

Bertha Bartlett Public Library

Board Meeting–
Monday, May 22 2023
6:30 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier –

- P& L Expenses
- May bills

Circulation Report: Duane Fournier

Correspondence/Communications:

- Library Board training: First report from Trustee handbook
 - How committees work

Gilbert Update:

New Business:

- Presentation of Architect plan: Recommendation sent to city
- Hoopla funded by Foundation - \$3,000 starting
- Diversity Policy
- Upgrading computers

Old Business:

- Scandinavian Days: Kumla, Kringla and Story City Song after parade – Need workers
- Summer Reading Kickoff
- Raises for 2023-2024 FY, (pay period ends the end of that week)

Adjournment

Next Monthly board meeting: Monday, June 26, 2023, 6:30 p.m.

Staff Report May 2023

Between the library meetings, my illness and my mothers estate issues, the past few months have taken a toll on me and my staff. I've needed to take more time off than normal due to illness and am handling several stressful situations. So I still need a full week of vacation. The staff and I have determined the only time I can do this easily is the end of the month, so from May 24 to June 2, I will be gone. I may come back in on Friday to see how things for Scandinavian Days are going, but I'm counting on the two boards to handle everything. I've just got to have a break.

We are trying to get the Union Pacific grant submitted before the end of the month. If I am not successful in completing it by the 23rd, I'll come in just to do that, or work from home. This is another \$25,000 grant that we thought we fully qualified last year, but the 501C3 issue became a problem.

I sent an email out about the Nathan & Clay program that would set up a pottery workshop here for a day. I've talked with the art teacher, Nathan Moore who works at the Gilbert schools. He preferred to not be in Gilbert, so we have several dates that we can choose from. We will narrow this down and see how much interest. Each session is 2 hours, and Caitlin has tarps she can bring. This may end up being an intergenerational program. There is a fee of \$40, but they will be taking home an item after he fires it, so I think there will be some interest. Obviously, this will be a sign up and paid in advance, with limited space.

The Summer Reading Programs materials are being printed in the next few weeks. It looks like the Foundation may be doing a kickoff "Hotdog & chips" meal that first week of signup, (maybe Tuesday June 6) after Scandinavian Days. Originally it was discussed that they would help out with the summer end "Pool Party", which they will help pay for, but we may need some help with manpower for that evening now. This is slated for Friday, August 4.

I was contacted by the owner of Century 21 this week. He was a little annoyed that he was not informed about the Tekippe building being torn down. He said he would have thought the City would have notified him. He indicated there are damages to his landscaping. Chris has said he will talk with him. I thought someone had contacted him and I was not here much of the time work was being done.

I'm looking at our budget numbers, I know that the city staff would like all bills to be in by early June to give them ample time to close out their books for the year. Even with several budget overruns, we will have money left. Upgrading computer now would be well timed, and I suggest we replace at least 6.

We didn't realize that the Gilbert library staff was responsible for the flowers in the front of the building. I have never told anyone that they needed to weed and prepare the strip in front of the building so we might need to find some volunteers to manage that in the future. Apparently Maria removed the stones that were originally in that area and planted flowers that she cared for, but since she left last August, it is a weedy mess. Since our staff removed the stones, we are responsible. I was not aware that she had done this, and that the flowers are now our problem. We are looking for volunteers to help with this.

Bertha Bartlett Public Library
Board of Trustees
Minutes
April 24, 2023

Chris Feil, board President opened the meeting at 6:32 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Theresa Sens, Duane Fournier, Grant Reimers, Matt Emerson; Mary Kay Solberg as city council representative; Shelley Hart as foundation representative; Tara Sitzmann from Gilbert city council representative; Kolleen Taylor, library director; and Gary Landhauser and Patty Spowart with Emergent Architecture joined the meeting at 7:30 via Zoom. Mark Jackson, city administrator, joined around 7pm.

The agenda was reviewed. A motion was made by Theresa, seconded by Laura to approve the agenda as written. All approved.

Minutes were reviewed from the March meeting. A motion to approve the minutes as written was made by Lynn, seconded by Duane. All approved.

Citizens Appearance – Nothing to report.

Foundation Report - Shelley gave the foundation report to the board. The Foundation has received a donation of \$15,000 from Nextera. The Foundation has been discussing new banners to promote the next phase of the building project. Foundation members will assist in the Scandinavian Days fundraiser, and other fundraising is still ongoing. Shelley and Kolleen are working on a grant to the Union Pacific Railroad which is due at the end of May.

Financial reports were reviewed by Duane. The library currently has 32% of budget remaining for the year. Gilbert has 43% of budget remaining.

Duane reviewed the April bills. The bill for Emergent Architecture will come out of the trust fund and has been submitted to city hall for approval. There was a typo on the report for Gilbert – all bills should have the 033 code.

A motion to approve the financial reports was made by Duane, seconded by Lynn. All approved.

Circulation Report – Kolleen gave the report. There has been a slight increase in most areas, especially programming. She reports that the new Story Time Express program is going very well. Gilbert patronage has gone up significantly, and meeting room use is about double from last year.

Correspondence - The Board received a thank you note from Kolleen for the plant given in memory of her mother.

Board Training - 30 minutes of board training today. Kolleen discussed the Iowa Trustees Handbook. Every trustee was given a section of the Handbook to review, and will report back to the rest of the board at future meetings. Kolleen gave a reminder that this is a public meeting, and an overview of tax dollars that we receive from the state for our patronage. There are free programs ‘Iowa Learns’ for trustees, which we could take on our own time.

The board briefly discussed the 5 responsibilities of Library Trustees from the Handbook. We will need to work on updating our Strategic Plan (5 years). We received a copy of the Plan from 2018.

Gilbert Update - The Gilbert library is now open 8-12 Wednesdays.

Tara briefly discussed the Ames annexation of Gilbert farmland that seems to be moving forward.

New Business:

- Review of new staff, future staffing needs
 - Laura Loots in Story City and Tanya Smith in Gilbert. They have been doing excellent work and Kolleen would like to give them a bump in salary at the end of 90 days. This can be accommodated within the existing pay matrix.
- Review job descriptions – employee policy. Tabled to next month.
- Assign policies for board members to review. This section was discussed under board training.
- Missing board notebook, perhaps with trustees handbook?

Old Business:

Architect update – Gary Landhauser joined via Zoom to give the update.

The Tekkippe building has now been demolished. The Board reviewed and discussed an updated budget proposed by the architect.

The Board asked the architect for the architect fee numbers since it was not included in the budget they sent. The architect fee plus soft cost brings the total to \$3,666,000 plus excluded items.

There was a lot of discussion about the budget and alternates for the project. A special meeting will be needed to discuss this in further detail.

Next meeting:

Special Meeting: May 8, 6:30pm

Regular Board Meeting: Monday, May 22, 2023 at 6:30 pm.

A motion was made by Laura, seconded by Theresa to adjourn the meeting at 8:15pm. All approved.

Respectfully
Theresa Sens, Secretary
Trustee

BERTHA BARTLETT PUBLIC LIBRARY
BOARD OF TRUSTEES – SPECIAL MEETING

Monday, May 8, 6:30 p.m.

Library meeting room

Chris Feil, board President opened the meeting at 6:35 p.m. Attending were Chris Feil, Lynn Cummings, Laura Donaldson, Theresa Sens, Duane Fournier, Grant Reimers, and Matt Emerson; Mary Kay Solberg as city council representative; Shelley Hart as foundation representative; and Mark Jackson as city administrator.

The agenda was reviewed. A motion was made by Grant, second by Lynn, to approve the agenda as written. All approved.

The Board reviewed the Project Balance Sheet.

Chris will follow up with the demolition company to see what, if anything, they have left to do.

The Board reviewed the budget and alternates from the architect and discussed it at length. Discussion included the bidding process, our obligations, current budget estimates, and a review of revenue raised and grant deadlines and specifications. Alternative funding opportunities were briefly discussed. Kolleen, Chris and Shelley are continuing to work on writing new grants and soliciting donations.

It was noted that the Board will need to clarify with the architect how long the bids will be good for. Typically the time frame is 60 days but we need to make sure it isn't 30 or some other time frame.

The Board agreed to follow the next step of going to bid on the project in its entirety, with alternates, and see what the numbers come back as. The Board will then review the bids and make a recommendation to the city to accept/reject the bids.

Mark explained the process of noticing the public hearing and the bids.

The City Council will do a walkthrough of the library next week to ask questions about the project budget and scope with Kolleen and some of the board members.

Theresa moved to adjourn, Duane seconded. All approved. The meeting adjourned at 7:10pm.

Respectfully
Theresa Sens, Secretary
Trustee

Bertha Bartlett Public Library

April 2023 Expenses and Deposits

Acct #	Story City Expenses	<u>2022-2023</u> Budget	Month to date	Year to date	Budget remaining	% of funds Remaining	FT & PT Salaries Combined
001-4410-6010	Salaries: Full Time	\$ 80,983.00	\$ 4,002.87	\$ 43,970.65	\$ 37,012.35	45.70%	Budget: \$124,733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 4,150.95	\$ 46,697.41	\$ (2,947.41)	-6.74%	YTD:\$90668.06 spent
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 618.30	\$ 6,880.33	\$ 2,661.67	27.89%	Total:
001-4410-6130	IPERS	\$ 11,774.00	\$ 769.73	\$ 8,457.92	\$ 3,316.08	28.16%	\$34,064.94 remains
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 404.79	\$ 4,076.79	\$ 12,498.21	75.40%	32.30%
001-4410-6230	Travel/Training	\$ 500.00	\$ -	\$ 260.52	\$ 239.48	\$ 47.90	27.30%
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 306.25	\$ 3,974.23	\$ (1,974.23)	-98.71%	
001-4410-6371	Utilities	\$ 2,200.00	\$ 478.08	\$ 3,980.10	\$ (1,780.10)	\$ (80.91)	
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ 4,718.00	\$ (818.00)	-20.97%	
001-4410-6490	Professional Services	\$ 2,000.00	\$ 67.50	\$ 864.50	\$ 1,135.50	56.78%	
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 416.48	\$ 1,133.24	\$ 1,366.76	54.67%	
001-4410-6501	Building Supplies	\$ 1,000.00	\$ -	\$ 580.30	\$ 419.70	41.97%	
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,349.56	\$ 650.44	32.52%	
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ -	\$ 638.58	561.42	46.79%	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ -	\$ 1,222.32	\$ 777.68	38.88%	
001-4410-6507	Misc. Operating supplies		\$ -	\$ 119.00	\$ (119.00)	0.00%	
001-4410-6727	Capital Equipment		0	4601.07	-4601.07	0.00%	
001-4410-6508	Petty Cash/Postage	\$ 100.00	0	\$ -	\$ 100.00	100.00%	
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ 1,088.67	\$ (88.67)	-8.87%	
001-4410-6771	Audio	\$ 500.00	\$ 25.63	\$ 25.63	\$ 474.37	94.87%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 930.82	\$ 11,293.00	\$ (2,217.00)	-24.43%	
001-4410-6773	Video	\$ 500.00	\$ -	\$ 612.44	\$ (112.44)	-22.49%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 1,501.96	\$ (501.96)	-50.20%	
		\$ 195,300.00	\$ 12,171.40	\$ 148,046.22	\$ 46,053.78		
Deposits to: **							
001-4410-1-458	General Fund		\$ 55.05	\$ 1,712.27			
001-4410-1-447	General Fund	\$ 25,000.00	\$ -	\$ 29,857.95			
031-4410-2-470	Donations		\$ -	\$ 1,810.00			
031-4410-4-430	Interest on Deposits		\$ 1,168.53	\$ 9,104.21			
	Total Deposits			\$ 42,484.43			
B. Trust Fund Deposits/Balance							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ (25,004.10)	\$ 309,192.37			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 212,900.89	\$ (199,695.79)	\$ 13,205.10	Savings Accounts - CD transfer below		
031-0950-4-4300	Interest		1168.53	9104.21			
031-4410-4-4799	Misc. Receipts	\$ -					
031-1143	CD in GNB for \$200,000		\$ 200,000.00				
	Total in Trust			\$ 331,501.68			
Library Trust Expenses							
031-4410-6230	Travel & Training		\$ -	\$ 8,493.40	Emergent Architecture		
031-4410-6320	Building & Grounds						
031-4410-6490	Professional Services						
031-4410-6507	Misc. Operating	\$ -					
031-4410-6727	Capital Equipment						
031-4410-6672	Books						
031-4410-6798	Capital Project		\$ 26,071.70	\$ 27,120.70	Architecture & Asbestos testing		
	Total Library Trust Exp	\$ -	\$ 26,071.70	\$ 35,614.10			

Bertha Bartlett Public Library

May 2023 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
	Story City Bills			
001-4410-6150	Wellmark	5/2/2023	\$539.72	Health Insurance, KT
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	5/22/2023	\$ 337.50	Library cleaning
001-4410-6320	Nelson Electric	5/22/2023	\$ 1,000.00	Removal of Lights on Tekippe building
001-4410-6371	Black Hills Energy	5/21/2023	\$ 537.96	503 Broad Street
001-4410-6373	Aureon	5/1/2023	\$ 79.22	Telephone
001-4410-6500	Visa	5/1/2023	\$ 24.15	Teen program
001-4410-6500	Amazon	5/22/2023	\$ 268.78	Programming materials-crafts
001-4410-6506	Amazon	5/22/2023	\$ 3.75	Office
001-4410-6772	Center Point Large Print	5/1/2023	\$ 138.42	Books
001-4410-6772	Ingram	5/2/2023	\$ 25.10	Books
001-4410-6772	Ingram	5/17/2023	\$ 184.37	Books
001-4410-6772	Ingram	5/18/2023	\$ 454.39	Books
001-4410-6772	Baker & Taylor	4/24/2023	\$ 160.28	Books
001-4410-6772	Baker & Taylor	5/2/2023	\$ 33.61	Books
	Baker & Taylor	5/8/2023	\$ 50.16	Books
001-4410-6772	Baker & Taylor	5/16/2023	\$ 152.81	Books
001-4410-6772	Amazon	5/22/2023	\$ 225.57	Book
001-4410-6773	Amazon	5/22/2023	\$ 85.95	DVD's
	TOTAL - Story City		\$4,331.74	
	Capital Project Bills			
333-8751-6798	Bergo Environmental	3/29/2023	\$6,700.00	Asbestos abatement
333-8751-5798	Earth Services & Abatement	4/30/2023	\$46,075.00	Building demolition
333-8751-5798	Emergent Architecture	4/17/2012	\$41,797.21	Architecture fees
333-8751-5798	Emergent Architecture	5/12/2023	\$29,991.49	Architecture fees
			\$124,563.70	
	Gilbert Bills			
033-4410-6500	Amazon	5/22/2023	\$ 60.74	Programming materials
033-4410-6506	Amazon	5/22/2023	\$ 18.47	Office supplies
033-4410-6772	Ingram	5/17/2023	\$ 31.83	Books
033-4410-6772	Ingram	5/18/2023	\$ 27.02	Books
	Total - Gilbert		\$ 138.06	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2022-2023 Statistics Report

	July 21	July 22	Aug. 21	Aug. 22	Sept. 21	Sept. 22	Oct. 21	Oct. 22	Nov. 21	Nov. 22	Dec. 21	Dec. 22	Jan. 22	Jan. 23	Feb. 22	Feb. 23	Mar. 22	Mar. 23	Apr. 22	Apr. 23	May 22	June 22
City	2402	2197	1929	2012	1671	1657	1411	1762	1750	1712	1296	1680	1399	1453	1521	1402	1583	1695	1540	1373	1045	2469
County	362	438	361	380	246	391	307	294	357	338	381	220	360	322	256	240	414	288	458	175	393	445
Other	817	1087	890	970	777	693	854	679	853	638	786	607	903	650	763	656	914	958	638	717	790	932
Gilbert	639	455	439	387	295	196	276	168	250	127	292	136	201	122	201	128	206	207	214	148	229	540
Total	4220	4177	3619	3749	2989	2937	2848	2903	3210	2815	2755	2643	2863	2547	2741	2426	3117	3148	2850	2413	2457	4386
Open Access	817	1062	890	995	777	657	854	679	853	638	786	607	903	650	763	656	914	958	638	717	790	932
Adult	1348	1229	1021	1246	975	1107	1030	1129	1113	1153	975	1053	1167	1068	1088	989	1244	1177	1036	968	1026	1293
Young Adult	197	216	189	203	100	135	65	161	65	139	54	117	115	120	61	125	143	134	127	124	111	203
Juvenile	2229	2296	1989	1900	1536	1436	1378	1332	1546	1236	1315	1105	1222	1040	1252	1057	1275	1446	1343	1083	1058	2461
Video	0																			0	0	6
DVD	324	302	349	264	270	180	305	193	391	203	302	2582	254	226	224	179	312	252	241	128	201	305
Audio	0										59		21		44	0	43		16	0		4
CD	0	16				2	0	4		3		16		2		0	4	1	1	3	1	0
CD book	67	56	39	56	40	30	35	30	51	29	11	37	29	48	19	33	23	37	28	49	24	59
Magazines	18	17	14	34	40	22	17	21	12	18	18	11	13	9	16	7	32	21	26	14	21	19
Puzzles	1	32	1	25	9	13	6	18	28	31	7	46	26	30	31	30	35	50	31	32	11	25
Puppets	6	4	11	6	0	2	0	1	0	0		1		3		2		25		10	0	7
Other	21	9		15	19	10	12	14	4	3	10	5	6	1	5	4	6	5	1	2	4	43
Total	4211	4177	3613	3749	2989	2937	2848	2903	3210	2815	2751	2643	2853	2547	2740	2426	3117	3148	2850	2413	2457	4425
E-books			406	332	350	299	344	336	303	276	317	276	403	320	346	276	320	396	267	267	289	322
Downloaded Audio		384	300	375	284	386	293	370	313	359	334	344	334	336	327	379	323	436	351	422	330	347
Ref.? Asked	213	350	179	106	134	102	139	103	147	102	59	55	70	103	78	98	82	80	82	84	65	121
Ref.? Answered	213	105	179	106	134	102	139	103	147	102	59	55	70	103	78	98	82	80	82	84	65	121
Reference-Gilbert	54	32	54		51	44	32	39	37	32	10	39	27	7	19		26	18	29	43	18	43
PATRONS																						
Programs - children	11	14	2	8	3		4	14	3	7	3	6	4	8	6	8	5	10	7	10	9	8
Attendance - children	321	373	13	25	26	124	30	178	22	123	23	90	43	134	88	152	43	213	135	1515	106	428
Attendance - adults	113	179	2	6	19		22	64	15	36	21	32	16	43	41	53	32	76	59	47	35	156

Bertha Bartlett Public Library 2022-2023 Statistics Report

Programs - StoryX		0	1	2		6		5		6		6		5		6		5		2		
Attendance - children		0	9	15		41		36		36		20		32		44		28		11		
Attendance - adults		0	2	2		8		5		7		3		6		8		5		2		
Programs - Teen/Tweens	3	5	2	4	4	4	2	2	2	4	1	3	3	4	2	4	1	4	3	4	2	6
Attendance - teens	17	26	4	8	12	23	4	15	8	32	5	23	19	33	15	25	4	19	16	24	12	54
Attendance - adults	6	6	2	6	2	4	0	2	1	6	0	6	1	5	0	5	1	5	3	5	3	
Programs - Adult	3	6	3	7	4	7	4	5	5	2	4	6	6	6	5	6	7	7	9	6	5	6
Attendance - children	4	0	0	5	5	0				0	0	0	0	0	0	1		0	5	0		31
Attendance - adults	14	41	18	36	22	40	13	25	29	40	28	30	34	31	30	31	46	41	61	43	37	144
Total Programs	17	21	9	1	11	29	10	21	10	23	8	22	13	23	13	24	13	22	19	32	16	14
Total Attendance	475	625	355	21	86	272	72	321	75	265	77	232	113	284	174	319	126	363	281	279	187	547
Gilbert Programs	13	11	1	1	5	1	5		6	0	5	0	3	0	4	2	6	6	4	10	2	13
Attendance	379	341	306	135	7	13	2		22	0	45	0	29	0	33	18	41	67	30	126	20	579
Attendance - Adults	108	116		140	9		8		29		28	0	15	0	16	5	24	20	18	27		192
Hours - Gilbert	81	72	73	80	76	67	70.0	68.0	66.0	87.0	76.0	72.0	68	69.5	68	64	83	76	68	69	66	78
Total People	818	697	324	758	165	172	172	199	179	139	181	155	171	122	134	88	215	239	183	285	217	1029
People/hour	10.10	9.70	4.40	9.50	2.1	2.6	2.5	3.0	2.7	1.6	2.4	2.1	2.5	1.8	2	1.4	2.6	3.1	2.7	4.1	3.2	13.2
Gilbert Site Circ.	881	700	594	624	458	325	456	417	409	314	471	404	369	184	369	233	422	481	340	290	357	794
Hours - Story City	198	187	202		191	191	194	198	193.0	191.0	186.0	169.0	190	191	184	180	209	207	196	183.5	195	199
Total People	2301	2665	2117		3341	2889	2199	3187	2029	2377	1781	2011	1813	2143	1728	2154	2541	2470	2078	2055	2009	3048
People/Hour	11.6	14.3	10.5		17.5	15.1	11.3	16.1	10.5	12.5	9.6	11.9	9.5	11.2	9.4	12.1	12.2	11.9	10.6	11.2	10.3	15.3

Bertha Bartlett Public Library 2022-2023 Statistics Report

CARDS																						
Issued - Story City	11	25	23	15	15	12	6	15	22	18	5	2	12	7	9	13	16	16	20	11	12	20
Issued - Gilbert	9	3	6	7	3	3	4	8	1	4	1		0	0	0	2	3	3	3	0	5	12
Withdrawn	3	0	2		0	0	0	0			0		0		0	1	20	0	16	0	0	0
renewed - Story City	1	27	40	20	57	29	35	26	27	31	3	1	30	6	24	18	32	25	16	18	11	43
renewed - Gilbert	11	8	2	10	13	1	(combined)	2	9	1	4		2	0	1	3	0	0	0	2	11	2
Meeting Room Library	15	9	2	9		11	8	16	9	14	5	19	8	18	10	19	9	19	14	17	10	9
Meeting Room - Other	2	8	6	14		7	5	16	9	6	5	21	5	15	5	12	12	13	7	16	7	2
Other meetings				17		16		6		14				6		8		12		8		
Computer Use	130	96	141	121	106	123	96	93	96	95	80	63	86	71	89	78	111	126	115	92	91	93
Test Proctoring			0		0	0		0		0	0	0			0	0		0	0	0	0	
Interlibrary Loans Requested	11	12	14	15	8	15	10	13	25	17	4	12	24	19	15	28	16	19	19	9	13	11
Interlibrary Loans Sent	27	27	35	37	31	38	31	34	37	32	27	24	35	32	32	34	38	44	24	42	28	27
Book Club Sets	0		2	2	0	0	2	0	1	1	2	1	2		2	0	0	3	0	0		0
Microfilm Use			0		0	1	1	0	2		0				0	0		0	0		1	2
Gilbert Computer use	22	41	27	34	37	10	28	7	21	9	13	3	15	10	15	1	16	30	11	26	8	6
In House Use - Gilbert	464	221	221	155	107		100	15		4	117			48	42	1	77	26	65	40	70	276

In House Use -
Story City

Policy on Diversity, Equity, and Inclusion

The Bertha Bartlett Public Library embraces and supports the diversity of our workforce as well as our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, physical or mental ability or disability. The Bertha Bartlett Public Library is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

The Library demonstrates its support by:

- Engaging the board, leadership, and staff in ongoing inclusion training, education, and professional development;
- Creating a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect;
- Developing and implementing programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities; and
- Developing a supplier diversity program that mirrors the patrons we serve.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and library's achievement as well. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The library's diversity initiatives are applicable to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of the Bertha Bartlett Public Library have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all library events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Approved