

Bertha Bartlett Public Library

Board Meeting

Monday August 26, 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

- Review City reports
- July bills

Circulation Report: Tara Turner

Correspondence/Communications

Library Board training – State of Iowa Library Compensation tool kit

Gilbert Update: Tera Sitzman – review Gilbert Days

Building Project Update:

- Change Orders
- Current bills
- Carpet – preliminary options

Grant Update:

Pending Grant Applications:

UP Railroad – submitted. Will not hear anything until September

Old Business:

- Library carts – cost of materials (72 additional carts \$7200)

Policy updates: Privacy

New Business:

- Director Evaluation/ Employee wage review
- Gilbert Hours
- Email - \$50/year
- Need for additional staff (children's programs, marketing)
- Move Board Meeting from September 30 to the 23

Adjournment:

Next monthly Board Meeting: Monday, September , 6:30 pm

Upcoming Library Events:

BBPL:

Regular Fall Programs:

Beginning September 3...Story time will resume – Tentative plan to hold two sessions of Story Time and Music and Movement

Wednesday 9/10:30, Friday 9/10:30

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 9 Cook Book Club

Sept 16 Dating Scams

Sept 23 Alzheimer's seminar

Gilbert Library

Story Time Tuesdays 9:00

Tiger Story Time Thursdays 9, 10, 10:30

Director's Report August 2024

We survived! Summer Programming closed with a bang with over 250 in attendance. Thank you all for your help and support. Not only did we provide programming, fun and educational activities, but we promoted over 1400 hours of reading. As a result, we are facing the challenge of our programs continuing to grow and the need for additional staff. We are looking for a volunteer to help with our after- school programming for ages K-5 Wednesdays 2:15- 3:30. 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.

Gilbert: New bookcases have been installed and library use continues to climb

Construction – Continues to move forward and we are looking forward to more space!

Library of Things : We now have a Ga-Ga ball pit kit, pickle ball, walking weights, sewing machine, DVD player, volleyball, plenty of educational toys ready for check out. Coming next is the chocolate fountain, seated pedal machine, yoga mats and blocks and reusable water balloons

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 currently maxxed out. I am regularly putting in 10-12 hour days (I don't remember when I only worked 40 hours last!!) just to barely keep up! 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
July 22, 2024

Chris Feil, board President, opened the meeting at 6:31 p.m. Attending were Trustees Chris Feil, Lynn Cummings, Grant Reimers, Duane Fournier, Ashlee Mullenbach, and Theresa Sens; Tara Turner, library director; Shelley Hart of the Library Foundation; and Mary Kay Solberg from City Council. Tera Sitzmann from Gilbert attended part of the meeting.

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

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

Citizens Appearance –Mary Kay reported that the Broad Street project should begin within the next month.

Foundation Report - Shelley gave the report to the board. The Foundation board met in July. Some funding was approved toward supporting the summer reading program. They will meet next in October.

Treasurer's Report - Financial and Budget reports were reviewed by Duane. Duane reviewed the P&L Expenses to date. The City's end of year fiscal reports were reviewed. Both Story City and Gilbert branches ended the year very close to budget.

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

Circulation Report – Tara reviewed the Circulation report for the board and gave a library update/summer reading program update.

Board Training - Discussion on strategic planning. 30 minutes.

- Tara met with Maryann Mori from the State Library regarding our strategic plan and she has laid out 4 options:
 - Using only demographic statistics;
 - Sending out a survey;
 - Focus Group;
 - State Library – Planning for success. Maryann would come and run a focus group for us. The Board used this option last time and it wasn't well attended.
- Tara suggested a multi-prong approach including surveys and focus groups.
- This work needs to be done by the end of 2024.
- Gilbert needs its own plan, but it can be done as a subset of our other efforts.
- It should be simple so that we can easily review it quarterly.
- Incentives for participation were discussed.
- Action Items

- Talk to Jessica at the city to add something on to the water bills for a link to the survey
- Mailer to focus group invitees
- 2 or 3 focus groups
 - We would lead the focus groups
 - Various groups in town in addition to an open to the public group
- Tara will email out some ideas about what to put on the survey.
- Duane suggested we plan to spend a few hundred dollars. We will ask the Foundation to support this cost.

Correspondence – None

Gilbert Update - Tera gave the Gilbert update. Planning is continuing for Gilbert Days event.

Building Project Updates

- Work has stalled because the plumber became unavailable as we waited for final numbers on bids for the bathroom change order.
- Bathrooms will now be 4 gender neutral bathrooms and we will be losing the west bathroom. We will try for a grant to cover the cost of putting in gender neutral/accessibility bathrooms, approximately \$13,000.
- Our architect is tracking days where no one is on site. He has been pushing back on Kingland regarding this latest stoppage/cost.
- Change Orders are slowing down the project so they need to be carefully reviewed.
- Additional needs: Lighting, Nana Wall (for piano room)

Grant Update:

- Nothing new since last month

Old Business:

- Revise credit limit increase to \$4000.
 - Theresa moved to request a permanent credit limit increase to \$4000. Second by Duane. All approve.
- Book Carts
 - A community member has offered to build carts but we would need storage for them. We currently have 28 carts done and in Tara's garage.
 - Chris owns a building where we can store things on pallets.
 - We'll have a few days notice, to move books. It should be in November.
 - Chris will reach out to a few leads about building carts. 100 carts, square footage wise will hold all our books.
- Book Drop will need to be made as soon as they start working on the courtyard.

Policy Updates

- Privacy
 - A line was added to the card application that patrons may delete their checkout history if requested.

New Business

- Increase credit limit (see above. increased to \$4000)

- Training spreadsheets have been created for training new staff.
- Help with end of summer reading program needed August 3, 4-6pm
- Progressive Dinner August 21, 2024. Volunteers and donations needed.
- Items needed for accreditation.
- Tara discussed a future need for software to track the library's book purchases, to eventually replace the excel spreadsheets currently utilized. This would be a large cost, in the thousands of dollars, annually.

Our next meeting will be **August 26, 2024 at 6:30pm.**

Theresa made a motion to adjourn the meeting at 7:43. Duane second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

Bertha Bartlett Public Library

August 2024 Bills

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 404.79	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 38.12	
001-4410-6320	Aspen	auto	\$ 35.73	Trash removal (automatic monthly payment)
001-4410-6320	Preferred Pest #315021	auto	\$ 60.00	Treatment August
001-4410-6320	Sabrina Gogerty	August	\$ 331.28	Cleaning August
001-4410-6320	Early Bird Window Washing	August	\$ 75.00	Windows
001-4410-6320	Story City Space center		\$ 60.00	Rent for September
001-4410-6230	ALA membership	7/16	\$ 123.00	ALA Membership
001-4410-6230	Reimbursement Bethany Johannes (SOS Paul Pate)		\$ 30.00	Professional Servies :Notary Certification
001-4410-6373	Aureon	8/1-8/31	\$ 5.58	Telephone service August
001-4410-6490	Computer Resource Specialist	8/10	\$ 135.00	Professional Services :Computer #2 repair
001-4410-6770	Ames Tribune/Gannet		\$ 278.40	1 year subscription
001-4410-6772	Carol Hagen Books	8/1	\$ 37.00	Norwegian Children's books
001-4410-6772	Centerpoint #2103758	August	\$ 141.42	Large Print Books (2110985,2112505,2109240)
001-4410-6772	Gale/Cengage	7/12	\$ 28.39	Large Print Books (2110985,2112505,2109240)
001-4410-6772	B&T #2038409206	7/8	\$ 378.01	Books
001-4410-6772	B&T#2038427147	7/17	\$ 53.91	Books
001-4410-6772	B&T #2038444449	7/25	\$ 188.79	Books
001-4410-6772	B&T #2038452779	7/30	\$ 35.69	Books
001-4410-6772	B&T #2038457105	7/31	\$ 218.16	Books
001-4410-6772	B&T #2038480463	8/12	\$ 92.65	Books
001-4410-6772	B&T #2038492897	8/19	\$ 255.22	Books
001-4410-6500	GNB Visa - Meta	7/28	\$ 16.03	Programming ads
001-4410-6500	GNB Visa -Amazon #5671432	7/29	\$ 106.30	Programming - fountain,skewers, ball pump
001-4410-6505	GNB Visa - Chroma label #494	7/12	\$ 51.57	Cataloging -New book labels
001-4410-6505	GNB Visa - Amazon #5671432		\$ 13.50	Cataloging - mesh bag
001-4410-6506	Amazon # 6160225		\$ 7.98	Office: wall charger
001-4410-6506	Amazon # 9975434		\$ 78.87	Office: cleaning supplies
001-4410-6772	Amazon # 5671432		\$ 9.88	books
001-4410-6772	Amazon #3501852		\$ 5.97	books
001-4410-6772	Amazon #0133014		\$ 24.28	books
001-4410-6772	Amazon # 7455468		\$ 4.92	books
001-4410-6772	Amazon # 6160225		\$ 42.23	books
001-4410-6772	Amazon # 5671432		\$ 20.60	books
001-4410-6772	Amazon #3438615		\$ 14.73	books
001-4410-6772	Amazon #1538601		\$ 14.48	books
001-4410-6773	Amazon # 1792246		\$ 19.95	Video
				Page 1 of 2

Bertha Bartlett Public Library
August 2024 Bills

	Reimbursements:			
001-4410-6500	Tara Turner - Reimbursement (Sams's Club)	8/19	\$ 106.50	Programming - Progressive Dinner
001-4410-6502	Tara Turner - Reimbursement Amazon #7046611	6/24	\$ 28.85	2 wifi adapters
0001-4410-6505	Tara Turner - Reimbursement Amazon #0028247	6/20	\$ 34.93	Cataloging - Puzzle storage bags
0001-4410-6506	Tara Turner - Reimbursement Amazon #3036205	6/20	\$ 73.53	Office Supplies: Bookmarks and crayons
001-4410-6772	Tara Turner - Reimbursement Amazon #7046611	6/24	\$ 14.99	Book
001-4410-6772	Tara Turner - Reimbursement Amazon #0028247	6/20	\$ 65.79	books
		Total	\$ 3,762.02	
	Gilbert Bills			
033-4410-6150	Wellmark	auto	\$ 134.93	Health Insurance, TT (split with Gilbert)
001-4410-6772	B&T #2038409206	7/8	\$ 180.97	Books
001-4410-6772	B&T #2038444449	7/25	\$ 76.74	Books
001-4410-6772	B&T #2038452779	7/30	\$ 18.60	Books
001-4410-6772	B&T #2038457105	7/31	\$ 19.94	Books
001-4410-6772	B&T #2038480463	8/12	\$ 72.68	Books
001-4410-6772	B&T #2038492897	8/19	\$ 62.02	Books
	GNB Visa			
001-4410-6506	Amazon # 6160225		\$ 7.98	wall charger
033-4410-6772	Amazon # 6160225		\$ 11.24	books
033-4410-6772	Amazon #0133014		\$ 19.17	books
033-4410-6772	Amazon # 3729043		\$ 12.33	books
	Reimbursements:			
033-4410-6500	Reimbursement: Abra Martinson (Target)	8/8	\$ 21.30	Programming supplies
033-4410-6772	Reimbursement: Abra Martinson (Target)	7/14	\$ 28.93	books
033-4410-6772	Reimbursement: Abra Martinson (Target)	7/14	\$ 19.19	books
001-4410-6506	Reimbursement: Abra Martinson (amazon)	7/1	\$ 16.59	bands - office supply
		Total	\$ 702.61	

Submitted

Approved on this day _____ by _____

BBPL - Expenses to be submitted August 23, 2024 - goal 83.3% remaining

Acct #	Story City Expenses	2024-2025 Budget	August submittals	July	YTD	End of year Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,000.00	\$ 4,808.00	\$ 5,408.67	\$ 10,216.67	80%
001-4410-6020	Salaries: Part-time	\$ 91,500.00	7200	10623.82	\$ 17,823.82	81%
001-4410-6110	FICA/Medicare	\$ 10,825.00	960.64	1212.2	\$ 2,172.84	80%
001-4410-6130	IPERS	\$ 13,358.00	1080.72	1407.61	\$ 2,488.33	81%
001-4410-6150	Insurance - Group He	\$ 6,250.00	108.95	108.95	\$ 217.90	97%
001-4410-6230	Travel/Training	\$ 750.00	153	0	\$ 153.00	80%
001-4410-6320	Building/Grounds	\$ 8,800.00	562.01	1595.46	\$ 2,157.47	75%
001-4410-6371	Utilities	\$ 4,500.00	38.12	35.73	\$ 73.85	98%
001-4410-6373	Telephone	\$ 1,000.00	5.58	68.23	\$ 73.81	93%
001-4410-6408	Insurance-General	\$ 8,200.00	0	0	\$ -	100%
001-4410-6490	Professional Services	\$ 1,500.00	135	0	\$ 135.00	91%
001-4410-6499	Miscellaneous	\$ 200.00	0	0	\$ -	100%
001-4410-6500	Programming	\$ 1,000.00	228.83	0	\$ 228.83	77%
001-4410-6501	Building Supplies		0	0	\$ -	
001-4410-6502	Technology	\$ 1,000.00	28.85	0	\$ 28.85	97%
001-4410-6505	Cataloging Supplies	\$ 1,500.00	100	87.37	\$ 187.37	88%
001-4410-6506	Office Supplies	\$ 2,300.00	160.38	402.75	\$ 563.13	76%
001-4410-6507	Misc. Operating supp	\$ 250.00		0	\$ -	100%
001-4410-6727	Capital Equipment			0	\$ -	
001-4410-6508	Petty Cash/Postage	\$ 250.00		100	\$ 100.00	60%
001-4410-6770	Magazines	\$ 1,000.00	278.4	162.92	\$ 441.32	56%
001-4410-6771	Audio	\$ 250.00		0	\$ -	100%
001-4410-6772	Books	\$ 13,067.00	1647.11	1955.95	\$ 3,603.06	72%
001-4410-6773	Video	\$ 1,000.00	19.95	96.61	\$ 116.56	88%
001-4410-6774	Online Databases	\$ 1,500.00		262.5	\$ 262.50	83%
		\$ 220,000.00	\$17,515.54	\$ 23,528.77	\$ 41,044.31	81%

estimates

Gilbert - Expenses submitted through August 23, 2024 - goal 83.3% remaining

Acct #	Gilbert Expenses	2024-2025		July	YTD	Budget Remaining
		Budget	August Submittals			
033-4410-6010	Salaries, Full-time	\$ 12,500.00	\$ 1,201.91	\$ 1,802.87	\$ 3,004.78	76.0%
033-4410-6020	Salaries, Part-time	\$ 30,000.00	\$ 3,300.00	\$ 3,895.75	\$ 7,195.75	76.0%
033-4410-6110	FICA & Medicare	\$ 3,251.00	\$ 300.00	\$ 431.19	\$ 731.19	77.5%
033-4410-6130	IPERS	\$ 4,012.00	\$ 350.00	\$ 528.13	\$ 878.13	78.1%
033-4410-6150	Insurance,	\$ 1,200.00	\$ 134.93		\$ 134.93	88.8%
033-4410-6230	Travel & Training	\$ 250.00		\$ -	\$ -	100.0%
033-4410-6490	Professional Services	\$ 500.00		\$ -	\$ -	100.0%
033-4410-6500	Programming	\$ 500.00	\$ 21.30	\$ -	\$ 21.30	95.7%
033-4410-6502	Technology	\$ -		\$ -	\$ -	
033-4410-6504	Minor Equipment	\$ -		\$ -	\$ -	
033-4410-6505	Cataloging Supplies	\$ 1,250.00		\$ -	\$ -	100.0%
033-4410-6506	Office Supplies	\$ 500.00	\$ 24.57	\$ 110.24	\$ 134.81	73.0%
033-4410-6507	Misc. Operating Suppl	\$ -		\$ 0	\$ -	
033-4410-6770	Magazines	\$ -		\$ -	\$ -	
033-4410-6772	Books	\$ 3,287.00	\$ 521.81	\$ 167.45	\$ 689.26	79.0%
033-4410-6773	Video	\$ 250.00			\$ -	100.0%
033-4410-6774	Online Licensing/Data	\$ 1,500.00		\$ 441.79	\$ 441.79	70.5%
033-4410-6910	Transfer	\$ 3,000.00		\$ -	\$ -	100.0%
	Total Gilbert Exp.	\$ 62,000.00	\$ 5,854.52	\$ 7,377.42	\$ 13,231.94	78.66%

city allotment requires adjustment
estimates

MONTHLY SNAPSHOT

July 2024 Story City

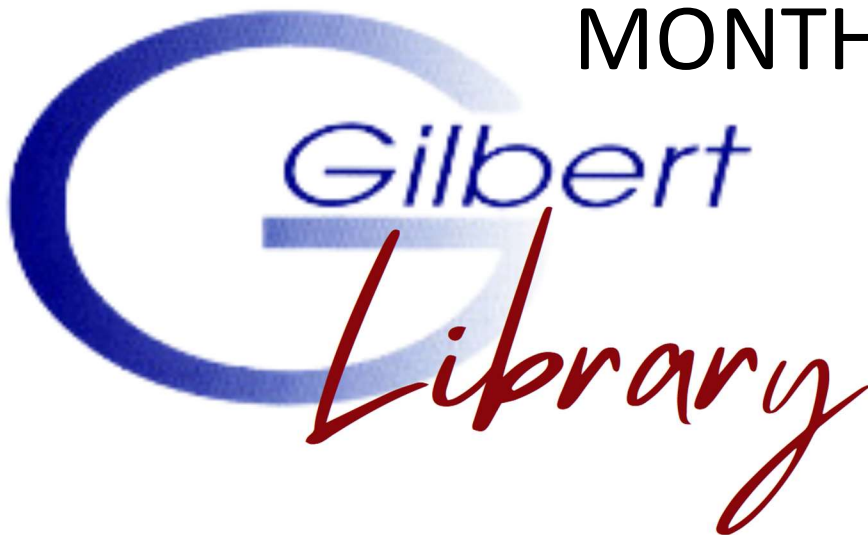


Books added.....160	Meeting Room Use.....30 uses	New Patrons7
Books Withdrawn.....388	Library Sponsored...12	Reference Questions:.....45
Interlibrary Loans.....89	Patron Sponsored....18 uses	Technical Assistance.....8
Internet Usage:..... 1170	Kinne Wing.....10	Number of volunteers.. .28
Unique Users:.....288	Booked ahead study room..46	Volunteer hours.....100.75
Computer Users.....86	Number of Programs.....21	Staff hours.....494.25
Website : visits1630	Program Attendance.....756	Hours Open.....200
Menu Clicks176	Story Time.....340	Staff hours/hours open....2.5
Adventure Pass Uses.....21	Kool Kids Summer.....304	Average staff wage.....\$16.52
	Tweens and Teens..... 80	Staff cost/hour open..\$41.30
	Book Club.....12	
	Passive/Patron led.....98	

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

Library Usage	This month	Last Month	Change	July 2023	Change	\$ spent
Physical items checked out	4001	3555	↑ 12.5%	3497	↑14.4%	
(Both Libraries) Bridges Materials Unique users	833	789	↑ 5.6%	1752	↑ 10.8%	\$109
	157	162	↓ 3.1%	128	↑ 22.7%	
Hoopla Books	247	162	↑ 52.5%	24	↑ 929.2%	\$584.52
Unique users	82	57	↑ 43.8%	9	↑ 811.1%	
Total Items checked out	5131	4509	↑ 13.8%	4273	↑ 16.7%	
Website Visits	1630	1992	↑ 18.2%	1204	↑ 35.4%	
wifi	1170	956	↑ 22.4%	N/A		
Library Visits	4094	4166	↓ 1.7%	3218	↑ 27.2%	

Average of 20.5 visitors per hour open



MONTHLY SNAPSHOT

July 2024

Gilbert

Items added.....73	Programs.....9	Reference Questions.....41
Items Withdrawn...2	Story Time.....119	Number of volunteers.....2
WiFi usage:.....234	Summer Reading.....231	Staff hours.....172.25
Unique users.....67	Book Club.....8	Hours Open..... ..90
AWE.....10	Passive Programming179	Staff Hours/Hours Open.1.9
PC.....8		Average staff pay.....\$14.54
New Cards.....8		Staffing per hour open cost.....\$27.63

Library Usage	This month	Last Month	Increase or Decrease	July 2023	Increase or Decrease
Physical items checked out	1417	1208	↑ 16.5%	865	↑ 63.8%
WiFi unique visitors sessions	82	64	↑ 22.0%	67	↑ 22.4%
	222	201	↑ 10.4%	176	↑ 26.1%
Library Visits	1240	1219	↑ 1.7%	793	↑ 56.4%

Average of 8.8 visitors per hour open

Insights > Current holds

Jump to a different report ▾

Current holds

To see important information about this report, [visit this help article](#).

Last updated August 25, 2024 8:18 PM ET

Users on waiting list by format

Audiobook	365
Ebook	307
Total	672

Title copies that are shared through Advantage Plus give the owning Advantage member priority on holds for those c Advantage membership.

Current average wait period 51.62 days

	Title	Creator	Publisher	ISBN	Format	Audience/Rating	Street date	All holds ▾
1	The Women: A Novel (unabridged)	Kristin Hannah, ...	Macmillan Audio	9781250317957		Adult Fiction	2/6/2024	6
2	The Women: A Novel	Kristin Hannah	Macmillan Publi...	9781250178657		Adult Fiction	2/6/2024	6
3	The Anxious Generation: How the Great Rewiring of Childhood Is C...	Jonathan Haidt,...	Books on Tape	9780593829103		Adult Nonfiction	3/26/2024	5
4	The Nightingale: A Novel (unabridged)	Kristin Hannah, ...	Macmillan Audio	9781427252388		Adult Fiction	2/3/2015	5
5	The Anxious Generation: How the Great Rewiring of Childhood Is C...	Jonathan Haidt	Penguin Group ...	9780593655047		Adult Nonfiction	3/26/2024	4
6	First Lie Wins	Ashley Elston, S...	Books on Tape	9780593789698		Adult Fiction	1/2/2024	4
7	The 24th Hour	James Patterso...	Hachette Digital...	9780316403283		Adult Fiction	5/6/2024	3
8	All the Light We Cannot See: A Novel	Anthony Doerr	Simon & Schust...	9781476746609		Adult Fiction	5/6/2014	3
9	A Court of Thorns and Roses	Sarah J. Maas	Bloomsbury US ...	9781619634459		Young Adult Fict...	5/5/2015	3
10	It Ends With Us	Colleen Hoover, ...	Simon & Schust...	9781508212690		Adult Fiction	8/2/2016	3
11	Just for the Summer	Abby Jimenez	Hachette Digital...	9781538704448		Adult Fiction	4/2/2024	3
12	Lessons in Chemistry: A Novel (unabridged)	Bonnie Garmus,...	Books on Tape	9780593507544		Adult Fiction	4/5/2022	3
13	Lessons in Chemistry: A Novel	Bonnie Garmus	Random House,...	9780385547376		Adult Fiction	4/5/2022	3
14	Listen for the Lie: A Novel (unabridged)	Amy Tintera, Ja...	Macmillan Audio	9781250332103		Adult Fiction	3/5/2024	3
15	Listen for the Lie: A Novel	Amy Tintera	Macmillan Publi...	9781250880321		Adult Fiction	3/5/2024	3
16	The Midnight Feast: A Novel	Lucy Foley	HarperCollins P...	9780063003125		Adult Fiction	6/18/2024	3
17	The Seven Husbands of Evelyn Hugo: A Novel	Taylor Jenkins R...	Simon & Schust...	9781501139246		Adult Fiction	6/13/2017	3
18	She's Not Sorry	Mary Kubica	Harlequin Enter...	9780369746948		Adult Fiction	4/2/2024	3
19	The #1 Lawyer	James Patterso...	Hachette Audio	9781668636770		Adult Fiction	3/18/2024	2
20	23 1/2 Lies	James Patterson	Hachette Digital...	9781538752708		Adult Fiction	9/12/2023	2
21	All Good People Here: A Novel (unabridged)	Ashley Flowers, ...	Books on Tape	9780593587485		Adult Fiction	8/16/2022	2
22	The Art of Mindful Living: How to Bring Love, Compassion, and Inn...	Thich Nhat Hanh	Sounds True, Inc	9781591799856		Adult Nonfiction	1/1/2001	2

**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.