

Bertha Bartlett Public Library

Board Meeting–
Wednesday, June 28, 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
- June bills

Circulation Report: Duane Fournier

Correspondence/Communications:

- Library Board training: Report from Trustee handbook
- Trustee handbook: Hiring a director

Gilbert Update:

New Business:

- July 4 is on Tuesday, can the library be closed on Monday, July 3?
- Search committee report
- Laminator for public use, purchase small one for instant, charges

Old Business:

- Raises for 2023-2024 FY, (pay period ends in 3 days)
 - Base rate discussion
 - Part-time salaries - hiring

Adjournment

Next: Monthly board meeting: Monday, July 24, 2023, 6:30 p.m.

Staff Report June 2023

The Pre-construction bid walk-through was held last week, with over 21 people attending, 5 construction companies. I represented the library and city. The architects were happy with attendance, and there were a number of good questions from those interested in bidding the project.

The library has been averaging about 150 people per day, even though our largest programs, our KOOL (K-4) programs are off-site. This is better than we expected, but we still have seen a dramatic change in the use of the library on the days of programming. The importance of having the programs IN the library to learn about library usage, to develop the ability to locate books, are definitely diminished when we have to meet off-site. But it was inevitable as the library programs in Story City has had attendance between 65 and 90 each week. Gilberts range is from 70 to 114 attendees.

The reading programs have signed up more children than any other year, with already over 250 KOOL, 49 Teens/Tweens, and 28 Adults signed up in Story City and nearly 170 KOOL, and 21 Tweens & Teens registered in Gilbert. The importance of reading books, not just listening to books, is some concern. I hope the reading programs allows our children to retain and maintain their cognitive skills and enable them to progress into school this fall with less anxiety and duress over the loss of reading and comprehension skills over the summer. It is important for parents to reinforce that message.

Jobs are being posted, both the Library Aide/Teen/Tween position and Library Director are on the state library website, our website and Facebook pages. The committee has posted it on other websites, and newspapers elsewhere. We have to discuss the wages for existing staff in addition to the new hires. If we increase our starting wage, you should increase the faithful staff who are handling the burden now, who are fully trained, taken on tremendous responsibilities and will be doing the majority of the troubleshooting for the next year or so while a new director is getting their feel for the job. Please be thinking about this.

The city appears to have approved 4% raises for other city staff. I would recommend everyone get a 4% raise now, and consider changes to roles at the library which would allow larger increases, if I read the city policies correctly. At the last city council meeting, they approved salary increases which shows our current wages are not even in the ballpark.

The employees have requested that the library be closed on Monday, July 3 for a longer holiday weekend. Having a break would be good for everyone, as we have been going full steam all day and all month. We have been juggling preschool programming between the Kinne Wing and the meeting room due to space needed by the Teens and Tweens. Both preschool programs are averaging between 20 and 30 children each week, and the Teen & Tween activities are keeping around 14 to 16 involved.

Another issue: we are getting lots of requests for laminating items for the public. We are suggesting we purchase a small laminator for public use, and if people want larger items laminated, they will have to wait until we do laminate the covers. We would need to charge appropriately. We can get a decent small laminator for less than \$100, will not be large enough for book covers, but I'm still looking at the cost of the supplies. I hope I have a recommendation for the meeting.

Bertha Bartlett Public Library
Board of Trustees
Minutes
May 22, 2023

Chris Feil, board President opened the meeting at 6:30 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; Shelly Hart as foundation representative; Kolleen Taylor, library director; Mark Jackson joined the meeting later.

The agenda was reviewed with three additions. A motion was made by Theresa, second by Lynn to approve the agenda with additions. All approved.

Minutes were reviewed from the April meeting. A motion to approve the minutes with one change was made by Theresa, second by Laura. All approved.

Minutes were reviewed from the Special meeting in April. A motion to approve as written was made by Lynn, second by Laura. All approved.

Citizens Appearance – Mary Kay reported that last week’s library walkthrough with the city council went well; it helped them to understand the project scope and status.

Foundation Report - Shelly gave the Foundation report to the board. The Foundation met last week. They will pay for a pool party for the reading program. The Foundation approved allocating \$3,000.00 towards a contract with Hoopla. It was discussed and decided that the trustees, instead of the foundation, will pay for a ‘coming soon’ sign in front of the demolished building to advertise the project.

Financial reports were reviewed by Duane. There was a typo on the P&L report; they stated March, but the numbers were for April. The GNB bank CD has been cashed in and Kolleen will look in to the matter.

Duane reviewed the May bills. Emergent Architecture bills are coming in every few weeks now. About \$2,000 is owed on the demolition but the project is not fully cleaned up yet. A motion to approve the financial reports for May 2023 was made by Duane, second by Theresa. All approved.

Circulation Report – Kolleen gave the circulation report. The numbers down slightly from last year. There was a slight glitch in the system during the circulation system update, so these numbers may not be totally accurate.

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

Board Training - 20 minutes of Board Training.

Report from Trustee Handbook: Lynn discussed Chapter One of the Handbook. Next month Laura will give her report on Chapter 3.

Kolleen gave a brief overview of the importance of committees and how they work within the context of the board of trustees.

- Summer reading kickoff
 - Kickoff party is Tuesday June 6, though signup begins Monday June 5.
- Raises for the 2023-2024FY (pay period ends the end of that week)
 - Raises typically follow city policy/recommendations but they are not ready yet.
 - The Board will discuss in further detail at the next meeting.
- Review job descriptions – employee policy. Tabled to next month.

Next meeting:

Board meeting **Wednesday June 28**, 6:30pm

A motion was made by Theresa, seconded by Duane to adjourn the meeting at 7:45pm. All approved.

Respectfully
Theresa Sens, Secretary
Trustee

Bertha Bartlett Public Library

May 2023 Expense Cash Balances Report

Acct #	Story City Expenses	2022-2023 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	\$ 4,002.88	\$ 47,973.53	\$ 33,009.47	40.76%	Budget: \$124,733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 4,494.11	\$ 51,191.52	\$ (7,441.52)	-17.01%	YTD: \$99,165.05 spent
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 644.59	\$ 7,524.92	\$ 2,017.08	21.14%	20% remaining
001-4410-6130	IPERS	\$ 11,774.00	\$ 802.10	\$ 9,260.02	\$ 2,513.98	21.35%	\$25567.95 remains
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 404.79	\$ 4,481.58	\$ 12,093.42	72.96%	
001-4410-6230	Travel/Training	\$ 500.00	\$ -				
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 1,337.50	\$ 5,311.73	\$ (3,311.73)	-165.59%	
001-4410-6371	Utilities	\$ 2,200.00	\$ 569.46	\$ 4,549.56	\$ (2,349.56)	-106.8%	
001-4410-6373	Telephone	\$ 1,200.00	\$ 79.22	\$ 393.57	\$ 806.43	67.2%	
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ 4,718.00	\$ (818.00)	-20.97%	
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ 864.50	\$ 1,135.50	56.78%	
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 292.93	\$ 1,426.17	\$ 1,073.83	42.95%	
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	\$ 3.75	\$ 1,226.07	\$ 773.93	38.70%	
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	\$ 474.37	94.87%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 1,424.71	\$ 12,717.71	\$ (3,641.71)	-40.12%	
001-4410-6773	Video	\$ 500.00	\$ 85.95	\$ 698.39	\$ (198.39)	-39.68%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 1,501.96	\$ (501.96)	-50.20%	
		\$ 195,300.00	\$ 14,141.99	\$ 162,242.04	\$ 32,557.96	16.79%	
Deposits to: **							
001-4410-1-4580	General Fund		\$ 228.30	\$ 1,940.57	\$ 1,940.57	0.00%	
001-4410-1-4470	General Fund	\$ 25,000.00	\$ -	\$ 29,857.95	\$ 4,857.95	19.43%	
031-4410-2-4705	Donations		\$ -	\$ 1,810.00	\$ 1,810.00		
031-4410-4-4300	Interest on Deposits		\$ 1,182.30	\$ 10,286.51	\$ 10,286.51		
	Total Deposits		\$ 1,410.60	\$ 43,895.03	\$ 18,895.03		
B. Trust Fund Deposits/Balance							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ 202,245.13	\$ 536,441.60			
031-4410-2-4404	Local Grant						
	GNB Savings Account	\$ 212,900.89	\$ (199,961.02)	\$ 13,209.87	Savings Accounts - CD transfer below*		
031-0950-4-4300	Interest		1182.3	10286.51			
031-4410-4-4799	Misc. Receipts	\$ -					
031-1143	CD in GNB for \$200,000		\$ 200,000.00		Closed and Moved to general fund*		
	Total in Trust			\$ 559,937.98			
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

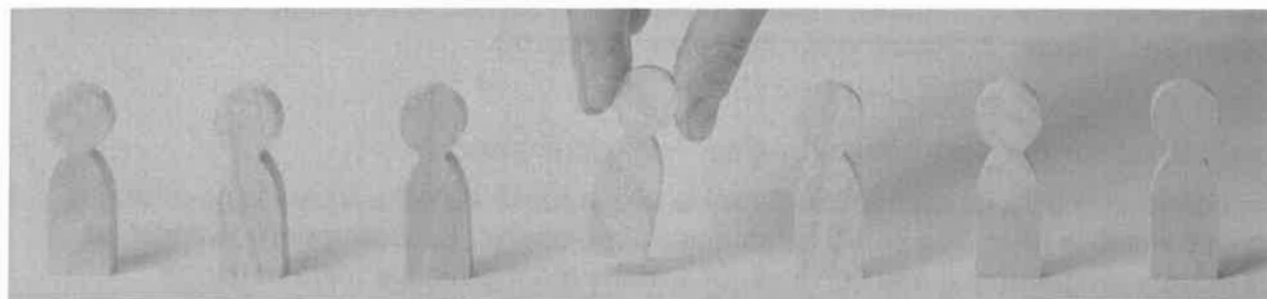
June 2023 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
	Story City Bills			
001-4410-6150	Wellmark	auto	\$539.72	Health Insurance, KT
001-4410-6320	Aspen	auto	\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Early Bird Window Washin	6/9/2023	\$ 80.00	Window cleaning
001-4410-6320	Sabrina Gogerty	6/29/2023	\$ 375.00	Library cleaning
001-4410-6320	Converse Conditioned Air, Inc	5/31/2023	\$ 792.62	Semi-annual HVAC inspection & filters
001-4410-6320	Sign It Here	6/12/2023	\$ 242.00	Sign for building
001-4410-6329	Story City Space center	6/4/2023	\$ 180.00	storage - May & June
001-4410-6371	Black Hills Energy		Credit	503 Broad Street - (will be paid in July)
001-4410-6373	Aureon	6/1/2023	\$ 81.32	Telephone
001-4410-6490	CRS (Computer Resource)	6/12/2023	\$ 2,252.49	Computer Security Certificate & support
001-4410-6500	Visa	6/6/2023	\$ 182.80	SRP supplies
001-4410-6500	Science Center of Iowa	6/8/2023	\$ 200.00	Summer Program
001-4410-6500	Amazon	6/16/2023	\$ 64.39	Programming supplies
001-4410-6501	Quill	6/13/2023	\$ 150.42	Building Supplies
001-4410-6502	Dell	6/13/2023	\$ 5,932.50	Computers
001-4410-6505	Demco	6/6/2023	\$ 317.02	Cataloging supplies
001-4410-6506	Quill	6/13/2023	\$ 158.66	Office supplies
001-4410-6506	Amazon	6/16/2023	\$ 782.01	Copier & office supplies
001-4410-6772	Center Point Large Print	6/1/2023	\$ 138.42	Books
001-4410-6772	Center Point Large Print	6/13/2023	\$ 264.39	LP Books
001-4410-6772	Cengage	6/6/2023	\$ 79.97	Books
001-4410-6772	Cengage	6/9/2023	\$ 29.24	Books
001-4410-6772	Cengage	6/9/2023	\$ 22.39	Books
001-4410-6772	Cengage	6/13/2023	\$ 22.39	Books
001-4410-6772	Baker & Taylor	5/23/2023	\$ 82.64	Books
001-4410-6772	Baker & Taylor	5/31/2023	\$ 81.11	Books
001-4410-6772	Ingram	6/6/2023	\$ 332.39	Books
001-4410-6772	Ingram	6/14/2023	\$ 76.79	Book
001-4410-6772	Amazon	6/16/2023	\$ 143.66	Books
001-4410-6772	World Book	6/15/2023	\$ 799.00	Encyclopoedia Set (2023)
001-4410-6774	Midwest Tape, LLC	5/30/2023	\$ 3,000.00	Hoopla
	TOTAL - Story City		\$17,433.34	
	Gilbert Bills			
033-4410-6500	Science Center of Iowa	6/8/2023	\$ 200.00	Summer Program
033-4410-6500	Amazon	6/16/2023	\$ 62.84	Programming supplies
033-4410-6500	Visa	6/8/2023	\$ 8.27	Glue sticks - programs
033-4410-6772	Amazon	6/16/2023	\$ 12.79	Books
033-4410-6772	Ingram	5/23/2023	\$ 21.99	Books
033-4410-6772	Ingram	6/6/2023	\$ 33.92	Books
033-4410-6772	Ingram	6/14/2023	\$ 84.79	Books
	Total - Gilbert		\$ 424.60	

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	May 23	June 22
City	2402	2197	1929	2012	1671	1657	1411	1762	1750	1712	1296	1680	1399	1453	1521	1402	1583	1695	1540	1373	1045	1394	2469
County	362	438	361	380	246	391	307	294	357	338	381	220	360	322	256	240	414	288	458	175	393	109	445
Other	817	1087	890	970	777	693	854	679	853	638	786	607	903	650	763	656	914	958	638	717	790	739	932
Gilbert	639	455	439	387	295	196	276	168	250	127	292	136	201	122	201	128	206	207	214	148	229	108	540
Total	4220	4177	3619	3749	2989	2937	2848	2903	3210	2815	2755	2643	2863	2547	2741	2426	3117	3148	2850	2413	2457	2350	4386
Open Access	817	1062	890	995	777	657	854	679	853	638	786	607	903	650	763	656	914	958	638	717	790	739	932
Adult	1348	1229	1021	1246	975	1107	1030	1129	1113	1153	975	1053	1167	1068	1088	989	1244	1177	1036	968	1026	941	1293
Young Adult	197	216	189	203	100	135	65	161	65	139	54	117	115	120	61	125	143	134	127	124	111	73	203
Juvenile	2229	2296	1989	1900	1536	1436	1378	1332	1546	1236	1315	1105	1222	1040	1252	1057	1275	1446	1343	1083	1058	1060	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	192	305
Audio	0									3	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	28	59
Magazines	18	17	14	34	40	22	17	21	12	18	18	11	13	9	16	7	32	21	26	14	21	31	19
Puzzles	1	32	1	25	9	13	6	18	28	31	7	46	26	30	31	30	35	50	31	32	11	18	25
Puppets	6	4	11	6	0	2	0	1	0	0	1			3		2		25		10	0	5	7
Other	21	9		15	19	10	12	14	4	3	10	5	6	1	5	4	6	5	1	2	4	2	43
Total	4211	4177	3613	3749	2989	2937	2848	2903	3210	2815	2751	2643	2853	2547	2740	2426	3117	3148	2850	2413	2457	2350	4425
E-books			406	332	350	299	344	336	303	276	317	276	403	320	346	276	320	396	267	267	289	384	322
Downloaded		384	300	375	284	386	293	370	313	359	334	344	334	336	327	379	323	436	351	422	330	253	347
Audio																							
Ref.? Asked	213	350	179	106	134	102	139	103	147	102	59	55	70	103	78	98	82	80	82	84	65	105	121
Ref.?	213	105	179	106	134	102	139	103	147	102	59	55	70	103	78	98	82	80	82	84	65	105	121
Reference-Gilbert	54	32	54		51	44	32	39	37	32	10	39	27	7	19		26	18	29	43	18	23	43
<u>PATRONS</u>																							
Programs - children	11	14	2	8	3		4	14	3	7	3	6	4	8	6	8	5	10	7	10	9	12	8
Attendance - children	321	373	13	25	26	124	30	178	22	123	23	90	43	134	88	152	43	213	135	1515	106	209	428
Attendance - adults	113	179	2	6	19		22	64	15	36	21	32	16	43	41	53	32	76	59	47	35	59	156



Chapter 4: Hiring a Library Director

Your job as a library board member is to make sure the library is well managed. To do that, the board hires a qualified director to manage the day-to-day operations of the library. Before hiring a library director, the entire board should have a good grasp of the work that public library directors do. Your library director is the department head of a city service who has many responsibilities.

What Do Public Library Directors Do?

- ❖ Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- ❖ Hire and supervise staff
- ❖ Implement and interpret board policy to staff and the public
- ❖ Administer the library budget
- ❖ Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- ❖ Manage library services and programming
- ❖ Supervise outreach services to the community
- ❖ Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment
- ❖ Represent the library in the community by promoting its services and programs
- ❖ Instruct users how to access, evaluate, and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most important duties of the library board.

In small cities with few or no other library staff, the library director serves customers directly and may also:

- ❖ Provide preschool story time to build early literacy skills in young children
- ❖ Help students find resources to complete school assignments
- ❖ Help readers find a good book
- ❖ Answer reference questions from patrons
- ❖ And yes... check out books!

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined on the following pages.

Conduct a Preliminary Assessment

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. In order to do this, the board needs to discuss the following questions:

- ❖ What is the role of the library in the community?
- ❖ Have community needs changed? Has the library kept pace?
- ❖ What direction does the library need to go?
- ❖ What qualifications are needed in the next director?
- ❖ What is the reason for the job opening?
- ❖ Was the previous director dissatisfied? Why?
- ❖ Was the board dissatisfied with the previous director? Why?

Develop a Timeline

A timeline should be established to include the following tasks:

- ❖ Appointing the search committee (should be less than a quorum).
- ❖ Reviewing the current job description and updating if necessary.
- ❖ Writing the job advertisement and sending it through various communication channels (library website, city website, local / area newspapers, State Library Job List posting, etc).
- ❖ Determining the deadline for applications.

- ❖ Reviewing the applications and deciding on persons to interview.
- ❖ Determining interview schedule and questions.
- ❖ Determining the time needed for the board to make a decision and offer the job to the candidate.
- ❖ Determining the timeframe for the candidate to respond.

Set up the Search Committee

The board as a whole can function as the search committee. An alternative is to form a committee of board members and staff to review the applications and recommend candidates for the board to interview. If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

Applications for public positions are confidential documents under **Iowa Code 22.7(18)**, so protect applicants' identities by referring to them as "Candidate A, Candidate B," etc. during this stage of the process in open meetings. Deciding whether or not a subcommittee meeting has to be an open meeting is complicated and often turns on the specific facts of a particular meeting, refer to the **Iowa Public Information Board** (515-725-1781) with questions.

Review and Update the Job Description

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and technology competencies (online learning experience, website experience, social media use, etc.). All minimum requirements and desirable qualifications must be job related and should be delineated as required vs. preferred. The board should not hire a person with less than the minimum requirements.

Obtain a copy of the current job description from the current library director, the acting director, or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- ❖ Minimum requirement for education and previous work experience
- ❖ Primary management duties
- ❖ Desirable areas of expertise including technology skills
- ❖ Salary and benefits

- ❖ Probationary period
- ❖ Physical and environmental requirements of the job

Determine Salary and Benefits

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It may help to re-read the list at the beginning of this chapter titled “What Do Public Library Directors Do?”

In small towns, the library director’s position might be comparable to the city clerk. In larger cities, the library director’s job will compare more favorably with another city department head. Another valid job comparison to make is to compare the education requirements and job responsibilities of the library director with that of school district personnel or county government workers.

Too often the work of library directors and staff is not well understood, too often undervalued and unfairly compensated for the complex level of management expectations. In other words, many library directors (and staff) receive lower pay than other city employees who do comparable work, who also supervise staff, and who also have considerable management duties and education requirements.

A caution: library boards and directors often ask about salaries of directors in nearby towns of similar size. While that can be useful information, it should not be the sole basis for making decisions on library director and staff salaries. The reason is that low pay is a common fact among library employees. So comparing to other libraries’ salary scales often results in comparing to equally low salaries that don’t adequately compensate for the work performed.

Advertise the Position

The job description should be used to write the job advertisement; in turn, the advertisement should be as comprehensive as possible. Provide a fair summary of the position, the required education, experience, and skills needed, and the desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Integral to providing equal employment opportunities is a practice of openly advertising all available positions. Many city governments have policies regarding how city employment must be advertised so that all applicable laws are being followed. The city might also require consistent employment applications for city jobs. If your city has a human resources department, check there first before placing ads, or check with city hall.

While there is no state statute or regulation that explicitly mandates such advertising, the

“veterans’ preference” law in **Iowa Code 35C.1** requires cities to post a public notice of the application deadline to fill a public job at least ten days prior to that deadline. The spirit of the “veterans’ preference” law ensures that everyone has an equal opportunity to work for the government; that the best candidates have been sought for all public positions; that only the most qualified people work at all levels of government; and that when applicant qualifications are equal in every other way, veterans are the preferred candidates.

The job advertisement should be publicized widely. If the library board is considering hiring a director with a master’s degree in Library Science, then notify library schools or purchase an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and see how those deadlines fit within your timeline. In addition to advertising in local newspapers, you are welcome to send your notice to the **State Library Job List** to be posted at no cost.

Review the Applications

Many times, the city will receive the applications to ensure all requirements are complete, then send the applications to the library board. If your city has an HR department, use them to ensure all laws are followed. As applications arrive, each should be marked with the date of arrival to determine whether it falls within your timeline. Before applications are reviewed, evaluation criteria should be developed and used to rank them. It is helpful to develop a form that can be used by each member of the search committee; the form ensures a consistent screening and an easy way to compare each applicant’s qualifications to the requirements of the position.

The board must discuss applications in open session when determining which candidates will be contacted for an interview. Once the board has chosen which applicants will be interviewed, each of those candidates should be notified that they are a finalist and that the list of finalists may (or will, depending upon the particular city’s practice) become public. Some candidates may opt to drop out if they feel that their present jobs or working relationships would be compromised or endangered once their applications for different jobs become public. If a candidate agrees to be interviewed, again confirm whether a closed interview is required by law.

Interview Process

Interviews should be conducted in “stand alone” sessions—not regular board meetings—in which the interviews are the only business before the board. If an interview is conducted during a closed session in accordance with **Iowa Code 21.5**, be sure the board follows the laws in subsections 2, 3, 4 and 5, especially those pertaining to recording and documenting the closed session.

Prior to the interviews, the search committee should provide all candidates an

information packet that could include but is not limited to: the library mission statement; planning document; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

Develop a list of questions to be asked of every candidate interviewed. And be sure to apply the questions consistently, even if the interview team is familiar with the candidates. Typical questions to cover in the interviews are questions about the candidate's prior management experience, their library service philosophy, their staff supervision experience, their technology competencies, etc. Check with your city to see if there are any required questions for city employment. **NOTE:** It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. For more about interviewing see **Iowa Workforce Development's Successful Interviewing Guide**.

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.

Evaluate the Candidates

During the interview process, it's helpful to use your page of interview questions to record candidate responses and search committee impressions. Once all of the finalists have been interviewed, the search committee can then compare their notes, discussing and ranking the finalists. Some qualifications to consider in ranking candidates are:

- ❖ Library service attitude and philosophy; enthusiasm for librarianship
- ❖ Knowledge of foundational library principles such as intellectual freedom, patron privacy, etc.
- ❖ Knowledge of current library trends and literature
- ❖ Direct yet thorough responses to questions
- ❖ Evidence that the applicant has done some research for the position
- ❖ Ability to explain how their experience and talent can be used as library director
- ❖ Understanding the role of trustees; successful record of working with boards and community leaders
- ❖ Successful record of staff supervision
- ❖ Comfort level with technology, automation systems, online learning, social media, etc.
- ❖ Experience being involved in the community and comfort level with public relations
- ❖ Commitment to continuing education for self; support of continuing education for

staff and board

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the questionnaire to record responses. The search committee may want to seek out references other than those provided by the applicants. Be aware: some employers will only verify such things as dates of employment and last salary earned.

Make the Hiring Decision

Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract. Soon after the job offer has been accepted, notify the other candidates.

For further information and to follow all applicable hiring laws, refer to the [Legal & Library Law](#) webpage on the State Library website.

Gilbert Update - There has been some hail damage on the building. Also, the city wants the library to be responsible for the landscaping now because a past employee tampered with it in the past. Kolleen will discuss these issues with the city to clarify whose responsibility these items should be.

New Business:

- Presentation of Architect plan: Recommendation sent to city
 - Boar members will review the plan at home. The Architect wants our feedback by May 29 to finalize the plan.
- Century 21 Landscaping damage
 - The demolition of the Tekkipe building caused damage to the landscaping behind the neighboring building, Century 21.
 - Chris has discussed it with the owner of the building and proposed a temporary fix. The demolition company should help with the issue.
- Hoopla funded by Foundation - \$3,000 starting.
 - The Foundation has contributed \$3,000 to Hoopla. Costs are paid up front, and it will be monitored to see how long these funds last.
- Diversity policy
 - One of our grants requires a diversity policy which needs to be available online.
 - The Board reviewed Kolleen's proposed policy on Diversity, Equity, and Inclusion.
 - Duane moved to approve the policy as written, seconded by Laura. All approved.
- Updating Computers
 - Kolleen reports that the library needs 4 to 8 new computers and operating systems need to be updated as well. She will do a full inventory of library computers, to confirm how many need replaced.
 - Board agreed she can order in the next few weeks.
- Head librarian job search
 - Kolleen submitted to the board her letter of intent to retire at the end of August 2023.
 - A search committee is formed to begin preparing for the job search.
 - Laura, Lynn and Theresa from the board volunteered to be on the search committee. Other members will be selected from library staff, Gilbert, the Foundation, and the City.

Old Business:

- Kumla and Kringla at Scandinavian Days
 - Foundation to serve kringla and lemonade before the parade.
 - The Trustees will sell kumla at the community center after the parade.
 - Christine Johnson from Silver Spoon can make the kumla. 150 kumla on a stick for \$350.
 - We will have boards/displays regarding the expansion project.

May 22, 2023

RE: Retirement

To the Bertha Bartlett Public Library Board of Directors

Dear Trustees:

It is my intention to retire as the Library Director of the Bertha Bartlett Public Library at the end of this summer, and I would like my last days of work to be at the end of August, no later than mid-September.

I have been working for the City of Story City as its library director since April of 2007. My intention was to try to make it through the building project, but as fundraising for this project became more staff driven, the burden has become heavier than anticipated.

There are many unique skills needed in managing a library. My technology experience and years of non-profit budgeting and management in both the library world and the public sector has served me well in this job, but these are not common skill sets for librarians. I want to give you ample notice so you can find someone who will be able to take good care of both the staff and community, and be an asset to the library board.

I have loved this job, but I have also taken very little personal time off. My time off over the past 16 years has often been spent assisting my parents and other family members needing help as they age. The new wrinkle in my life is an estate that has immediately made my life more complicated, and I don't believe I can do justice to the library job, the staff, and the building project with this falling into the same timeline.

I urge you to find someone who is passionate about libraries, but also sensitive to the community you live in. I would hate to see anyone hired who is using this community as a stepping stone, and not truly value the people who make this town so special.

Sincerely,



Kolleen Taylor

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.

Required 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 \$39,500-\$49,500, commensurate with experience.

To Apply

Submit cover letter, resume, and references to:

hslifka@cityofstorycity.org

or via mail:

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

Revised 06/23

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