required knowledge, ability and skills

- Knowledge of web page authoring and desktop publishing.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- A very good knowledge of literature, modern and classic.

- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Knowledge of general office equipment.
- Ability to troubleshoot network and computer hardware and software problems.
- Willingness to work outside normal working hours and travel on occasion.

Desirable training and experience

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Approved: 11/11

Reviewed 8/14, 2/18

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

EMPLOYEE POLICY

I. GENERAL GUIDELINE

1. NON-DISCRIMINATION POLICY

A. Guidelines:

The Bertha Bartlett Public Library is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, or because of race, national origin, or other non-merit factors shall be prohibited. Discrimination on the basis of age, sex, or physical or mental disabilities will be prohibited except when specific occupational qualifications are demonstrably necessary for proper and efficient operation and administration of the job.

2. FILLING VACANCIES

B. Library Director Guidelines:

1. A search committee will be formed consisting of two members of the Library Board, the city council liaison, and two members of the community. The members of the community will be chosen by the Library Board from all the people that apply. The Search Committee will advertise the position. The search committee will screen all the applicants and choose the three or four they feel are best qualified. The candidates will be invited to interview with the entire Library Board and the City Council liaison. The Library Board will vote to decide which candidate should be offered the position of the director.

C. Staff Vacancies:

Staff vacancies shall be advertised by public notice. This can be done by using newspapers, online resources or public posting or a combination. Prospective employees are asked to submit a resume and references to the Library Director. (See City of Story City employment practice (3.02) employment of relatives)

The Director reviews the applications for staff positions, requesting interviews with persons to interview. Board members may be included in any level of this process. Preference will be given to those with a degree.

The Library Director will offer the job to the person they feel is most qualified.

3. LIBRARY RULES AND POLICIES: (See City of Story City Employee Policy Manual Section 8: Discipline & Discharge)

A. Guidelines: Violation of the provisions of these Rules and Policies shall be grounds for disciplinary action.

B. DISCIPLINARY ACTION

1) Reasons:

Any employee is subject to discharge, suspension, or demotion for any of the following:

Violation of work rules, inefficiency, insubordination, incompetence, failure to perform assigned duties, un-rehabilitated narcotic addiction, dishonesty, un-rehabilitated alcoholism, negligent conduct which adversely affects the employee's performance or the employer, conviction of a felony while employed with the Library, misconduct, or any other just and good cause.

C. Procedure:

It is the policy of the Library Board to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge.

- 1) first violation — a verbal warning shall be given by the Library Board or immediate supervisor.
- 2) second violation — a written reprimand shall be issued within seventy-two (72) hours of knowledge of the violation, signed by the Board President or supervisor and delivered to the employee in question stating the reason for the reprimand and the consequence of repeated action. This document becomes part of the employee's personnel file. If there is no repeated violation of this rule, or that of similar nature, within two (2) years, the reprimand will be removed from the employee's personnel file.
- 3) third violation — a suspension by the Library Board without pay or not more than five (5) working days and a written statement within forty-eight (48) hours of knowledge of the violation, indicating the reason for suspension.
- 4) fourth violation — discharge of the employee by the Library Board.

D. Termination:

Upon termination by board action, the person is no longer considered an employee of the library or the city. All vacation time proportionately accrued up to the termination date shall be paid to the employee, according to appropriate guidelines. In the case of termination, the employee shall not be granted any further

compensation beyond the termination date.

E. Notices:

All reprimands, suspensions, demotions, reductions in salary, and discharges shall be in writing and given to the employee in private. A copy signed by the Library Board President, Supervisor, and the employee, shall be kept on file in the personnel folder by the City Clerk.

3. AMENDMENT OF RULES AND POLICIES

A. Guidelines:

Amendments to these Rules and Policies shall be by Library Board action.

4. ANNIVERSARY DATE

A. Limitations:

The employee's anniversary date is established on the first day of employment. This date will generate one additional floating holiday annually. The status of a re-employed person who has voluntarily resigned is that of a new employee and credit for previous service shall not be given. The anniversary year shall be used to calculate sick leave and other benefits.

II. RECORDS AND EVALUATIONS

1. CHANGES IN BASIC PERSONNEL RECORDS

A. Guidelines:

Any change in name, marital status, withholding tax exemptions, address, or telephone should be reported promptly to the City Clerk.

The Library Board or library director shall notify the City Clerk of newly hired employees immediately. This procedure will insure prompt payment to the new employee at the end of the pay period.

2. EVALUATION OF EMPLOYEE WORK AND CONDUCT

A. Guidelines:

An employee evaluation file shall be created for all employees. This file should be kept on record with the City personnel file for three (3) years after employment has ceased, in order to provide an accurate account of the employee's performance, as in the case of an employee using the City as a reference.

B. Procedure:

The employee will be evaluated annually. Any financial changes due to increased employee skills and training will be brought to the Library Board for

consideration. Any alterations in the budget must be approved by the City Council.

III. WORK REGULATIONS

1. PROBATIONARY PERIOD

A. Reason for and duration:

The probationary period for all new employees shall be regarded as an integral part in the determination of their continued employment with the library. During this period, the Library Board shall evaluate the employee's work performance as well as his/her adjustment to the new position and discuss the evaluation with the employee. The normal duration of a probationary period will be twelve (12) months.

B. Procedure

If, during the probationary period, an employee is found to be incompetent or unqualified in performance duties of the position to which he/she was hired, the Library Board shall recommend immediate termination. At the end of a probationary period, the Library Board shall evaluate the employee's performance and make a recommendation as to any changes in the employee's wages or status.

2. HOURS OF WORK

A. Provisions:

Normal working hours are based on the hours the library is open to the general public. Specific hours are to be determined by the Library Board. A one (1) hour (unpaid) lunch period may be taken if scheduled through lunch or dinner hour. The option of taking a one-half hour (1/2) lunch period (unpaid) may be taken with the approval of the Library Director as long as the paid period does not exceed hours scheduled for the day.

B. Breaks:

Short rest periods or coffee breaks shall be limited to one (1) fifteen (15) minute break during each one-half (1/2) work shift. These periods must be scheduled to minimize the disruption of work in the library. Breaks should be taken on the library site unless specific permission has been obtained.

C. Resignations:

Upon the decision of an employee to resign, a written resignation should be submitted to the Library Board stating the reason for resigning and the termination date. The written notice should be submitted at least thirty (30) calendar days in advance of the final work day in order to provide the Library Board adequate time to fill the position. If this procedure is followed by the

employee, all compensation and fringe benefits accrued up to the resignation date shall be paid to the employee subject to the Library Boards approval. Employees who voluntarily resign, or are released for just cause, and who return to employment of the library shall return as a new employee.

D. Abandonment of Position:

An employee who is absent from duty three (3) consecutive work days without notifying the Library Board shall be deemed to have resigned his/her position. Renewed employment shall not be granted unless justifiable reason can be produced explaining the period of absence.

E. Reduction of Work Force:

When the situation arises in which the work force must be reduced because of a shortage of work or limitation of funds, a written notice of such action shall be issued to those employees that are affected within fourteen (14) calendar days prior to the date of separation from library employment. Separation of the employee shall be carried out with due consideration to status, length of service, and performance evaluations. An employee on lay off status returning to employment with the library after being laid off, shall have benefits restored to their prior level unless benefits offered to employees have changed. Employees may be maintained on a lay off status for a maximum period of twenty-six (26) weeks. During this period, the laid off employee will be contacted should a suitable position become available. Any employee laid off would still need to reapply, and is not guaranteed employment.

F. Lost Checks or Warrants:

In the case where an employee has lost his/her warrant, a report of loss should be made immediately to the City Clerk. The procedure followed in issuing a new check/warrant will be explained to the employee and upon completion of this procedure, a new check/warrant will be issued.

G. Death:

The estate of a deceased employee will receive all payment earned by the employee up to the time of death.

IV. COMPENSATION AND DEDUCTIONS

1. WAGE COMPENSATION

A. Pay Period:

Employees of the Bertha Bartlett Public Library are paid every two weeks. Distribution of pay checks shall be made through the City Clerk.

B. Payroll Deductions:

Deductions for Federal and State Income Withholding Tax are made routinely on

the basis of the number of exemptions claimed by the employee. Additional deductions shall be made for Social Security Tax and IPERS. Further deductions from an employee's pay check may be made upon an employee's written request and the consent of the City Administrator. All requests made by an employee concerning payroll deductions will be kept on file.

C. Benefits:

1. City insurance is available to employees working 1,900 hours a year.
2. Retirement benefits (IPERS) are provided for library employees, with the exception of students after 1 year employment.

2. Training and Education Reimbursement

A. Education:

The Library Board encourages the development of each employee to his/her fullest potential. One means of obtaining this goal is through education. Participation in and successful completion of special training programs in job related courses shall be considered for compensation. Evidence of successful completion of training programs should be filed in writing to the Library Board.

The director is expected to attend library meetings and conferences, as the budget permits, with approval from the Library Board. The library will pay for the director's and any other appropriate employees recommended by the director for membership in the Iowa Library Association.

B. In-Service Training:

Professional and instructional meetings and schools presented by different organizations, inside and outside the City, may provide a beneficial learning experience to certain employees. This training, subject to Library Board approval, may be used to improve the operating efficiency of the Library. The Library shall reimburse the employee for all Board approved travel expenses. Prior approval should be given by the Library Board for all reimbursable expenses prior to their incurrence. The Library Board President may grant approval if the enrollment application and fee is due before the next scheduled Library Board meeting. All reimbursements shall have been specifically appropriated in the department's budget for this purpose.

V. **TIME OFF FROM WORK**

1. HOLIDAYS

A. To Qualify:

All employees shall receive their regular compensation for the following legal holidays if it is their normal designated workday. Employees shall not receive payment for any holiday if they have an unexcused absence or are not on the

payroll their working day immediately preceding or following the holiday. Particular dates for each holiday will be determined by the City Council/Library Board at the beginning of each year.

- B. Designated Holidays:
- | | |
|-------------------------------------|-----------------------------------------------|
| New Year's Eve Day, close at 5 p.m. | Thanksgiving Day |
| New Year's Day | Christmas Eve (1/2 day – city closing varies) |
| Memorial Day | Christmas Day |
| Independence Day | Labor Day |
| Veteran's Day (see note) | Floating Holiday |
| President's Day (see note) | Day after Thanksgiving (see note) |

Note: The Library will be open Veteran's Day, President's Day, and the day after Thanksgiving. Employees working will receive, on another day, the equivalent number of hours worked.

- C. Floating Holiday:
To obtain the floating holiday, an employee shall notify his/her department head prior to the day being taken. If the leave places too much of a burden on the department at the time, the department head may require an alternate time.
- D. Religious Holidays:
It is the policy of the City/Library Board to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the department head establishing an alternate work time. If an alternate work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.
- E. Week-end Holidays:
When a designated holiday falls on a Saturday, it shall be observed as the legal holiday and when the holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

2. VACATION LEAVE

- A. General Regulations:
Each person regularly employed in a continuing position with the Library shall earn vacation pay reflecting longevity of service. Employees resigning or terminated before they have completed twelve (12) months of continuous employment will not be eligible for any prorated vacation benefits.
- B. Schedule:
Vacation leave shall be accrued in accordance with the following yearly employment schedule based on prorated hours worked per week.

TENURE

PAID HOURS OFF

During 1st year of continuous employment.....	1 week
Beginning 2nd year of continuous employment.....	2 weeks
Beginning 8th years of continuous employment	3 weeks
Beginning 15th year of continuous employment.....	4 weeks

C. Procedure:

An employee shall notify the Library Director in advance of the desired vacation. The director will notify the Library Board. If it becomes necessary to limit the number of employees on vacation at one time, the Board will determine if the employee with the earliest request will be granted preference as to vacation time.

D. Exceptions:

An employee shall not accrue vacation leave during periods of temporary lay off, suspension, or leave without pay.

E. Limitations:

Vacation leave may not be taken in advance and employees may not waive their vacation right, in order to collect both vacation and work pay. If unused, a maximum of 3 weeks of vacation may be carried over each year.

F. Accrued Vacation Payment:

Any person regularly employed in a continuing position separated from Library employment by reduction of force, resignation, death, or otherwise, shall be paid or have payment made to his/her estate or legal beneficiary in the amount of any unused vacation leave earned.

3. LEAVE OF ABSENCE

A. Leave Without Pay:

The Library Board may grant a leave of absence for a reasonable purpose to employees for a limited period of time.

B. Procedure:

A request for leave shall be in writing, which shall include the beginning date, duration, and reason for leaving. All requests must be submitted at least one (1) month prior to the leave, except in extreme hardship cases.

C. Benefits:

Benefits and wages shall not be accrued during leave of absence.

D. Failure to Report:

If the employee does not return within five (5) working days after the leave has

expired, the individual will forfeit all reinstatement rights to his/her position.

4. SICK LEAVE

A. Schedule:

All full time employees shall accrue sick leave with pay at a rate of eight (8) hours per month of service up to 120 working days

TENURE

B. Provisions:

Payment of accrued sick leave benefits will begin on the first (1) day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as a sick day. Paid sick leave is a protection and is never to be considered as time off with pay or vacation time.).

C. Calling In:

An employee shall inform his/her co-workers that he/she is not coming in to work, no later than one (1) hour prior to the work period. The Library will not be closed due to the illness of its staff.

D. Verification:

.....
The Library Board may require a written certificate from a licensed practicing physician, osteopath or dentist, stating the reason for taking sick leave. In the case of prolonged illness, a brief written physician's statement concerning the employee's condition and expected date of return to the job should periodically be sent to the Library Board President.

E. Limitations:

If an absence due to an illness or injury extends beyond the sick leave accrued by the employee, such additional time may be charged to vacation leave. If all sick and vacation leave has been utilized, the employee may be granted leave without pay by the Library Board.

5. FAMILY AND MEDICAL LEAVE

The City/Library in conjunction with the Family and Medical Leave Act of 1993 (FMLA) provides, upon written request, up to twelve (12) weeks of unpaid, job-protected leave for each fiscal year to regular full- and part-time employees for certain family and medical reasons. Employees are eligible if they have worked for the City for a least one year, and have worked 1,250 hours over the previous twelve months. Unpaid leave will be granted for any of the following reasons:

- A. To care for the employee's child after birth, or placement for adoption or foster care,
- B. To care for the employee's spouse, son, daughter, or parent who has a serious health condition, or
- C. For a serious health condition that makes the employee unable to perform the employee's job.

Any employee wishing to take such unpaid leave is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days advance notice when leave is "foreseeable." The City/Library may require medical certification to support a request for leave because of serious health condition, and may require second and third opinions (at the City's expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the City/Library will maintain the employee's health coverage under the group health plan, if applicable. In some cases, the City/Library may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave. Upon return to work the employee will be placed back into their original or equivalent position with equivalent pay, benefits, and other employment terms.

Application for FMLA leave should be filed with the department head at least thirty (30) days prior to the anticipated beginning date of leave. The written application for extended leave shall:

- A. Be accompanied by the proper certification of illness, pregnancy, or impending adoption by the employee's physician or adoption agency.
- B. The date that leave is requested to begin.
- C. The anticipated return date the employee expects to return to normal duties.

An employee, upon request and approval from the City Administrator, may use forty (40) hours of paid sick leave to care for the employee's child after birth.

An employee, upon request and approval from the City Council, may be granted additional days of paid sick leave to care for the employee's child after birth.

6. INJURY LEAVE

- A. Accident Report:
When an employee of the Library suffers an injury, however, minor, while engaged in authorized Library work, a report of such accident shall be filled out promptly by the individual and submitted to the City Clerk's Office and the Library Board President. This report shall provide all known details and circumstances pertaining to the injury, as well as the names of all witnesses.

B. Coverage:

Any Library employee who is injured while engaged in authorized Library work, and as a result is absent from work, is allowed to use sick leave. When said employee is off work long enough to be eligible for Workmen's Compensation Benefits only that portion of pay which is not covered by Workmen's Compensation shall be deducted from the employee's accumulated sick leave days, i.e., a person receiving eighty (80) percent of his/her take home earnings will receive the remainder of his/her pay (minus deductions) from the Library and that portion (percentage) of wages will be deducted from accumulated sick leave. After all sick leave is used, the employee may be eligible for further compensation in accordance with the Workmen's Compensation Act.

C. Verification:

In order to receive such supplemental benefits, a written statement submitted by a physician, osteopath, or dentist describing in detail the nature and extent of the injury, may be required by the Library Board and the City Administrator. An employee may be required to provide additional periodic written statements by the physician, osteopath, or dentist describing the progress of his/her health and the recommended date for returning to work.

7. WORKERS COMPENSATION

Library employees operate under and are subject to the Iowa Worker's Compensation Act as found in the *Code of Iowa*.

If an employee suffers an accidental job related injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment, he/she should follow the same procedure as previously stated for reporting the accidental injury. All related billings and record of time off must be forwarded to the City Clerk's office and the Library Board President.

City employees who suffer a work related injury or illness are covered through the City's general liability insurance program.

8. FUNERAL LEAVE

A. Limitations:

A period not to exceed four (4) days with pay may be granted to an employee upon his/her request, due to the death of a member of the employee's immediate family (parent, or step-parent, spouse, child, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, or sister-in-law).

9. EMERGENCY LEAVE

- A. Limitations:
The Library Board may grant an employee time off from his/her duties without compensation for personal reasons for a period not to exceed five (5) working days, depending upon the seriousness of the problem.

10. MILITARY LEAVE

- A. Limitations:
The employee, upon showing appropriate orders to the Library Board, shall be granted a military leave in accordance Section 29A.28 of the *Code of Iowa*.

The Library Board may grant additional time to employees when sufficient cause warrants an extension.

11. JURY AND RELATED DUTIES

- A. Limitations:
Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before court, legislative committee, or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Story County (or county in which the employee resides), or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the City Administrator. Any compensation received by employees for court related activities shall be accepted with the amount of the compensation deducted from the wages received by the Library. Reimbursement for meals, travel, and lodging may be retained by the employee.

VI. RULES OF CONDUCT

1. CAMPAIGNING FOR PUBLIC OFFICE

- A. Limitations:
An employee shall refrain from campaigning in any manner for a public office while the employee is working in an official role for the Library. He/she must refrain from soliciting funds or displaying campaign materials in City buildings.

2. FINANCIAL OBLIGATIONS

- A. Guidelines:
Employees shall arrange and conduct their personal financial affairs prudently, so that creditors will not have to make use of City premises or procedures for the purpose of making collections. Repeated failure on the part of an employee to meet his/her financial obligations shall be grounds for disciplinary action or discharge.

3. ACCEPTANCE OF GIFTS

A. Guidelines:

Employees shall not accept personal gifts worth more than \$25.00 as a result of their employment with the Library.

4. OUTSIDE EMPLOYMENT

A. Guidelines:

The Library Board discourages outside employment or activities by employees which constitutes a conflict of interest with public duties, or are inconsistent or incompatible with public employment.

5. POSITIONS COVERED BY THIS MANUAL

A. Guidelines:

it is the policy of the Library Board that these rules and regulations apply to all offices, positions, and employees of the Library, except those members of citizens boards, commissions, and personnel appointed to serve without compensation.

Approved 3/27/1989

Revised 1/2007

Revised 10/2010

Reviewed 11/2014

Reviewed 2/2018

Updated 1/19

Bertha Bartlett Public Library

Library Director

Job Description

Overview

Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective program of library service to the community.

Specific Responsibilities

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Develops and maintains the collection through developing a collection plan, initiating orders and supervising the ordering, cataloguing, classification and maintenance of the library collection.
- Ensures that a high quality of community programming is provided, based on assessed needs as opportunities arise, staff and financial resources permitting.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate community groups, the media, and the City of Story City and Gilbert.
- Maintains contact and oversees sharing of resources with the community of libraries on a regional and provincial level.
- Ensures proper liaison and support is provided to volunteers.
- Manages the library facility through ensuring effective maintenance, security and use of the building.
- Provides support and expertise to the Board in preparing a strategic plan and an annual budget.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Reports monthly to the board, and serves as a liaison to the staff.
- Ensures the effective use of library employees through effective hiring, assignment of duties, discipline and dismissal. Maintains appropriate staff records, conducts regular performance appraisals, and determines training needs.
- Plans and executes staffing requirements including selection, orientation, training, development and scheduling.
- Applies for and administers grants to supplement and extend the library's services.
- Ensures accurate and timely reporting.
- Coordinates author tours.
- Develops policies for approval by the Library Board.
- Is the Library's ambassador to the community.

Required knowledge, ability and skills

- Experience in staff management, budget administration and working in a non-profit, community based environment.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the board and staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- Knowledge of budgeting and accounting practices.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Willingness to work outside normal working hours and travel on occasion.

Desirable training and experience

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Revised 11/11

Reviewed 11/14, 2/18

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

PROFESSIONAL LEAVE POLICY

Any employee of the Bertha Bartlett Public Library may request permission to attend a workshop, seminar, training session, or convention with pay. The request needs to be made prior to attendance and needs to be made to the BBPL Board. Coverage for duties and responsibilities in operating the library will need to be worked out by the library staff before approval is granted by the board. The library board will grant such requests provided sufficient funds remain available (currently the amount is 40 hours), applicable to the employee's duties at BBPL. The registration fees for all such requests will be paid for by the BBPL if the request is granted. Mileage will be paid. Meals will only be paid if the cost cannot be separated from the registration.

Any employee of the BBPL may request permission to attend a workshop, seminar, training session or convention without pay. The procedure would be the same as stated above. Registration fees for all such approved requests will be paid for by the BBPL. Mileage will be paid for such approved training at the rate currently in effect by IRS provided a bill stating the amount of miles accumulated in attending such a session is presented to the library board to be considered for reimbursement.

Employees may take time off without pay for issues beyond training with approval by the library director and/or the library board. If an employee is earning vacation and/or holiday time, that time should be used first.

Adopted 1/92
Revised 5/97
Reviewed, 3/99, 11/02, 5/04, 1/08, 11/10
Updated 12/14
Reviewed 3/18

Bertha Bartlett Public Library

Library Aide II

Job Description

Overview

This entry level position would be filled by persons with no childcare, library or education experience, and/or undergraduate degree. Library Aide II, under supervision of the Library Director or Assistant Director, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aid will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
 - a. Reader advisor
 - b. Reference
 - c. Research
 - d. Information
 - e. Interlibrary Loan
 - f. Circulation
 - i. Complete opening and closing procedures when appropriate, including computer setup
 - ii. Charge out materials, including renewals
 - iii. Check in materials, clean books, and materials
 - iv. Reshelve materials
 - v. Maintain borrower files
 - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
 - vii. Make calls for holds, run reports
 - viii. Maintain statistics requested during shift, including reference assistance
 - ix. Monitor or proctor testing areas
- II. Physical Plant
 - a. Maintain a clean, neat library
 - b. Keep books in correct order on the shelves
 - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
 - d. Suggest any needed equipment
- III. Clerical Duties
 - a. Word processing as conditions warrant.
- IV. Other Duties as assigned
 - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills. Those duties are performed when the library is the least busy or when there are other support staff available to help keep the library functioning.
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

Bertha Bartlett Public Library
Library Aide I
Job Description

Overview

This entry level position would be filled by persons with some childcare, library or education experience, and/or undergraduate degree. Library Aide II, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aide will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
 - a. Reader advisor
 - b. Reference
 - c. Research
 - d. Information
 - e. Interlibrary Loan
 - f. Circulation
 - i. Complete opening and closing procedures when appropriate, including computer setup
 - ii. Charge out materials, including renewals
 - iii. Check in materials, clean books, and materials
 - iv. Reshelve materials
 - v. Maintain borrower files
 - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
 - vii. Make calls for holds, run reports
 - viii. Maintain statistics requested during shift, including reference assistance
 - ix. Monitor or proctor testing areas
- II. Physical Plant
 - a. Maintain a clean, neat library
 - b. Keep books in correct order on the shelves
 - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
 - d. Suggest any needed equipment
- III. Clerical Duties
 - a. Word processing as conditions warrant.
 - b. Prepare catalog records or assist with patron cards, spine labels.
- IV. Other Duties as assigned
 - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

Covid RECOVERY Iowa resources at a glance:

- Website: covidrecoveryiowa.org
- Facebook: <https://www.facebook.com/covidrecoveryiowa>
- Twitter: <https://twitter.com/covidrecoveryia>
- Instagram: <https://www.instagram.com/covidrecoveryiowa/>
- Linkedin: <http://linkedin.com/company/covid-recovery-iowa>
- Phone: Iowa Concern Hotline at 800-447-1985
- Phone: Iowa Warm Line at 844-775-9276

COVID RECOVERY Iowa

We are here to **help you** rediscover wellness

Community
Personal Wellness
Employment
Fitness
Hope
Relationships
School

Personal support is accessed through connecting with us online or by phone. Support groups and public education opportunities are available in person, virtually and can be delivered in your community, business, or organization.

Everyone is eligible for **FREE**, confidential personal support, navigation to local resources, specialty groups and activities.

www.COVIDrecoveryiowa.org

Facebook, Instagram, Linked In, Twitter and You Tube: COVID Recovery Iowa
Iowa Concern 800-447-1985 • Iowa WARM Line 844-775-WARM
Spanish Line 531-800-3687

Comm. 613 (Rev. 07/21)



Surge Capacity, perseverance, resilience, and moving forward (emotionally) after a pandemic?

Jason Haglund, MS, CADC

Haglund Consulting

Renee Schulte

Schulte Consulting



FEMA



Learning Objectives:

- Discuss how the pandemic impacted employees and how the expectation of an emotionally healthy workplace has taken on new meaning
- Participants will be coached on strategies to prevent burnout and promote emotional wellbeing
- Assess your ability to promote and implement meaningful mental health literacy strategy

The Conversation and Questions...

- NOW WHAT?
- Am I going to have to re-adjust continually?
- How do I adjust and move forward while I deal with months and months of all of this pandemic and disaster related stuff?



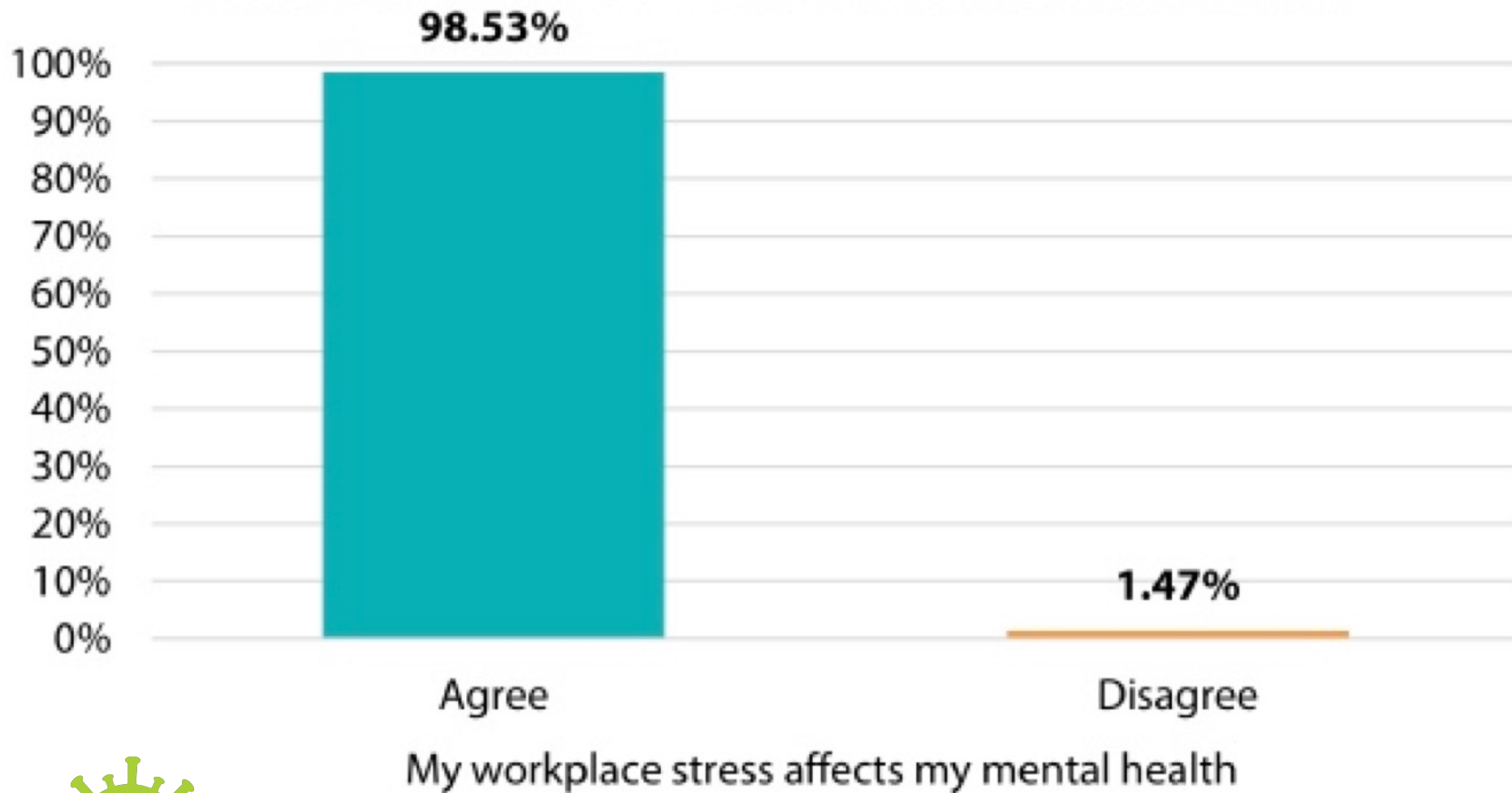
We All Experience...

Exhaustion, Overloaded, Sadness, Hopelessness, Grief...

- ▶ Pandemic
- ▶ Social and racial injustice
- ▶ Financial worries
- ▶ Global political instability
- ▶ Worries about family
- ▶ Tough conversations with youth about world uncertainties
- ▶ Cyber-Security attacks and disruptions
- ▶ Vaccine hesitancy
- ▶ Merged roles and constant multi-tasking

Compounding emotional experiences all at once over a prolonged length of time contribute to collective trauma...and now *Re-Entry Anxiety...*

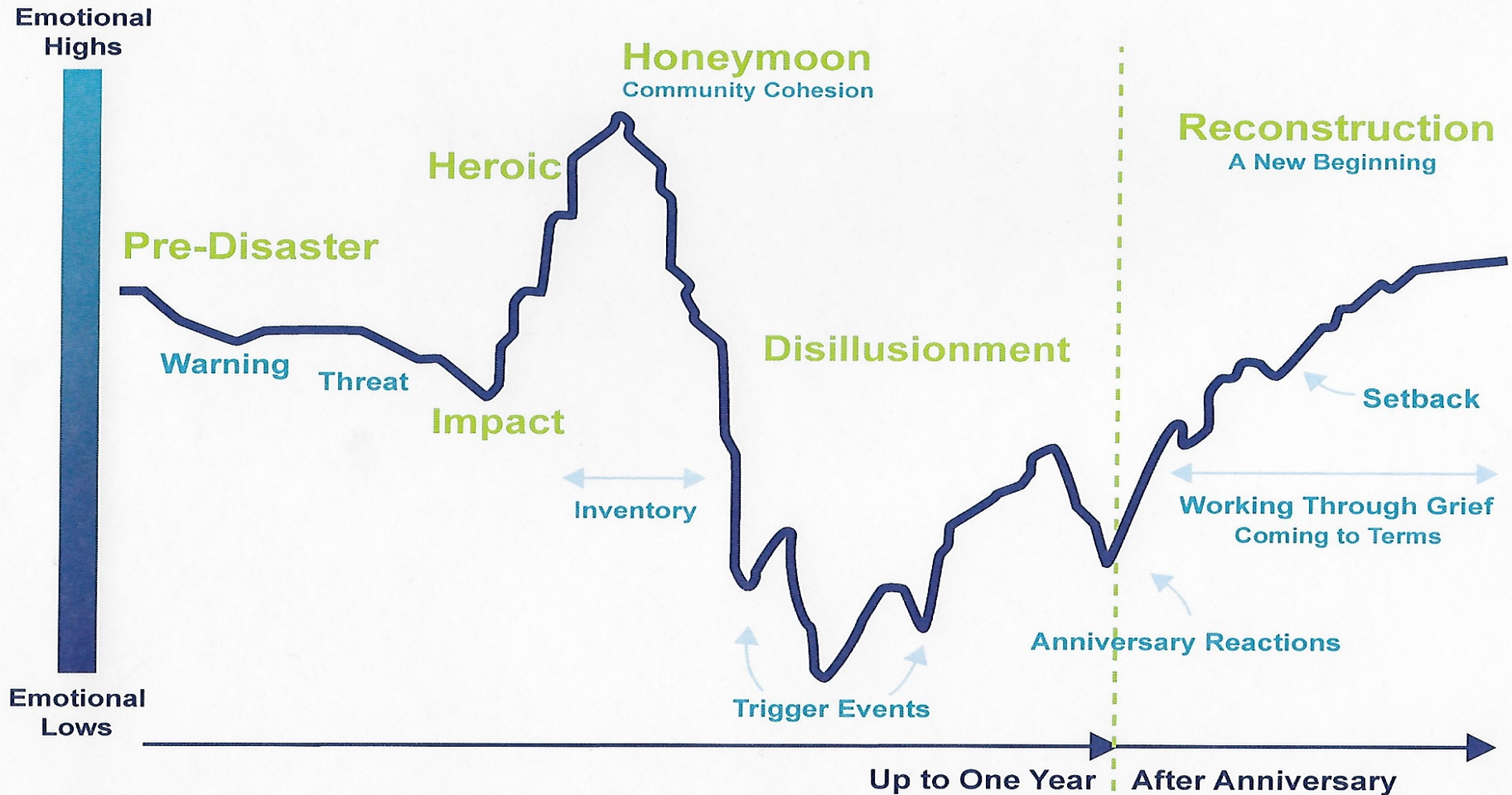
EMPLOYEES WHO STRONGLY AGREED THAT THEY FELT EMOTIONALLY DRAINED FROM THEIR WORK



How are you doing?



Community Reactions: Phases of Disaster



Household Pulse Survey
 Anxiety and/or Depression (Iowa)
 Medication and/or received counseling (Iowa)
 National Center for Health Statistics

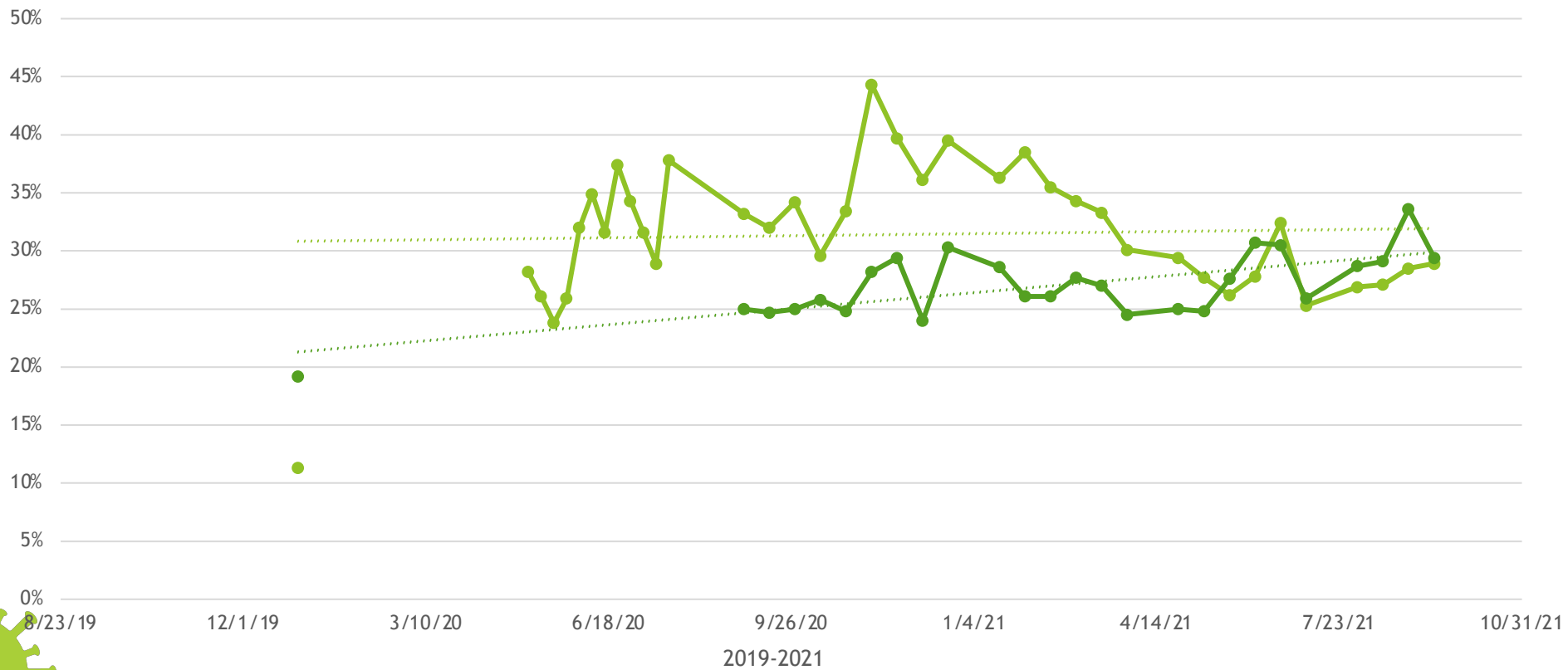
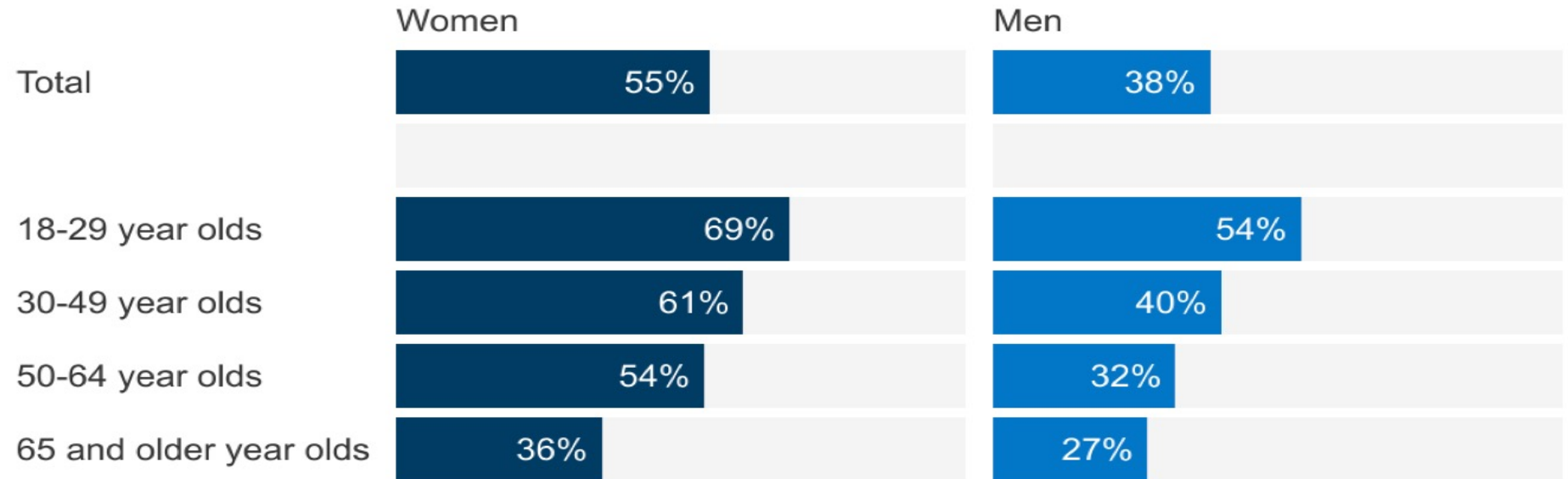


Figure 3

Nearly Seven In Ten Women Under Age 30 Report A Negative Mental Health Impact From Pandemic; Fewer Older Adults Say The Same

Percent who say they feel that worry or stress related to coronavirus has had a **negative impact** on their mental health:

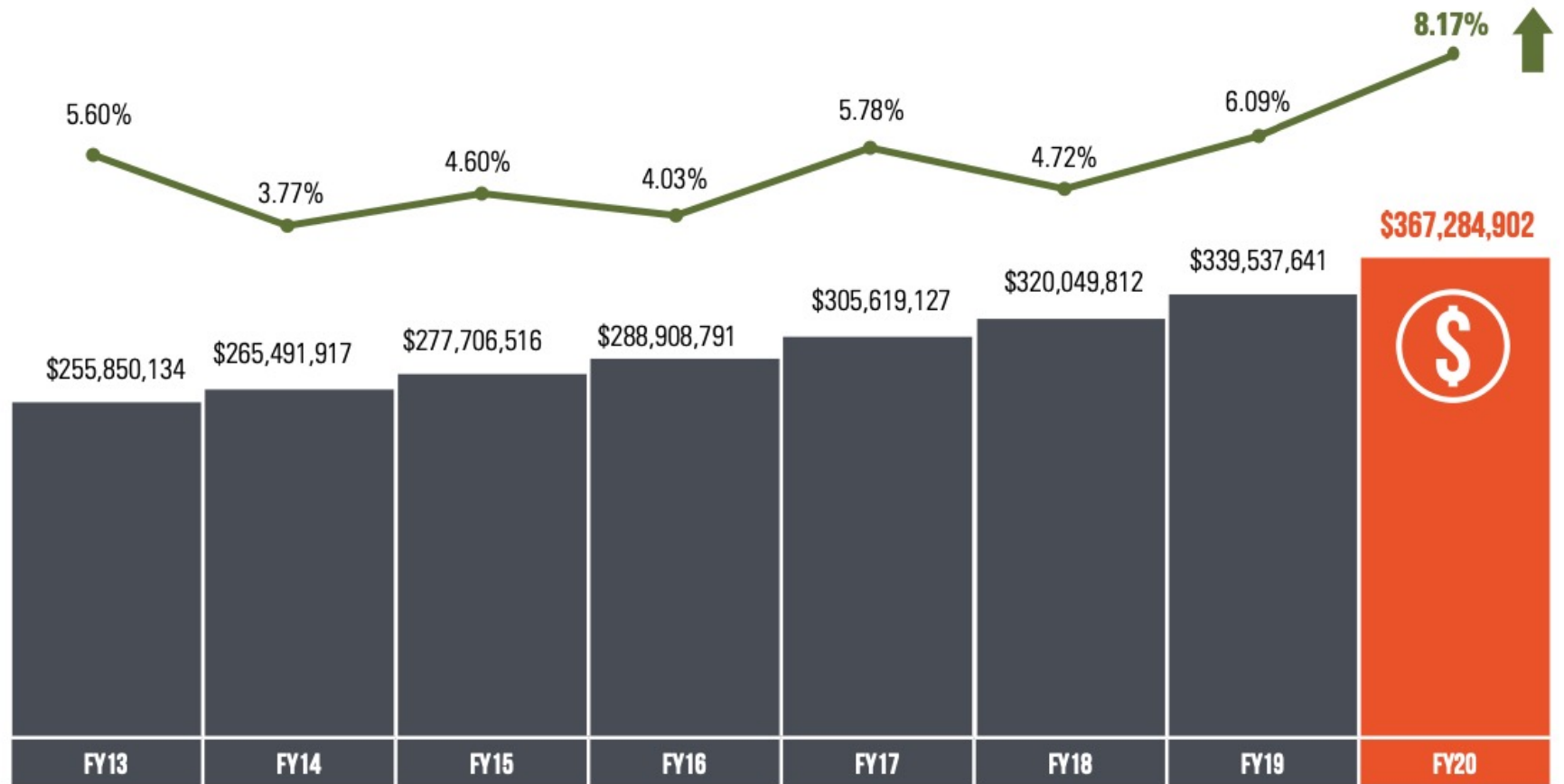


NOTE: See topline for full question wording.

SOURCE: KFF COVID-19 Vaccine Monitor (March 15-22, 2021)

[KFF COVID-19
Vaccine Monitor](#)

ANNUAL LIQUOR SALES COMPARISON



What Can You Learn from a Farmer?



Insert video here



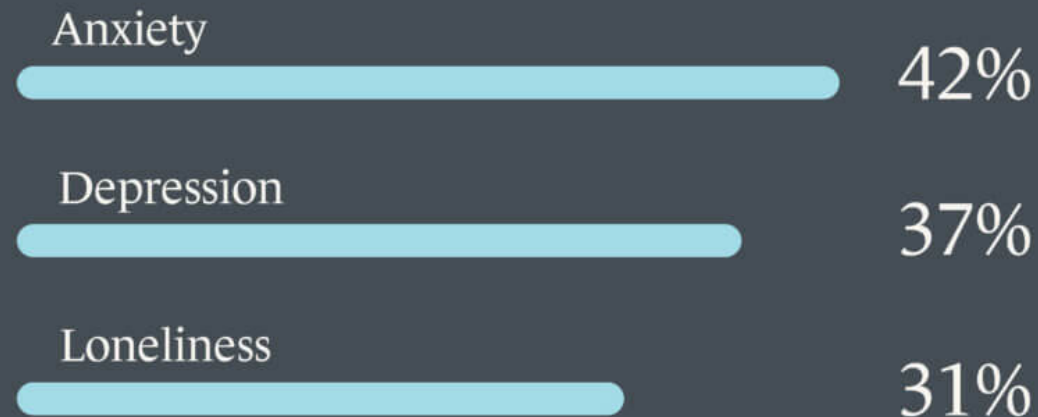
The past year has been hard:

47% of Americans have felt helpless



and **44%** said they hit their lowest emotional point in the last year

Since last March, people have struggled more than ever with:



More decisions...how do you manage?



What is Decision Fatigue?



Symptoms of decision fatigue

Become reckless

Act impulsively instead of taking the time to think through the consequences of your decisions

Too many options

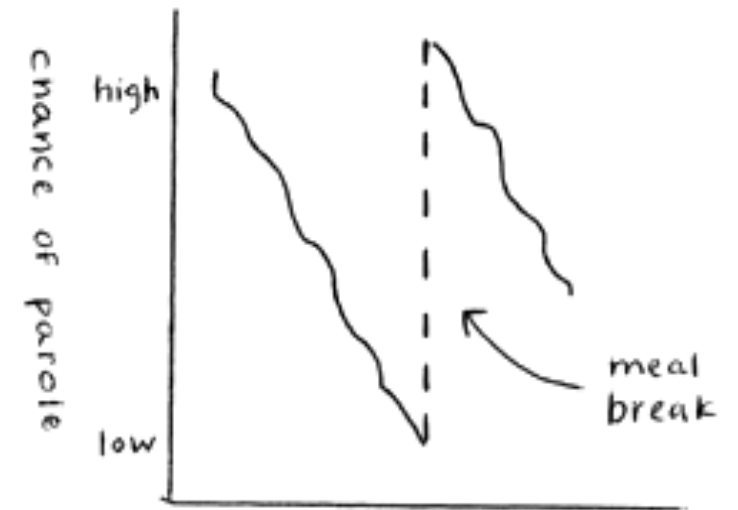
Too many choices can tax your mind leaving less energy for making further decisions

Stuck with analysis paralysis

Chase a perfect solution instead of making the best decision under the given circumstances

Choose the status quo

Cause you to stay inside your comfort bubble and resist the idea of a change



<https://www.techtello.com/decision-fatigue/>

Danziger et al. Extraneous factors in judicial decisions 2011

Developing a Right-Versus-Right Mentality

- Multiple interests, perspectives and possibilities makes clear cut decisions difficult!
- Always multiple possible right answers-must choose between right and right
- Flexibility is key



Badaracco, 1997 Defining Moments

It's important to recognize that it's normal in a situation of great uncertainty and chronic stress to get exhausted and to feel ups and downs, to feel like you're depleted or experience periods of burnout.

~ Anne Masten, PhD

Why promote Health Literacy and Mental Health Awareness in your workplace and community?

The term 'health literacy' refers to knowledge and beliefs about health issues; higher health literacy translates into an improved ability to prevent, recognize, and manage health problems.

Mental health literacy is a related concept, referring to knowledge, beliefs, and perceptions about mental wellness.

Mass disasters create grief, confusion, loss, distrust and fear that transcend individual experience. Collective traumas require collective healing

How's Work, Ester Perel, S2 Episode 6: Breaking News Has Broken Us



How have you Grieved?

How do you support those around you?

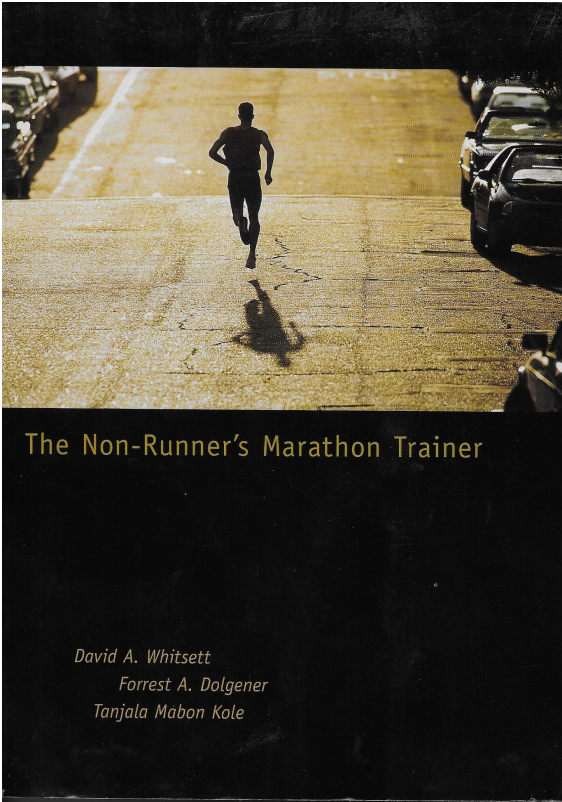


Illustration by Emily Roberts, Verywell

Do you see warning signs in people around you?

- Calling in sick often (absenteeism, presenteeism)
- Withdrawn/Isolation
- Personality changes
- Difficulty focusing and remembering details
- Appearing more unkept than usual
- Difficulty organizing thought and tasks
- No longer enjoying work, hobbies, activities
- Sadness/Worry/increasing self blame and self-criticism
- Hopeless/Helplessness/Feeling Trapped

Occupational Recovery & Self-Care



Recover like
an athlete and
come back for
another day...



Brené Brown on Boundaries...

“Daring to set boundaries is about having the courage to love ourselves, even when we risk disappointing others.”

EMOTIONAL
Coping effectively with life and
creating satisfying relationships

ENVIRONMENTAL
Good health by occupying
pleasant, stimulating environments
that support well-being

FINANCIAL
Satisfaction with current
and future financial
situations

INTELLECTUAL
Recognizing creative abilities
and finding ways to expand
knowledge and skills



WELLNESS

SOCIAL
Developing a sense of
connection, belonging,
and a well-developed
support system

PHYSICAL
Recognizing the need
for physical activity, diet,
sleep and nutrition

SPIRITUAL
Expanding our sense of
purpose and meaning in life

OCCUPATIONAL
Personal satisfaction and
enrichment derived from one's work

Adapted from Swarbrick, M. (2006).
A Wellness Approach. *Psychiatric
Rehabilitation Journal*, 29(4), 311-314.

Protects you from:

- **Emotional Exhaustion:** Chronic state of physical and emotional depletion that results from excessive demands and continuous stress.
- **Compassion Fatigue:** Gradual lessening of compassion over time.
- **Burnout:** Long term exhaustion and diminished interest in work. Feeling overwhelmed by chronicity and complexity of problems in a working environment

What can you do?

- Reduce Stigma around requesting accommodations
- Use time off as time off
- Have tough conversations (be open and willing)
- Practice Conflict resolution
- Establish healthy boundaries
- Don't over-commit yourself
- Talk about emotional health and mental health
- Embrace a culture of self-care
- Redefine work/life balance to work/life blend



Build Resilience

The Invisible Suitcase

- Everyone has one and nobody knows what's inside
- Be patient with others
- The experience everyone has/is sharing is unlike anything we have seen in our lifetime.
- Be kind, caring and compassionate
- Offer support and suggest seeking help to others, this experience requires a new approach
- Acknowledge our grief and talk about “it”
- We can each benefit from ongoing self care and daily recovery...
- Call your EAP for support and guidance





- Promote local mental health resources that are available to all Iowans during the recovery from a disaster.
- To normalize mental health as a part of physical health and the importance of emotional wellness.
- Actively address stigma of mental health and substance use and/or misuse.

Jason D. Haglund, MS, CADC

jd HAGLUND@me.com

515-450-3004

Renee Schultee

renee@reneeshulte.org

319-431-6150



FEMA

