

# Bertha Bartlett Public Library

## Board Meeting

Monday, March 25, 2024 6:30 p.m.

**Opening of Meeting:** Chris Feil, Board President

**Approval of Agenda**

**Approval of Minutes -**

**Citizens' Appearance**

**Foundation update – Shelley Hart**

**Treasurer's Report:** Duane Fournier

- P& L Expenses
- February bills

**Circulation Report:** Tara Turner

**Correspondence/Communications**

- Library Board training: Weeding
- Tuesday, April 30 6-7:30 county wide Trustees training (Ames Public Library, zoom will be available)

**Gilbert Update:** Tera Sitzman

- Gilbert Days **August 17** – Library will set up a booth, 9:00 Breakfast

**Building Project Update:**

Construction set to begin  
Status

**Grant Update:**

**Pending Grant Applications:**

AARP grant (\$35,000, results May 2024, applied for lighting, signage, furniture)

Foundation applied for Story County grant (\$1000)

**Grants Received/Denied:**

No status changes – provided updated to CAT, ARPA

**Old Business:**

- **Business After Hours event March 7** – over 100 attended
- **Construction update** – Chris
- **Scandi Days:** We will have a float this year.
  - Theme: Construction
  - We have purchased stickers, and construction hats to pass out.
  -

### **Policy updates:**

- Director evaluation- Teresa Sens
- Meeting Room Policy – Tara Turner

### **New Business:**

- *Recommendation for other databases to Foundation: Consumer Reports, Novelist, Britannica Kids – are there others?*
- Purchase of CleanSlate (computers Gilbert, SC, laptops \$315), deionizer (\$50), cordless vacuum (\$150)
- Magnireader
- Microfilm machine/digitization of 3 rolls of film
- Moving plan – Eagle project, movers, rental of carts
- Mary Greely Hospital proposal – Condom dispenser
- Egal menstrual equity dispenser
- Gilbert new chairs and need for new Bookcase

**Adjournment:** Monthly board meeting: Monday, April 25, 2024.

### **Upcoming Library Events:**

**We need you to promote and participate in Library activities as often as possible!**

**Story Times Wednesdays and Fridays 10:30**

**Afterschool programs ages k- 12 Wednesdays 2-3:30**

**March** – Gumball Machine madness

March 28 – Tax Prep

Seed Library

**April** - Saturday mornings at 11– Family Series Plan, Shop, Save and Cook

April 22 – Plants and polinators

**May 2** – Story County will be presenting on Vaping

## Staff Report March 2024

Our Business After Hours event attracted over 100 people. We noted a large number of families participated and would like to highlight some additional family centered evenings. ISU extension seed planting had over 20 participants. While low key our spring break activities were well attended

In Gilbert, Nichelle is settling in with Story time on Tuesdays at the library and 3 sessions at Little Tigers Childcare center. Basil is also available in Gilbert to help resident with heart health questions.

We have also reviewed our new book purchases and see that new books are driving circulation. This is a critical part of our collection!

**OSHA tour:** The library did well with this mock safety inspection. We have made some needed updates and will be working adding warning labels to our electrical panel, signage for fire extinguishers and mounting a ladder to the wall

**Server:** we continue to perform weekly maintenance on the server and to run weekly back up of data

**Volunteers:** We have a group of 6 dedicated volunteers who come each week to help with book preparation, weeding, youth activities

We have cleaned out 1 filing cabinet, valued

**Staff:** We are advertising for a summer intern/summer help and looking for a staff person to take on heading up our ALA grant

Calendar at a Glance – Something new we are offering patrons

**Website:** Please take the time to check it out. I have appreciated the time some you took to let me know of broken links, misspellings and outdated info. This effort is a piecemeal project as we do not have a dedicated position to this!

**Collection areas of focus:** Parenting, emotional health, award winning books

- *Have added some MP3 players and are considering how we can use old cell phones to allow people to use Libby and Hoopla*

**Training:** I have attending seminars on serving patrons with disabilities, collection development

-I have had training for Baker and Taylor and Ingram book sellers

Nichelle, Aubrey and Nicole will attend training for Youth Service Librarians in Ames in April.

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

Grant Reimers, board Vice President, opened the meeting at 6:32 p.m. Attending were Trustees Grant Reimers, Laura Donaldson, Duane Fournier, Theresa Sens, and Lynn Cummins; Tara Turner, library director; Shelley Hart, of the Library Foundation; Mary Kay Solberg of the city council; and Shanon McKinley of the Greater Chamber Connection.

The agenda was reviewed. A motion was made by Theresa, second by Lynn to approve the agenda with one addition (to discuss Sunday hours). All approved.

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

Citizens Appearance – Mary Kay let us know that city council approved the building contracts with the bonds and the mayor signed the notice to proceed. A preconstruction meeting will be held March 13 at 3:30.

Foundation Report - Shelley Hart gave the report to the board.

The Foundation Board has not met this month. A recent donation was received from Chevron for \$10,000. A thank you article for publication in the Story City Herald, listing many of the donations received to date, is pending.

The Foundation will next meet in April.

Treasurer's Report - Financial and Budget reports were reviewed by Duane.

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

Duane reviewed the budget to date.

Circulation Report – Tara reviewed the Circulation report for the board. Discussion on the importance of new books to patrons, particularly new adult fiction.

Board Training - 10 minutes.

A discussion on the purpose of a Library Board and Policy Development.

County-wide board training will be held April 30, from 6:00-7:30 at the Ames Library.

Gilbert Update - -- No new update.

Grant Updates

See agenda for list of grants.

### Old Business:

- Library to host Story City Business After Hours event on March 7, 5-7pm. Foundation members, Staff, and Trustees to participate.
- Construction Update. Notice to Proceed has been executed. Currently estimated to begin construction in April. Brief discussion on change orders and approval process. This will be discussed in more depth at a future meeting.
- Scandi Days. After discussion, the board agreed not to host a kumla or kringla feed as we did in the past. The board hopes the library will be involved in the festival in other ways.
- Book Budget Issue. The city has proposed giving us \$3000 for an additional book budget this fiscal year if the foundation and trustees each donate another \$1000. Duane moved to donate \$1000 from the Trust for this purpose. Laura second. All approved. Shelley will reach out to the Foundation board for their portion.

### New Business

- Budget Revisions. Duane and Tara discussed proposed budget revisions for this remaining fiscal year.
- Policy Updates. Theresa discussed the need for an updated procedure for the library director performance review. She will bring a draft for board review/approval next month.
- Closure Guidelines. Tabled for tonight.
- Meeting Room Policy. Discussion of proposed new policy. Tara will make discussed changes and we will vote on adopting this policy next month.
- Replacement Book Budget included in budget - under miscellaneous. The current 'miscellaneous' line item will become the replacement book budget.
- Sunday Hours. Lynn began a discussion as to whether we should add Sunday hours back. Tara will discuss this with staff, and we'll discuss again at the next meeting.

Our next meeting will be **March 25 at 6:30.**

Laura made a motion to adjourn the meeting at 8:24pm. Grant second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

## Bills through Feb 29, 2024 Bertha Bartlett Public Library

Acct #	Story City Expenses	<u>2023-2024</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>	Revised budget	% Remaining revised figures	
001-4410-6010	Salaries: Full Time	\$ 67,200.00	\$ 3,605.78	\$ 37,124.56	\$ 30,075.44	44.76%	\$ 52,150.00	\$ 15,025.44	28.81%
001-4410-6020	Salaries: Part-time	\$ 66,000.00	\$ 5,741.63	\$ 51,693.92	\$ 14,306.08	21.68%	\$ 80,000.00	\$ 28,306.08	35.38%
001-4410-6110	FICA/Medicare	\$ 10,190.00	\$ 704.18	\$ 6,731.17	\$ 3,458.83	33.94%	\$ 10,109.48	\$ 3,378.31	33.42%
001-4410-6130	IPERS	\$ 12,575.00	\$ 876.19	\$ 7,830.09	\$ 4,744.91	37.73%	\$ 12,474.96	\$ 4,644.87	37.23%
001-4410-6150	Insurance - Group Health	\$ 7,225.00	\$ 468.10	\$ 3,055.01	\$ 4,169.99	57.72%	\$ 5,200.00	\$ 2,144.99	41.25%
001-4410-6230	Travel/Training	\$ 1,200.00	\$ -	\$ 163.42	\$ 1,036.58	86%	\$ 1,000.00	\$ 836.58	83.66%
001-4410-6320	Building/Grounds	\$ 4,000.00	\$ 720.00	\$ 3,338.30	\$ 661.70	16.54%	\$ 6,300.00	\$ 2,961.70	47.01%
001-4410-6371	Utilities	\$ 4,000.00	\$ 33.39	\$ 255.78	\$ 3,744.22	93.6%	\$ 2,500.00	\$ 2,244.22	89.77%
001-4410-6373	Telephone	\$ 1,200.00	\$ 154.26	\$ 705.91	\$ 494.09	41.2%	\$ 1,200.00	\$ 494.09	41.17%
001-4410-6408	Insurance-General	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100.00%	\$ 5,700.00	\$ 5,700.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 927.00	\$ 1,073.00	53.65%	\$ 2,227.00	\$ 1,300.00	58.37%
001-4410-6499	Miscellaneous	\$ -	\$ -	\$ 8.75	\$ (8.75)	-875.00%	\$ 8.75	\$ -	0.00%
001-4410-6500	Programming	\$ 3,000.00	\$ 240.53	\$ 703.60	\$ 2,296.40	76.55%	\$ 2,500.00	\$ 1,796.40	71.86%
001-4410-6501	Building Supplies	\$ 2,000.00	\$ 103.86	\$ 383.11	\$ 1,616.89	80.84%	\$ 3,000.00	\$ 2,616.89	87.23%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 555.99	\$ 1,444.01	72.20%	\$ 1,500.00	\$ 944.01	62.93%
001-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ -	\$ 8.47	\$ 991.53	99.15%	\$ 500.00	\$ 491.53	98.31%
001-4410-6506	Office Supplies	\$ 2,160.00	\$ 195.74	\$ 1,592.37	\$ 567.63	26.28%	\$ 2,200.00	\$ 607.63	27.62%
001-4410-6507	Misc. Operating supplies	\$ -	\$ -	\$ 244.00	\$ (244.00)	-	\$ 500.00	\$ 256.00	51.20%
001-4410-6727	Capital Equipment	\$ -	\$ -	\$ -	\$ 0	-	\$ -	\$ -	-
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ 0	\$ -	\$ 250.00	100.00%	\$ 429.81	\$ 429.81	100.00%
001-4410-6770	Magazines	\$ 1,000.00	\$ 307.51	\$ 704.60	\$ 295.40	29.54%	\$ 1,200.00	\$ 495.40	41.28%
001-4410-6771	Audio	\$ 500.00	\$ -	\$ 31.94	\$ 468.06	93.61%	\$ 1,200.00	\$ 1,168.06	97.34%
001-4410-6772	Books (+\$5000)	\$ 10,000.00	\$ 1,841.73	\$ 10,100.84	\$ (100.84)	-1.01%	\$ 15,000.00	\$ 4,899.16	32.66%
001-4410-6773	Video	\$ 1,000.00	\$ 77.69	\$ 476.34	\$ 523.66	52.37%	\$ 1,000.00	\$ 523.66	52.37%
001-4410-6774	Online Databases	\$ 1,500.00	\$ 1,500.00	\$ 2,001.96	\$ (501.96)	-33.46%	\$ 2,100.00	\$ 98.04	4.67%
		<b>\$ 205,000.00</b>	<b>\$ 16,570.59</b>	<b>\$ 128,637.13</b>	<b>\$ 76,362.87</b>	<b>37.25%</b>	<b>\$ 210,000.00</b>	<b>\$ 81,362.87</b>	<b>38.74%</b>

\* Note I added the \$5000 to book budget

# Gilbert Library

Acct #	Gilbert Expenses	Budget	Monthly	YTD	Budget remaining	% of funds Remaining	Revised budget	% Remaining revised figures	
033-4410-6010	Salaries, Full-time	\$ 16,800.00	\$ 1,201.92	\$ 12,374.71	\$ 4,425.29	26.34%	16800	\$ 4,425.29	26.34%
033-4410-6020	Salaries, Part-time	\$ 23,200.00	\$ 1,833.27	\$ 13,559.21	\$ 9,640.79	41.56%	23405.55	\$ 9,846.34	42.07%
033-4410-6110	FICA & Medicare	\$ 3,060.00	\$ 228.54	\$ 1,963.46	\$ 1,096.54	35.83%	3075.72	\$ 1,112.26	36.16%
033-4410-6130	IPERS	\$ 3,775.00	\$ 273.54	\$ 2,246.38	\$ 1,528.62	40.49%	3819.53	\$ 1,573.15	41.19%
033-4410-6150	Insurance,	\$ 1,600.00	\$ 147.37	\$ 999.02	\$ 600.98	37.56%	1500	\$ 500.98	33.40%
033-4410-6230	Travel & Training	\$ 500.00	\$ -	\$ 84.03	\$ 415.97	83.19%	500	\$ 415.97	83.19%
033-4410-6408	Insurance, General				\$ -			\$ -	0.00%
033-4410-6490	Professional Services	\$ 500.00	\$ -	\$ 100.00	\$ 400.00	80%	500	\$ 400.00	80.00%
033-4410-6500	Programming	\$ 2,500.00	\$ 53.08	\$ 90.10	\$ 2,409.90	96.40%	2500	\$ 2,409.90	96.40%
033-4410-6502	Technology	\$ 500.00		\$ 48.00	\$ 452.00	90.40%	250	\$ 202.00	80.80%
033-4410-6504	Minor Equipment				\$ -			\$ -	0.00%
033-4410-6505	Cataloging Supplies	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%	500	\$ 500.00	100.00%
033-4410-6506	Office Supplies	\$ 300.00	\$ 232.79	\$ 592.86	\$ (292.86)	-97.62%	600	\$ 7.14	1.19%
033-4410-6507	Misc. Operating Supplies		60.54	73.01	-73.01		73.01	\$ -	0.00%
033-4410-6727	Capital Equipment				\$ -			\$ -	0.00%
033-4410-6770	Magazines	\$ 100.00	\$ -	\$ -	\$ 100.00	100.00%		\$ -	0.00%
033-4410-6772	Books	\$ 3,465.00	\$ 589.59	\$ 1,698.61	\$ 1,766.39	50.98%	3874.23	\$ 2,175.62	56.16%
033-4410-6773	Video	\$ 200.00		\$ 31.97	\$ 168.03	84.02%	100	\$ 68.03	68.03%
033-4410-6774	Online Licensing/Datab	\$ 1,500.00	\$ 500.00	\$ 1,001.96	\$ 498.04	33.20%	1501.96	\$ 500.00	33.29%
033-4410-6910	Transfer	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	0.00%	3000	\$ -	0.00%
					\$ -			\$ -	
	<b>Total Gilbert Exp.</b>	\$ 62,000.00	\$ 5,120.64	\$ 37,863.32	\$ 24,136.68	<b>38.93%</b>	62000	\$ 24,136.68	38.93%

We have 4 monthsh remaining in the year so ideally 25 % should remain in each category





**Bertha Bartlett Public Library**  
**March 2024 Bills**

<b>Gilbert Bills</b>				
001-4410-6150	Wellmark	auto	\$ 134.93	Health Insurance, TT (split with Gilbert)
033-4410-6772	Bkr&Taylor #2038121784	2/26/2024	\$ 8.92	Books shared invoice -Gilbert
033-4410-6772	Bkr&Taylor #2038164117	3/14/2024	\$ 141.87	Books shared invoice -Gilbert
033-4410-6772	Bkr&Taylor #2038123414	2/26/2024	\$ 29.89	Books shared invoice -Gilbert
033-4410-6772	Visa- Amazon #4355405	02/19	\$ 22.95	Books shared invoice -Gilbert
033-4410-6504	Tara Turner - ISU Surplus	3/19/2024	\$ 60.00	6 Chairs Gilbert
		Total	\$ 398.56	

Submitted 03/22/2024

Approved on this day \_\_\_\_\_ by \_\_\_\_\_

# MONTHLY SNAPSHOT

## February 2024

### Story City



<p><b>Books added:</b></p> <p>Adult 43/Juv 54/YA 12</p> <p>Donations: 67</p> <p>Purchased: 42</p> <p>Items Added.....109</p> <p>Items Withdrawn.....syst</p> <p><b>Interlibrary Loans.....126</b></p> <p><b>Internet/website:</b></p> <p>Internet Usage: .....741</p> <p>Computer Users.....78</p> <p>Unique users.....259</p> <p>Website visits..... 1215</p> <p>Unique website users...389</p> <p>Menu clicks.....52</p> <p>Navigation Clicks.....40</p>	<p><b>Meeting Room Use.....23 uses</b></p> <p>Library Sponsored....13</p> <p>Patron Sponsored.... 10 uses</p> <p><b>Kinne Wing.....10</b></p> <p><b>Knitters.....23</b></p> <p><b>Booked ahead study room..43</b></p> <p><b>Number of Programs.....37</b></p> <p><b>Program Attendance.....</b></p> <p>Story Time.....269</p> <p>Story Time Express.....33</p> <p>After-School Program.....98</p> <p>Tweens and Teens.....22</p> <p>Book Club.....20</p> <p>Passive.....42</p>	<p><b>Current ACTIVE patrons...1303</b></p> <p><b>New Patrons.....9</b></p> <p><b>Reference Questions:.....31</b></p> <p><b>Technical Assistance.....114<sup>est</sup></b></p> <p><b>Number of volunteers .....15</b></p> <p><b>Volunteer hours.....32</b></p> <p><b>Days open.....25</b></p> <p><b>Staff hours.....368.25</b></p> <p><b>Hours Open.....195</b></p> <p><b>Staff hours/hours open ..1.9</b></p> <p><b>Average staff wage.....\$</b></p> <p><b>Staff cost/hour open....\$est</b></p>
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\*Average staff pay, staffing cost per hour does not include director cost, FICA, IPERS.

Library Usage	This month	Last Month	Increase or Decrease	February 2023	\$ spent
<b>Physical items checked out</b>	2537	2660	↓ 4.6%	2191	\$1453
(Both Libraries) <b>Bridges Materials</b>	717	855	↓ 16.1%	720	\$90.33
<b>Unique users</b>	132	140	↓ 5.7%	134	
<b>Hoopla</b>	147	115	↑ 27.8%	NA	\$321.22
<b>Users (both libraries)</b>	49/21 new	40	↑ 22.5%		
<b>Total Items checked out</b>	3401	3616	↓ 5.9%	2911	
<b>Library Visits</b>	2422	2308	↑ 4.9%		



# MONTHLY SNAPSHOT

## February 2024

<p><b>Items added</b></p> <p>Adult 17/ Juv 24/YA 8</p> <p>Purchased.....22</p> <p>Donation.....27</p> <p>Total added .....49</p> <p>Items Withdrawn.....</p> <p>WiFi usage:.....127</p> <p>Unique users.....25</p> <p>AWE.....0.....Last year....0.</p> <p>PC.....4...Last Year.....1</p> <p>New Cards.....3</p>	<p>Programs.....14/1</p> <p>Story Time.....266/12</p> <p>After-School Program NA</p> <p>Book Club.....7</p> <p>Passive Programming ....5</p>	<p>Current/New Patrons...140/3</p> <p>Reference Questions.....18/5</p> <p>Number of volunteers.....0/0</p> <p>Hours Open (2024/2023)... .....84.5/64</p> <p>Paid Staff hours.....143.75</p> <p>Staff Hours/Hours Open..1.7</p> <p>Average staff pay.....\$</p> <p>Staffing per hour cost.....\$</p>
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Library Usage	This month	Last Month	Increase or Decrease	January 2023	Increase or Decrease
Physical items checked out	425	580	↓ 27%	233	↑ 82%
WiFi unique visitors sessions	25	22	↑ 14%	39	↓ 36%
	127	117	↑ 8.5%	137	↑ 7%
Library Visits	262	140	↑ 89%	80	↑ 228%

**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, creates and maintains relations and services with any contracted communities or branch locations, such as Gilbert.
- 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.
- Ensures that standards are met annually and Library Board is aware of requirements for maintaining the Library's Accreditation with the State Library of Iowa.
- 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 Cities of Story City and Gilbert.
- Maintains contact and cooperates in sharing of resources with the community of libraries on a state and county 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.
- Develops policies for approval by the Library Board.
- Serves as 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.
- Maintain a list of vendors and maintenance people to help handle emergency repairs.

## **Preferred training and experience**

- B.S. or B.A. or higher degree and OR
- Masters in Library Science OR State Library of Iowa Endorsement OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

## **Salary and Benefits**

The Library Director is a full-time, city employee, and as such is entitled to benefits offered to full-time department heads within the city.

Starting annual salary range is \$50,000-\$60,000, commensurate with experience.

## **To Apply**

Submit cover letter, resume, and references to:

[hslifka@cityofstorycity.org](mailto:hslifka@cityofstorycity.org)

or via mail:

City Clerk  
Attn: Library Search Committee  
504 Broad Street  
Story City, Iowa 50248

Revised 07/23

Reviewed 11/14, 2/18, 11/21

**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*

<b>I. Administration</b>	
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

<b>II. Budget</b>	
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

<b>III. Personnel</b>	
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

<b>IV. Library Collection</b>	
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

<b>V. Public and Community Relations</b>	
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

<b>VI. Library Board Relations</b>	
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

<b>VIII. Professional Development</b>	
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**

## **MEETING ROOM POLICY**

1. Library sponsored activities are given priority. Under adequate notice the library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the library expects to be notified within a reasonable time so that another meeting may be scheduled.
2. The library meeting room is available for group meetings. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The library director is authorized to deny permission to use the library meeting room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. Rooms may be booked a maximum of 6 months in advance. The reservation procedure involves the completion of an application and signature of a responsible party (over 18 years of age). No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.
4. If a key is needed the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.
- 5. No parties.**
6. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. Alcoholic beverages and smoking are not permitted in the building.
7. Plans for decorations must be approved by the library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
8. Permission to use the meeting rooms in no way implies that the library supports the views of the group.
9. In consideration of the Library's granting permission to use the facility, the users promise, covenant, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
10. Everyone using the room except **local** service organizations (i.e., Boy Scouts, Girl Scouts, etc.), will pay a \$25.00 deposit which is refundable if the room is left in proper order. Fees for using the room are as follows: City of **Story City non-profit** community groups, no charge. For profit groups \$15 for up to 4 hours, \$25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Saturday; 12 noon - 10 p.m.- Sunday.

Established April 1994  
Reviewed 6/04,

Updated 11/07, 10/11,  
Updated 12/14,

Reviewed 10/18,  
Reviewed 1/22

# **BERTHA BARTLETT PUBLIC LIBRARY MEETING ROOM POLICY**

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

## **Guidelines**

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

## Reservations

14. Reservations for the use of the meeting room are to be made **online, by phone or in person** with the librarian on duty and **are subject to Director approval**. Rooms may be booked a maximum of 6 months in advance or at librarian discretion. The reservation procedure involves the completion of an application, including a signature of a responsible party (over 18 years of age). **Signature may be completed at time of the event if reservation if needed**. Groups or individuals who **repeatedly use meeting rooms may have an application and signature on file that may be used for events throughout the year**. **No group may transfer use of the meeting room to another group**. Rooms are reserved on a first-come, first-served basis.
15. If a key is needed, the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping them in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.

## Equipment/Services/Resources/Rooms Available

16. **Kinne Wing** – with special arrangement during library hours 3 tables, chairs and Steinway piano  
**Study Room 1** (Capacity of 4)– has 2 chairs, a table and 1 computer  
**Study Room 2** (Capacity of 6)– 6 chairs, 2 tables, 1 computer

**Main Meeting Room** (Capacity of 50)– 8 tables, 50 chairs, large tv monitor, computer, access to kitchenette

This is the only room in which food and beverages can be enjoyed that is not part of regular library programming. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. **Smoking is not permitted in the building.**

17. **A valid library card is required to use library equipment.**
18. Tables and chairs may be arranged to suit the needs of the user but must be returned to the standard arrangement.
19. Wi-Fi access is available. The Library's Computer Use Policy governs use of this service. A connection to the Internet or a specific site is not guaranteed.

## Fees

20. There is no charge for use of the study rooms.
21. Fees for using the Main Meeting Room and/or Kinne Wing: Non-profit community groups, no charge. For-profit groups and **private events** \$15 for up to 4 hours, \$25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge. Fees or the decision to waive said fees is at librarian discretion.

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

Reviewed 1/2022  
Updated 3/2024

# Meeting Room/Kinne Wing Use Application

Today's Date \_\_\_\_\_ Reservation Date & Time or Ongoing \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Organization using a room at the library: \_\_\_\_\_

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

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

\*Library card is needed to check out equipment

other: \_\_\_\_\_

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

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Fees charged: \_\_\_\_\_ Fee paid date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Fees for using the Main Meeting Room and/or Kinne Wing:

- Non-profit community groups (no charge)
- For profit groups (\$15 for up to 4 hours, \$25 for all day)
- Private individuals/groups (\$15 for up to 4 hours, \$25 for all day)
- Non-profit organizations from outside the Story City/ Gilbert area will be limited to one use per month without charge. (Additional uses \$15 for up to 4 hours, \$25 for all day)

Payment should be made payable to BBPL.

# Meeting Room Checklist

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

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

- Please leave the meeting rooms and restrooms as you found them
- If you put food in the garbage cans or have filled it, please take the bag(s) to the trash receptacle.
- Please wipe down tables. Rags are under kitchen sink in kitchenette. Please leave wet rags in the sink.
- Please unplug toaster oven, coffee pots or other devices.
- Make sure all lights are turned off including:
  - Kitchenette
  - Meeting Room
  - Men's Restroom
  - Women's Restroom
  - Entry
  
- Lock the Meeting Room door
- Lock Library door if room was used after regular Library hours.
- Sign and date this checklist
- Return this form and keys to front desk or drop in book drop.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BBPL Staff:** \_\_\_\_\_

**You may be charged for damages or if cleaning is necessary due to your event.**