

Bertha Bartlett Public Library

Board Meeting

Monday, September 23, 2024 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of Minutes

Citizens' Appearance

Foundation update – Shelley Hart – new brochure!!

Treasurer's Report: Duane Fournier

- Review City reports
- Sept bills

Circulation Report: Tara Turner

Correspondence/Communications

Library Board training – Strategic Plan

Gilbert Update: Tera Sitzman – review City Council meeting

Building Project Update:

Change Orders
Current bills
Moving options

Grant Update:

Pending Grant Applications:

UP Railroad – denied

Old Business:

- Strategic Plan – focus group status, findings to date
- Director Evaluation
- Job Description
- Library carts – cost of materials (72 additional carts \$7200)

Policy updates: Programming Policy– looking for suggestions to fine-tune

New Business:

- Annual report
- Infographic
- Director Evaluation/ Employee wage review
- Budget proposal FY2025
- Foundation Funding requests
- Events – help needed

Adjournment:

Next monthly Board Meeting: Monday, October 28, 6:30 pm

Upcoming Library Events:

BBPL:

Regular Fall Programs:

Story Times

Wednesday 9:00 (for larger groups) and 10:30

Music and Movement

Friday 10:30

Kool Kids: Wednesdays 2:15 – 3:15

Tween/Teen: Wednesdays 2:30 – 3:30

Teen Book Club: Wednesdays 4:00

Adult programs Monday evenings at 6:

Sept 23 Alzheimer's seminar

September 30 Pumpkin book craft

October 8 Story County Land and Water bond informational meeting. (This is not sponsored by the Library but is being heavily advertised and is open to the public)

TOUCH THE TRUCK EVENT – Tuesday October 22 – theme Wizard of Oz

Gilbert Library

Story Time Tuesdays 9:00

Little Tiger Story Time Thursdays 9, 10, 10:30

Director's Report September 2024

At the top of my worry list (after book carts) is the fact that we are looking for a volunteer to help with our after- school programming for ages K-5 Wednesdays 2:15- 3:30. Please ask around – this a fun volunteer opportunity. We could also use an extra set of hands with the kids 5th grade and up as well.

Gilbert: Nichelle was able to restart story-time, and her work with Little Tigers Daycare. I was able to meet this month with the Gilbert City Council and the following week with Gilbert PTO. I presented numbers to Gilbert City Council and our need for more space, staff, open hours, bookcases, etc. We will resume budget talks in January.

Construction – All has gone smoothly to date. We discovered one of the A/c units will need to be replaced and an additional expense to move a door due to an error in the drawings. We also did receive a credit from the architect (\$18,800) this past week as the \$40,000 redesign fee was renegotiated. We are currently exploring fundraising ideas to pay for lights (\$52,000). We are considering a Gala event to introduce the new space.

Foundation: The support of the Foundation has been critical in allowing us to meet our goals of programming. Without this funding, our programs would not be possible. Thank you!!

Staffing – We are also receiving feedback for a strong desire for evening and/or Saturday story times and teen programs. We need to consider that we will need to add another staff person sooner than later for about 15 hours per week. Current staff are also feeling the pinch and we are considering how to cut back and work smarter, but in reality we need to consider how we can afford to hire an additional staff person to allow us time for behind the scenes work.

Bertha Bartlett Public Library
Board of Trustees
Minutes
August 26, 2024

Chris Feil, board President, opened the meeting at 6:33 p.m. Attending were Trustees Chris Feil, Lynn Cummings, Laura Donaldson, Grant Reimers, and Theresa Sens; Tara Turner, library director; Mark Jackson, Story City city administrator; Tera Sitzmann from Gilbert.

The agenda was reviewed. A motion was made by Lynn, second by Laura to approve the agenda with one addition to new business. All approved.

Minutes were reviewed from the July meeting. A motion to approve the minutes as written was made by Grant, second by Theresa. All approved.

Citizens Appearance – None today.

Foundation Report - Nothing new to report.

Treasurer's Report - Financial and Budget reports were reviewed by Tara. The City's end of year fiscal reports were reviewed.

The board reviewed the August 2024 bills. A motion to approve the bills for August 2024 was made by Lynn, second by Theresa. All approved.

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update. Patronage is up in both branches.

Board Training - State of Iowa Library Compensation Toolkit - 15 minutes.

- The toolkit is available online for review at the State Library website. Chris asked that the staff each fill out the job analysis questionnaire so that the board can review the responses.

Correspondence – None

Gilbert Update - Tera gave the Gilbert update.

Building Project Updates

- There is an error in the architect's measurements of the northeast door. A change order is expected on this.
- Light up the library campaign for the fall asking for new lights.
- New west door hardware is in. They are working on the new construction on the East side now before they begin the construction on the new west door.
- Anticipated work done on the new addition by end of this calendar year, and June of next year for final completion.
- We looked at new carpet sample options.

Grant Update:

- Nothing new since last month

Old Business:

- Further discussion on Library Carts and how to store materials during interior construction.

Policy Updates

- None

New Business

- Director Evaluations – Theresa asked everyone to complete the director evaluation and return them in September for her to summarize ahead of the director’s performance evaluation in October.
- Employee wage review. Tara handed out a wage increase proposal and the board discussed it.
- Gilbert Hours. Tara proposed changes to the hours of operation.
- Email - \$50/year. State no longer offering email service. Board agreed on this cost.
- Need for additional staff (children’s programming, marketing). Tara discussed the need for a versatile employee to assist in the staff’s heavy workload.
- Discussion of next board meeting date.

Our next meeting will be **September 23, 2024 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 7:35. Grant second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

BERTHA BARTLETT PUBLIC LIBRARY

Fiscal Year 2023-2024

Story City Location



40,216

Items Checked Out

Books, Movies, E-Materials, Other
from Story City alone!



34,277

Story City Library Visitors

15 visitors per operating hour
We were open 2254 hours FY24



391

Programs

5181

Program Attendees

SUMMER READING PROGRAM

51

Summer Programs

502

Registered Readers

1422

Program Attendees

1628

Reading Logs returned

209,600

Minutes read this
summer

1131

New Items



Adventure Passes
Hoopla
Library of Things

16,942

Website Visits

12,848

WiFi hours (non-staff)



641

Interlibrary Loans

Volunteers

173



Volunteer Hours

642+

\$165,433

City Funding



\$33,062

County Funds



\$6,505

State Funding



\$205,000

Total FY 24 Library budget

\$787,716

Patron Dollars Saved by Using the Bertha Bartlett Public Library - Story City Location

CIRCULATION

Books

E-Materials

6055

Items Checked Out

Movies

Other Items

\$95,055

Patron Dollars Saved by Using the Library (materials only)

PROGRAMS

76

NEW ITEMS

751

Annual Budget

\$62,000 /

Return on Investment

\$1.53

Value for every dollar spent on books alone!!

Stats: 4.5 people/hour

4387 / 980

Patron visits

Hours Open

Wifi Uses

2104

PROGRAMS

SUMMER READING

15

Programs

330

Registered Readers

1084

Program Attendees

1398

Reading Logs Returned

117,900

Minutes Read

What's New ?

Adventure Passes

Hoopla

Library of Things

Expanded Children's Area

Miss Nichelle !

1140+

Children attended story time
just since the first of the year

January 2024 - June 2024

MONTHLY SNAPSHOT

August 2024

Story City



Books added.....138	Meeting Room Use.....11 uses	New Patrons21
Books Withdrawn.....529	Library Sponsored.....4	Reference Questions:.....55
Interlibrary Loans.....33	Patron Sponsored.....7 uses	Technical Assistance.....13
Internet Usage:..... 813	Kinne Wing.....6	Number of volunteers17
Unique Users:.....234	Booked ahead study room..3	Volunteer hours.....39.25
Computer Users.....111	Number of Programs.....7	Staff hours.....442.25
Website : visits1618	Program Attendance.....410	Hours Open.....205
Menu Clicks :.....87	Story Time.....18	Staff hours/hours open ..2.16
Adventure Pass.....18	Story Time Express.....0	Average staff wage.....\$16.2
	After-School Program.....350	Staff cost/hour open..\$34.95
	Tweens and Teens.....4	
	Book Club.....10	
	Passive/Patron led.....28	

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

Library Usage	This month	Last Month	Increase or Decrease	August 2023	\$ spent
Physical items checked out	2816	3555	↓ 20%	2465	
(Both Libraries) Bridges Materials Unique users	817	789	↑ 3.5%	651	\$100
	164	162	↑ 1%	131	
Hoopla Books Unique users	230	165	↑ 39%		\$536.94
	82	57	↑ 43%		
Total Items checked out	3863	4509	↓ 14%	3116	↑ 23%
Website Visits	1618	1992	↓ 18%	1383	
wifi	813	1170	↓ 30%	118	
Library Visits	3250	4166	↓ 22%		



MONTHLY SNAPSHOT

August 2024

Gilbert

Items added.....78 Items Withdrawn...105 WiFi usage:.....218 Unique users.....76 AWE.....2 PC.....11 New Cards.....8	Programs.....5 Story Time.....30 Summer Reading.....69 Book Club.....5 Passive Programming18	Reference Questions.....28 Number of volunteers....1 Staff hours.....159.75 Hours Open..... ..90 Staff Hours/Hours Open....1.8 Average staff pay.....\$14.54 Staffing per hour cost..\$25.81
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Library Usage	This month	Last Month	Increase or Decrease	August 2023	Increase or Decrease
Physical items checked out	808	1208	↓ 33%	538	↑ 50%
WiFi unique visitors sessions	76 218	64 211	↑ 18.75% ↑ 3%	N/A	Not avail.
Library Visits	682	1240	↓ 45%	1031	↓ 33%

Bertha Bartlett Public Library
September 2024 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 500.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 36.18	
001-4410-6320	Aspen	auto	\$ 35.73	Trash removal (automatic monthly
001-4410-6320	Preferred Pest #315021	auto	\$ 60.00	Treatment August
001-4410-6320	Sabrina Gogerty	Sept	\$ 375.00	Cleaning September
001-4410-6320	Early Bird Window Washing	Sept	\$ 50.00	Windows
001-4410-6320	Story City Space Center	Sept	\$ 70.00	Rent for October
001-4410-6490	Ben Gruwell Photography	Sept	\$ 30.00	Staff Pictures
001-4410-6373	Aureon	Sept	\$ 71.67	Telephone service Sept
001-4410-6770	Time Magazine - 2 years	Sept	\$ 25.00	2 year subscription
001-4410-6770	Midwest living - 2 years	Sept	\$ 12.00	2 year subscription
001-4410-6772	Ingram #83207355	8/15	\$ 15.99	Books
001-4410-6772	Ingram #83682429	9/11	\$ 131.67	Books
001-4410-6772	Ingram #83138756	8/12	\$ 58.30	Books
001-4410-6772	B&T #2038513985	8/27	\$ 123.75	Books
001-4410-6772	B&T#2038519073	8/29	\$ 311.73	Books
001-4410-6772	B&T #2038549558	9/11	\$ 261.60	Books
001-4410-6772	B&T #2038562467	9/17	\$ 71.38	Books
	GNB Visa			
001-4410-6230	wa SOS (Tara)Notary #858456	27-Aug	\$ 30.00	Notary registration
001-4410-6230	Notary Stamp #2011436	30-Aug	\$ 43.79	Notary Stamp
001-4410-6500	Meta - Advertising	28-Aug	\$ 8.00	Advertising Facebook
001-4410-6505	Amazon #3873839	27-Aug	\$ 48.88	Cataloging - tape dispenser
001-4410-6505	The Library Store (store credit)	29-Jul	\$ (10.07)	Cataloging Supplies credit
001-4410-6505	The Library Store	28-Aug	\$ 117.63	Cataloging supplies:Date Due Slips
001-4410-6505	Amazon #5064243	31-Aug	\$ 8.68	CatalogingSupplies - glue sticks
001-4410-6506	Amazon #2950600	6-Aug	\$ 9.85	Cleaning supplies
001-4410-6772	Thriftbooks # 57204211	19-Aug	\$ 1.49	books
001-4410-6772	Thriftbooks # 57081446	22-Aug	\$ 1.49	books
001-4410-6772	ebay #52030	30-Aug	\$ 7.07	books
001-4410-6772	Amazon # 5299418	18-Aug	\$ 10.50	books
001-4410-6772	Amazon # 7243410	18-Aug	\$ 8.53	books
001-4410-6772	Amazon # 7893822	6-Sep	\$ 10.69	books
001-4410-6773	Amazon # 7243410	18-Aug	\$ 5.59	Video
		Total	\$ 2,542.12	
	Gilbert Bills			

Bertha Bartlett Public Library
September 2024 Bills

033-4410-6150	Wellmark	auto	\$ 175.00	Health Insurance, TT (split with Gilbert)
033-4410-6490	Ben Gruwell Photography		\$ 20.00	Staff Pictures -
033-4410-6772	Ingram #83138756	8/12	\$ 78.68	Books
033-4410-6772	B&T #2038513985	8/27	\$ 32.25	Books
033-4410-6772	B&T#2038519073	8/29	\$ 194.46	Books
033-4410-6772	B&T #2038549558	9/11	\$ 74.09	Books
033-4410-6772	B&T #2038562467	9/17	\$ 11.39	Books
	GNB Visa			
033-4410-6230	Notary Stamp #2011436	30-Aug	\$ 43.79	Notary Stamp
033-4410-6490	Design.com - Gilbert Logo	3-Sep	\$ 8.00	Library Logo
033-4410-6505	The Library Store	28-Aug	\$ 58.82	Cataloging Supply - Date Due stamps
033-4410-6505	Amazon #9746632	29-Aug	\$ 14.65	Cataloging Supply: Mesh bags
033-4410-6506	Amazon #2950600	22-Jul	\$ 9.85	Office: Cleaning Supplies
033-4410-6772	Thriftbooks # 57489697	31-Aug	\$ 7.38	Books
033-4410-6772	Amazon # 7893822	6-Sep	\$ 10.69	Books
		Total	\$ 739.05	

Submitted

Approved on this day _____ by _____

BBPL - Expenses to be submitted September 25, 2025-- Goal remaining 75%

Acct #	Story City Expenses	2024-2025 Budget	August Actual	YTD - August 30	Goal 83% Remaining	September submitted	YTD Est	End of year Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 3,605.78	\$ 9,014.45	81.97%	\$ 3,605.78	\$ 12,620.23	74.76%
001-4410-6020	Salaries: Part-time	\$ 91,500.00	6336.5	\$ 16,960.32	81.46%	6336.5	\$ 23,296.82	74.54%
001-4410-6110	FICA/Medicare	\$ 10,825.00	749.17	\$ 1,961.37	81.88%	749.17	\$ 2,710.54	74.96%
001-4410-6130	IPERS	\$ 13,358.00	908.72	\$ 2,316.33	82.66%	908.72	\$ 3,225.05	75.86%
001-4410-6150	Insurance - Group He	\$ 6,250.00	552.39	\$ 661.34	89.42%	500	\$ 1,161.34	81.42%
001-4410-6230	Travel/Training	\$ 750.00	153	\$ 153.00	79.60%	73.79	\$ 226.79	69.76%
001-4410-6320	Building/Grounds	\$ 8,800.00	636.25	\$ 2,231.71	74.64%	590.73	\$ 2,822.44	67.93%
001-4410-6371	Utilities	\$ 4,500.00	203.17	\$ 238.90	94.69%	36.18	\$ 275.08	93.89%
001-4410-6373	Telephone	\$ 1,000.00	5.58	\$ 73.81	92.62%	71.67	\$ 145.48	85.45%
001-4410-6408	Insurance-General	\$ 8,200.00	0	\$ -	100.00%	0	\$ -	100.00%
001-4410-6490	Professional Services	\$ 1,500.00	135	\$ 135.00	91.00%	30	\$ 165.00	89.00%
001-4410-6499	Miscellaneous	\$ 200.00	0	\$ -	100.00%	0	\$ -	100.00%
001-4410-6500	Programming	\$ 1,000.00	228.83	\$ 228.83	77.12%	8	\$ 236.83	76.32%
001-4410-6501	Building Supplies		0	\$ -	0.00%	0	\$ -	0.00%
001-4410-6502	Technology	\$ 1,000.00	28.85	\$ 28.85	97.12%		\$ 28.85	97.12%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	100	\$ 187.37	87.51%	165.12	\$ 352.49	76.50%
001-4410-6506	Office Supplies	\$ 2,300.00	170.26	\$ 573.01	75.09%	9.85	\$ 582.86	74.66%
001-4410-6507	Misc. Operating supp	\$ 250.00		\$ -	100.00%		\$ -	100.00%
001-4410-6727	Capital Equipment			\$ -	0.00%		\$ -	0.00%
001-4410-6508	Petty Cash/Postage	\$ 250.00		\$ -	100.00%		\$ -	100.00%
001-4410-6770	Magazines	\$ 1,000.00	278.4	\$ 441.32	55.87%	37	\$ 478.32	52.17%
001-4410-6771	Audio	\$ 250.00		\$ -	100.00%		\$ -	100.00%
001-4410-6772	Books	\$ 13,067.00	1637.23	\$ 3,484.20	73.34%	1014.19	\$ 4,498.39	65.57%
001-4410-6773	Video	\$ 1,000.00	19.95	\$ 116.56	88.34%	5.59	\$ 122.15	87.79%
001-4410-6774	Online Databases	\$ 1,500.00		\$ 262.50	82.50%		\$ 262.50	82.50%
		\$ 220,000.00	\$ 15,749.08	\$ 39,068.87	82.24%	\$14,142.29	\$ 53,211.16	75.81%

estimates

Gilbert - Expenses submitted through September 23, 2024 - goal 75% remaining

Acct #	Gilbert Expenses	2024-2025	YTD - August		Goal 83%	Sept Submittals	YTD	Budget Remaining
		Budget	August Actual	30	Remaining			
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 1,201.91	\$ 3,004.78	75.96%	\$ 1,201.91	\$ 4,206.69	66.3%
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 2,703.08	\$ 6,598.83	78.00%	\$ 3,300.00	\$ 9,898.83	67.0%
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 294.90	\$ 726.09	77.67%	\$ 300.00	\$ 1,026.09	68.4%
033-4410-6130	IPERS	\$ 4,012.00	\$ 368.62	\$ 896.75	77.65%	\$ 350.00	\$ 1,246.75	68.9%
033-4410-6150	Insurance,	\$ 1,200.00	\$ 178.80	\$ 172.45	85.63%	\$ 175.00	\$ 347.45	71.0%
033-4410-6230	Travel & Training	\$ 250.00			100.00%	\$ 43.79	\$ 43.79	82.5%
033-4410-6490	Professional Services	\$ 500.00			100.00%	\$ 28.00	\$ 28.00	94.4%
033-4410-6500	Programing	\$ 500.00	\$ 21.30	\$ 21.30	95.74%		\$ 21.30	95.7%
033-4410-6502	Technology	\$ -					\$ -	
033-4410-6504	Minor Equipment	\$ -					\$ -	
033-4410-6505	Cataloging Supplies	\$ 1,250.00			100.00%	\$ 73.47	\$ 73.47	94.1%
033-4410-6506	Office Supplies	\$ 500.00	\$ 25.73	\$ 25.73	94.85%	\$ 9.85	\$ 35.58	92.9%
033-4410-6507	Misc. Operating Suppl	\$ -		\$ 26.49			\$ 26.49	
033-4410-6770	Magazines	\$ -					\$ -	
033-4410-6772	Books	\$ 3,287.00	\$ 387.11	\$ 1,019.76	68.98%	\$ 408.94	\$ 1,428.70	56.5%
033-4410-6773	Video	\$ 250.00			100.00%		\$ -	100.0%
033-4410-6774	Online Licensing/Data	\$ 1,500.00			100.00%		\$ -	100.0%
033-4410-6910	Transfer	\$ 3,000.00			100.00%		\$ -	100.0%
	Total Gilbert Exp.	\$ 62,000.00	\$ 5,181.45	\$ 12,492.18	79.85%	\$ 5,890.96	\$ 18,383.14	70.35%

city allotment requires adjustment in several line items
 estimates

**Evaluation of _____, Library Director
Bertha Bartlett Public Library, Story City, Iowa**

Date: _____ Period reviewed: _____

Directions:	1. Each board member should individually respond to this form. 2. Submit this form to the Board Secretary for summarization.
Explanation of ratings:	1=Unsatisfactory performance/does not meet expectations 2=Less than satisfactory performance/needs improvement 3=Satisfactory performance/meets expectations 4=Performance exceeds expectations 5=Outstanding achievements/performance U=Unable to evaluate

*Circle one for each item:
Explain ratings of 1 or 2 in Comments section*

I. Administration	
Plan and coordinate library services and operations	1.....2.....3.....4.....5.....U
Adhere to mission statement and goals of the Library and Board	1.....2.....3.....4.....5.....U
Develop and maintain relations and services with Gilbert branch	1.....2.....3.....4.....5.....U
Provide high quality of community programming	1.....2.....3.....4.....5.....U
Plan, implement and monitor the library technology systems	1.....2.....3.....4.....5.....U
Prepare reports and compile statistical data as needed	1.....2.....3.....4.....5.....U
Oversee condition of library facility and grounds	1.....2.....3.....4.....5.....U

II. Budget	
Provide support and expertise to the Board in preparing strategic plan and annual budget.	1.....2.....3.....4.....5.....U
Administer the library budgets	1.....2.....3.....4.....5.....U
Prepare monthly and annual budget reports	1.....2.....3.....4.....5.....U
Apply for and administer grants to supplement and extend library services.	1.....2.....3.....4.....5.....U

III. Personnel	
Ensure effective use of employees through effective hiring, assignment of duties, discipline and dismissal.	1.....2.....3.....4.....5.....U
Maintain appropriate staff records.	1.....2.....3.....4.....5.....U
Provide training to staff as needed.	1.....2.....3.....4.....5.....U
Conduct regular staff performance appraisals.	1.....2.....3.....4.....5.....U
Ensures proper support is provided to volunteers.	1.....2.....3.....4.....5.....U
Serve as liaison between Library Board, Staff, and Library Foundation Board.	1.....2.....3.....4.....5.....U

IV. Library Collection	
Develop and maintain library collections through developing a collection plan, initiating orders	1.....2.....3.....4.....5.....U
Provide excellent quality reference service through reference collection development	1.....2.....3.....4.....5.....U
Supervise and direct the cataloging and classification, and maintenance of the collection	1.....2.....3.....4.....5.....U
Cooperate in sharing of resources with the community of libraries on a state and county level.	1.....2.....3.....4.....5.....U

V. Public and Community Relations	
Maintain an effective public relations program	1.....2.....3.....4.....5.....U
Represent the library's interest to appropriate community groups and the media	1.....2.....3.....4.....5.....U
Represent the library's interests to the Cities of Story City and Gilbert.	1.....2.....3.....4.....5.....U

VI. Library Board Relations	
Assist the Board in planning and setting the agenda for its meetings	1.....2.....3.....4.....5.....U
Report monthly to the Board of Directors	1.....2.....3.....4.....5.....U
Maintain state accreditation standards and communicate requirements with the Board	1.....2.....3.....4.....5.....U
Develop policies for approval by the Library Board.	1.....2.....3.....4.....5.....U

VIII. Professional Development	
Keep current with knowledge, skills and trends relevant to public libraries and librarianship in general	1.....2.....3.....4.....5.....U
Ensure compliance with all laws relating to public libraries	1.....2.....3.....4.....5.....U

Comments/Specific performance or development directives or goals for the next review period, if any: *This section must include an explanation of any ratings of 1 or 2.*

Signatures

I have reviewed the attached evaluation and discussed it with the Library Board/President. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

Library Director's signature

Date

The Library Board has prepared the attached evaluation. The contents of this evaluation and the director's performance status have been discussed with the Library Director.

Library Board President's signature

Date

**PROCEDURES FOR LIBRARY DIRECTOR EVALUATION
BERTHA BARTLETT PUBLIC LIBRARY BOARD**

1. The evaluation of the library director shall be done annually from the date of hire.
2. The evaluation shall involve all Board members and the library director.
3. The evaluation tool(s) shall be agreed upon by the Library Board and the library director and based upon the director's position description.
4. Evaluation forms shall be distributed to board members no more than two months prior to the meeting at which the evaluation will be discussed. Evaluation forms will be completed individually and returned to the previously designated board member for summarization no less than two weeks from the date of the evaluation meeting.
5. The evaluations of the Library Board Members shall be summarized and consolidated into one evaluation form, coordinated by one previously designated Board Member. The summarized evaluation will be presented and discussed at a regular board meeting with the Trustees and Library Director present.
6. The Library Board members and the library director shall orally discuss the director's evaluation at the Board meeting. The written record of the evaluation shall be signed by the Board President and the library director. One copy of the signed evaluation shall be placed in the director's personnel file with the city, and another copy shall go to the director for their personal records.
7. All meetings shall meet the legal requirements of the State of Iowa's Open Meeting Law.

Bertha Bartlett Public Library

Story City, Iowa

PROGRAMMING POLICY

The purpose of library programs is to support our mission to strive to meet the needs of the community by offering access to information, education, recreation and communication services and materials for its patrons.

Programs complement other library services by providing an opportunity to highlight collections, promote services and share knowledge and expertise. Programs stimulate outreach and promotion of the library allowing the library to offer a wide variety of programs to groups and individuals and to attract both regular and new users of all ages and backgrounds. Programs raise the library's profile in the community and have a positive impact on library use.

Guidelines for the selection and presentation of programs:

All programs are intended to further the mission of the Library. They should address one or more of the following informational, educational, recreational and/or civic needs:

- To increase awareness and the use of library resources
- To provide opportunity to widen horizons, stimulate imagination and reflection, and enlarge experiences
- To provide programs for various age groups, cultures, and interests
- To meet popular demand, both existing and anticipated
- To promote reading and lifelong learning
- To increase library use by under-served populations
- Foster civic engagement and discourse
- Facilitate the sharing of local talent
- To educate and inform on a variety of topics usually with a focus on one or several of the

following areas:

- o Literature and cultural heritage
- o Social awareness
- o Health and well-being
- o Information technology
- o Literacy
- o Current events and high interest topics

Audience

Library programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be targeted towards a particular audience, such as children, teens or adults and will be advertised as such. Patrons with special accommodation requests are encouraged to reach out to library staff prior to the event so accommodations can be made ahead of time.

For programs without registration, attendance may be limited due to room capacity established by Story City Fire Department and audience will be admitted on a first-come, first served basis

It is the responsibility of the parents or legal guardians, not Bertha Bartlett Public Library staff, to guide their own children's use of the Library, its resources and programs.

The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Patron Policy.

Program participants should expect that photographs/video will be taken at events and used on the Library's social internet sites and/or website.

Content

Library staff may work with individuals or groups in the community to bring in presenters on a topic. Presenters and library staff will work together to develop, promote and deliver programs per the needs of both parties. The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series. A program held at the library does not constitute an endorsement of the views expressed by participants and programs.

Sales

The sale of products at a library program is not allowed, however authors and artists may obtain library approval to sell their work following a library program in which the author participated. Occasionally, programs offered at the Library will include fees for materials used in the program and will be held the Director's discretion.

Evaluation

Programs will be evaluated based on data and patron feedback by program partners and staff.

Expressions of Concern

Bertha Bartlett Public Library Director and the Board of Trustees welcome feedback from patrons. Any concerns will be addressed promptly. The Director and/or Board of Trustees can be reached through letter mailed to the Library, by phone, or by email.

This policy has been developed in concert with the following American Library Association Guidance Documents:

Libraries: An American Value

Library Bill of Rights

Interpretations of the Library Bill of Rights: "Library-initiated Programs as a Resource," "Access to Library Resources and Services for Minors" and "Freedom to View Statement."

Adopted xxxx 2024

Gilbert FY25

Acct #	Gilbert Expenses	2023-2024 Budget	2024-2025 Budget	Proposed 2025-2026 Budget	
033-4410-6010	Salaries, Full-time	\$ 16,800.00	\$ 12,500.00	\$ 14,437.50	5% COL + increase to 22%
033-4410-6020	Salaries, Part-time	\$ 23,200.00	\$ 30,000.00	\$ 39,600.00	7% COL + 10 add'l staff hours
033-4410-6110	FICA & Medicare	\$ 3,060.00	\$ 3,251.00	\$ 4,323.00	
033-4410-6130	IPERS	\$ 3,775.00	\$ 4,012.00	\$ 4,863.38	
033-4410-6150	Insurance,	\$ 1,600.00	\$ 1,200.00	\$ 1,700.00	
033-4410-6230	Travel & Training	\$ 500.00	\$ 250.00	\$ 500.00	
033-4410-6490	Professional Services	\$ 500.00	\$ 500.00	\$ 500.00	Director handles most repairs
033-4410-6500	Programming	\$ 2,500.00	\$ 500.00	\$ 3,500.00	Increased programming after school
033-4410-6502	Technology	\$ 500.00	\$ -	\$ 1,000.00	need for new computer
033-4410-6504	Minor Equipment	\$ -	\$ -	\$ 500.00	Cataloging equipment
033-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ 1,250.00	\$ 1,800.00	
033-4410-6506	Office Supplies	\$ 300.00	\$ 500.00	\$ 750.00	
033-4410-6507	Misc. Operating Supplies		\$ -	250	
033-4410-6770	Magazines	\$ 100.00	\$ -	\$ 500.00	newspapers
033-4410-6772	Books	\$ 3,465.00	\$ 3,287.00	\$ 6,000.00	increased readership
033-4410-6773	Video	\$ 200.00	\$ 250.00	\$ 200.00	
033-4410-6774	Online Licensing/Databases	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	
033-4410-6910	Transfer	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
	Total Gilbert Exp.	\$ 62,000.00	\$ 62,000.00	\$ 85,423.88	

We would like to move some cataloging of Gilbert materials to Gilbert so new books can hit the shelves more quickly

	Current hours	Proposed Hours
Sunday	closed	closed
Monday	8 - 12pm	8-12pm
Tuesday	8 - 6 pm	8-6 pm
Wednesday		1-5pm
Thursday	8-6 pm	8-6 pm
Friday		
Saturday	10 - noon 26 hours	10 - 12 30 hours

Story City FY25

<u>Acct #</u>	<u>Story City Expenses</u>	<u>2023-2024 Budget</u>	<u>2024-2025 Budget</u>	<u>Proposed 2025-2026 Budget</u>	
001-4410-6010	Salaries: Full Time	\$ 67,200.00	\$ 50,000.00	\$ 52,500.00	5% cost living
001-4410-6020	Salaries: Part-time	\$ 66,000.00	\$ 91,500.00	\$ 117,905.00	7% cost of living (6,405)+ 25 hour/week (\$20,000)
001-4410-6110	FICA/Medicare (8%)	\$ 10,190.00	\$ 10,825.00	\$ 13,632.40	
001-4410-6130	IPERS (9%)	\$ 12,575.00	\$ 13,358.00	\$ 15,336.45	
001-4410-6150	Insurance - Group Health	\$ 7,225.00	\$ 6,250.00	\$ 8,000.00	
001-4410-6230	Travel/Training	\$ 1,200.00	\$ 750.00	\$ 1,500.00	
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ 8,800.00	\$ 9,000.00	
001-4410-6371	Utilities	\$ 4,000.00	\$ 4,500.00	\$ 5,400.00	Estimated 20% increase
001-4410-6373	Telephone	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	
001-4410-6408	Insurance-General	\$ 5,000.00	\$ 8,200.00	\$ 9,840.00	Estimated 20% increase
001-4410-6490	Professional Services	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	Director handling most computer issues
001-4410-6499	Miscellaneous	\$ -	\$ 200.00	\$ 200.00	
001-4410-6500	Programming	\$ 3,000.00	\$ 1,000.00	\$ 5,000.00	
001-4410-6501	Building Supplies	\$ 1,000.00			
001-4410-6502	Technology	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	
001-4410-6506	Office Supplies	\$ 2,160.00	\$ 2,300.00	\$ 2,300.00	
001-4410-6507	Misc. Operating supplies		\$ 250.00	\$ 250.00	
001-4410-6727	Capital Equipment	\$ -			
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ 250.00	\$ 250.00	
001-4410-6770	Magazines	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
001-4410-6771	Audio	\$ 500.00	\$ 250.00	\$ 250.00	
001-4410-6772	Books	\$ 10,000.00	\$ 13,067.00	\$ 15,000.00	
001-4410-6773	Video	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
001-4410-6774	Online Databases	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	
		\$ 205,000.00	\$ 220,000.00	\$ 266,863.85	
	Annual Percentage Increase		6.82%	17.56%	