



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library – Group Study B  
6 pm  
Wednesday, January 3, 2024

With Iowa cases of novel coronavirus, COVID-19, Library staff has been evaluating ways to meet State code requirements for hosting a public meeting while practicing social distancing measures recommended to curb the outbreak of COVID-19.0

\*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise.

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/81092708655?pwd=QjRjM0I2b3I1QTRuS1NkS3pPT1RaUT09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)

Meeting ID: 810 9270 8655 Password: 627769

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Presentation of Plaque to Mr. Campbell
- 4) Approval of Consent Agenda
  - a) Approval of Minutes from past meeting –December 2023
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- December
  - e) Director Report -- December
  - f) Statistics
- 5) Public Comments
- 6) Foundation Update
- 7) Friends of the Library Update
- 8) City Council Liaison Report
- 9) Old Business
- 10)New Business
  - a) Consider/Approve Library Board of Trustees Applicants
  - b) Trustee Training – Chapter 10
  - c) Review/Approve Job Descriptions for Library Director, Assistant Library Director, Youth Services Librarian, Children’s Librarian, Adult Services Librarian, Clerk II
  - d) Review Long-Range Plan
- 11)Board President Items
- 12)Adjournment

Next meeting February 7, 2024

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or [jills@bondurantlib.com](mailto:jills@bondurantlib.com), no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, December 6, 2023**

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Craig Campbell, Amber Flinn and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:02 PM by President Bryant.
3. **Guests present:** Marketa Oliver, City Administer.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda as amended by Ugulini, seconded by Keeler. Motion carried.
5. **Approval of Consent Agenda:**
  - a. Minutes of past meeting – November 2023
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report – November 2023
  - e. Director’s Report – November 2023
  - f. Statistics Review

Director Sanders told of a substantial increase in monies from Polk County. This will be used to replace technology in the Library. A budget amendment will be submitted. Motion to approve the above consent agenda by Kramer, seconded by Campbell. Motion carried.

6. **Public Comments:** None.
7. **Library Foundation Update:** No December meeting. Trivia Night postponed. Upcoming events: 3<sup>rd</sup> Annual Mini-Golf Event: February 2024, Puzzle contest, Spring Book Sale.
8. **Friends of the Library Update:** No December meeting. Trivia Night postponed. Upcoming events: 3<sup>rd</sup> Annual Mini-Golf Event: February 2024, Puzzle contest, Spring Book Sale.
9. **City Council Liaison Report:** Marketa Oliver provided an update. Phase 1 of the City Park project has started and will be finished by June 2024 for the 50<sup>th</sup> Anniversary of Summerfest. There is a new mural at the Trailhead and dedication will be December 18<sup>th</sup> at 5:30 PM. Tara Cox will be the new City Council Liaison for the Library Board. The Merry & Bright parade and other seasonal activities were well attended.
10. **Old Business:**
  - a) **Discussion Trustee Term Appointments – Terms ending 1/1/2024.** Amber Flinn agreed to a new term. Craig Campbell has resigned. Mr. Campbell has been a Trustee since 2008 and the Board thanked him for service to the community. Seeking applicants and there will be a post on the City of Bondurant website.

Motion to approve the appointments by Ugulini, seconded by Bergeson. Motion carried

**10. New Business:**

**a. Trustee Training – Chapter 8 Trustee Handbook:** *Board Relationships with Director, Staff and City.* Reviewed and discussed this chapter on strategic planning.

**b. Review/Approve Hours Open Policy.** Motion to approve by Ugulini, seconded by Campbell. Motion carried.

**c. Review/Approve Job Descriptions for Library Director, Assistant Library Director, Youth Services Librarian, Children’s Librarian, Adult Services Librarian, Clerk II.** Motion to approve by Kramer, seconded by Bergeson. Motion carried.

**d. FY 24/25 Budget Presentation and approval.** Director Sanders presented the proposed budget, explained changes and answered Board questions. Motion to approve by Ugulini, seconded by Kramer. Motion carried.

**11. Board President Items:** None.

**12. Adjournment:** Motion to adjourn by Campbell, seconded by Keeler. Motion carried.

**Next Meeting:** Wednesday, January 3, 2024 at 6 PM.



# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 12/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	4,000.00	4,000.00	154.30	2,845.05	-1,154.95 28.87 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	33,000.00	33,000.00	0.00	38,676.00	5,676.00 117.20 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	1,000.00	1,000.00	0.00	0.00	-1,000.00 100.00 %
<a href="#">001-410-6010</a>	SALARIES	330,886.31	330,886.31	25,311.53	161,624.37	169,261.94 51.15 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	76,633.81	76,633.81	6,142.53	39,804.73	36,829.08 48.06 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	1,500.00	1,500.00	0.00	100.00	1,400.00 93.33 %
<a href="#">001-410-6220</a>	SUBSCRIPTIONS & ED MATERIALS	0.00	0.00	0.00	36.36	-36.36 0.00 %
<a href="#">001-410-6230</a>	TRAINING	2,997.86	2,997.86	0.00	2,484.62	513.24 17.12 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	5,000.00	5,000.00	0.00	2,250.22	2,749.78 55.00 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	195.00	7,817.02	7,182.98 47.89 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	440.00	560.00 56.00 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	24,000.00	24,000.00	1,995.00	11,970.00	12,030.00 50.13 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	42,000.00	42,000.00	1,395.86	18,181.30	23,818.70 56.71 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	225.11	5,531.32	2,468.68 30.86 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	33,500.00	33,500.00	1,107.43	11,231.77	22,268.23 66.47 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	49,000.00	49,000.00	1,795.00	19,483.62	29,516.38 60.24 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	21,000.00	21,000.00	2,836.75	12,953.04	8,046.96 38.32 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,500.00	2,500.00	0.00	526.70	1,973.30 78.93 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,000.00	6,000.00	449.90	2,587.79	3,412.21 56.87 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	879.94	120.06 12.01 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,500.00	1,500.00	353.65	1,002.04	497.96 33.20 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	92.65	907.35 90.74 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	11,000.00	11,000.00	1,196.03	3,820.23	7,179.77 65.27 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	1,155.76	7,844.24 87.16 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-606,217.98</b>	<b>-606,217.98</b>	<b>-42,849.49</b>	<b>-262,452.43</b>	<b>343,765.55 56.71%</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-606,217.98</b>	<b>-606,217.98</b>	<b>-42,849.49</b>	<b>-262,452.43</b>	<b>343,765.55 56.71%</b>

**Budget Report**

**For Fiscal: 2023-2024 Period Ending: 12/31/2023**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	4,500.00	4,500.00	0.00	6,259.76	1,759.76 139.11 %
<a href="#">167-410-2-4705</a>	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	1,083.50	22,506.07	21,006.07 1,500.40 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	154.76	154.76 0.00 %
<a href="#">167-410-6450</a>	REFUNDS/REIMBURSEMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	20,000.00	20,000.00	1,529.52	10,328.87	9,671.13 48.36 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-15,000.00</b>	<b>-15,000.00</b>	<b>-446.02</b>	<b>18,591.72</b>	<b>33,591.72 223.94%</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>		<b>-15,000.00</b>	<b>-15,000.00</b>	<b>-446.02</b>	<b>18,591.72</b>	<b>33,591.72 223.94%</b>

**Budget Report**

**For Fiscal: 2023-2024 Period Ending: 12/31/2023**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-6799</a>						
OTHER CAPITAL OUTLAY	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00 %
<b>Department: 410 - LIBRARY Total:</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>100.00%</b>
<b>Fund: 351 - LIBRARY CAPITAL Total:</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>100.00%</b>
<b>Report Surplus (Deficit):</b>	<b>-751,217.98</b>	<b>-751,217.98</b>	<b>-43,295.51</b>	<b>-243,860.71</b>	<b>507,357.27</b>	<b>67.54%</b>

### Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
410 - LIBRARY	-606,217.98	-606,217.98	-42,849.49	-262,452.43	343,765.55	56.71%
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-606,217.98</b>	<b>-606,217.98</b>	<b>-42,849.49</b>	<b>-262,452.43</b>	<b>343,765.55</b>	<b>56.71%</b>



**Budget Report**

**For Fiscal: 2023-2024 Period Ending: 12/31/2023**

<b>Departmen...</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 167 - LIBRARY GRANT</b>						
410 - LIBRARY	-15,000.00	-15,000.00	-446.02	18,591.72	33,591.72	223.94%
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>	<b>-15,000.00</b>	<b>-15,000.00</b>	<b>-446.02</b>	<b>18,591.72</b>	<b>33,591.72</b>	<b>223.94%</b>

**Budget Report**

**For Fiscal: 2023-2024 Period Ending: 12/31/2023**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 351 - LIBRARY CAPITAL</b>						
410 - LIBRARY	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00%
<b>Fund: 351 - LIBRARY CAPITAL Total:</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>100.00%</b>
<b>Report Surplus (Deficit):</b>	<b>-751,217.98</b>	<b>-751,217.98</b>	<b>-43,295.51</b>	<b>-243,860.71</b>	<b>507,357.27</b>	<b>67.54%</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
001 - GENERAL FUND	-606,217.98	-606,217.98	-42,849.49	-262,452.43	343,765.55
167 - LIBRARY GRANT	-15,000.00	-15,000.00	-446.02	18,591.72	33,591.72
351 - LIBRARY CAPITAL	-130,000.00	-130,000.00	0.00	0.00	130,000.00
<b>Report Surplus (Deficit):</b>	<b>-751,217.98</b>	<b>-751,217.98</b>	<b>-43,295.51</b>	<b>-243,860.71</b>	<b>507,357.27</b>

**Bondurant Community Library**

**Library Board of Trustees**

**January 3, 2024**

**Warrant List**

<b>Company</b>	<b>Description</b>	<b>Budget Code</b>	<b>Invoice</b>	<b>Amount</b>
Baker & Taylor	Books	001-410-6502	2037908646	<b>\$122.42</b>
	Books	001-410-6502	2037936517	<b>\$49.59</b>
	Books	001-410-6502	2037924390	<b>\$51.30</b>
	Books	001-410-6502	2037951995	<b>\$624.03</b>
	Books	001-410-6502	2037972127	<b>\$18.79</b>
Collaborative Summer Library Program	SRP 2024	167-410-6506	294687	<b>\$451.92</b>
Elite Glass & Metal LLC	Old front door repair	001-410-6310	SM-21408	<b>\$170.00</b>
Hoopla	Digital content	001-410-6503	504720810	<b>\$872.64</b>
Image 360	Plaque for Craig Campbell	001-410-6580	I-102897	<b>\$100.00</b>
Iowa Library Association	Dues Chantel	001-410-6210	10063	<b>\$25.00</b>
Iowa Library Association	Dues Michell	001-410-6210	10012	<b>\$155.00</b>
Kadeth	Tech support	001-410-6419	6659	<b>\$437.92</b>
Kadeth	Tech support	001-410-6419	6692	<b>\$458.75</b>
Konica Minolta	phone	001-410-6373	820008359	<b>\$282.29</b>
Konica Minolta	copier	001-410-6499	5027776302	<b>\$239.62</b>
Library Furniture International	Deposit on Mobile Circulation Desk	167-410-6506	8929	<b>\$3,163.50</b>
MicroMarketing	Audio CD	001-410-6502	939087	<b>\$69.79</b>
MidAmerican	Utilities	001-410-6373	547050185	<b>\$2,025.00</b>
Mi-Fiber	Internet	001-410-6373	11493712	<b>\$0.00</b>
NeoGov	City Administrative Software-2 hours professional services - \$650.00	001-410-6419	INV-40192	<b>\$36.11</b>
Overdrive	digital content	001-410-6503	06497CO23448 452	<b>\$55.00</b>
Overdrive	digital content	001-410-6503	06497CO23444 740	<b>\$6,873.73</b>

**Bondurant Community Library**  
**Library Board of Trustees**  
**January 3, 2024**  
**Warrant List**

Petty cash	Postage	001-410-6508	receipts	<b>\$115.87</b>
Playaway	WonderBooks Standing order	001-410-6503	441586	<b>\$1,096.10</b>
Sanders, Jill	Programming supplies	001-410-6599	receipt	<b>\$98.56</b>
Stratus	Cleaning Services	001-410-6499	6524769	<b>\$851.56</b>
Unique	Collection Services	001-410-6499	6120063	<b>\$34.95</b>
Verizon	Hotspot data service	001-410-6373	9950932953	<b>\$2,005.45</b>
Visa	Book return - Credit	001-410-6502	Statement	<b>-\$33.48</b>
	Programming supplies	001-410-6599	Statement	<b>\$282.52</b>
	Password notebooks	001-410-6506	Statement	<b>\$13.48</b>
	Charging Cords	001-410-6725	Statement	<b>\$8.80</b>
	T&A Literacy Grant supplies & SRP	167-410-6506	Statement	<b>\$1,559.89</b>
	TP, Paper Towels, personal products, clorax wipes, facemasks, mop	001-410-6507	Statement	<b>\$332.39</b>
	Zoom	001-410-6499	Statement	<b>\$15.99</b>
	Amazon Annual Membership fee	001-410-6580	Statement	<b>\$35.00</b>
	Books & Movies	001-410-6502	Statement	<b>\$533.44</b>
	Corner protectors	001-410-6310	Statement	<b>\$26.75</b>
	Charging station replacement cc	001-410-6350	Statement	<b>\$196.05</b>
Total Operating Expenses				<b>\$18,280.41</b>
Trust and Agency Expenses				<b>\$5,175.31</b>
<b>Total</b>				<b>\$23,455.72</b>

Bondurant Community Library Board President  
SIGNATURE

Date

Bondurant Community Library Board Secretary  
SIGNATURE

Date

## STAFF REPORT DECEMBER 2023



Michell:

- Webinar “Lunch with the State Library: State Data Center”
- PLA Digital Literacy webinar

Megan S:

- POP YA
- Check it Out

Chantel:

- Adult Librarian meeting
- Foundation of Public Libraries: Library as Place
- Foundation of Public Libraries: Principles of a Noble Profession
- Foundation of Public Libraries: The Library Team and Support Organizations
- Collection Management: Building Your Collection
- Collection Management: Maintaining Your Collection
- Collection Management: Cataloging, Access, and Classification
- HR & Volunteer Management: HR and the Law
- Policy Development: Overview
- Policy Development: Philosophy and Regulations

Christina:

- Seizure Recognition and First Aid Certification

Events in December:

- 13 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 7 Sessions of Fit for Life!
- Adult Craft Night
- Book Discussion for Adults
- Books on Tap book discussion at Reclaimed Rails
- 2 Sessions of Digital Literacy Lunch and Learn
- 2 Evening Session of Digital Literacy
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teens Only Sunday Funday
- Pokémon Club

- STEAM Club
- After School STEAM
- After School Craft
- After School ELF Party
- LIBRARY CLOSED AT 1:00PM DECEMBER 23
- LIBRARY CLOSED DECEMBER 24, 25, AND 31.



## Librarian items December, 2023

- Director Sanders attended City Council on December 4, and 18<sup>th</sup>.
- No library staff meeting in December.
- Staff is continuing to assist rural patrons in consolidating digital accounts to meet the Home Library switch over Jan. 1, 2024
- Assistant Director, Michell and I have been busy seeking and interviewing applicants for the Children's Librarian position. Megan M. submitted her resignation at the beginning of December. There were 7 applicants and of those 6 were interviewed, either in person or virtually. A candidate was chosen and we are currently submitting an offer and hope to have the applicant begin work on January 15.



	A	B	C	D	E
1		Jul-23	Jul-22	Aug-23	Aug-22
2	In Library circulation	7626	9137	6777	7013
3	Bridges Audio Circulation	645	493	676	471
4	Bridges E-Books Circulation	535	427	492	517
5	Bridges-Streaming Video	N/A	0	N/A	0
6	Bridges- eMagazines	26	12	20	8
7	Overdrive Advantage - eBooks	185	134	173	163
8	Overdrive Advantage - audio	244	191	278	202
9	Hoopla	301	258	300	263
10	Brainfuse	0	0	1	4
11	Rocket Languages (users)	3	0	1	131
12	Tumblebook Downloads	N/A	0	N/A	10
13	AdventurePass	45	37	42	37
14	<b>Total Circulation for month</b>	<b>9610</b>	<b>10689</b>	<b>8760</b>	<b>8819</b>
15	Doorcount	1510	2913	3324	2362
16	Catalog Assists	77	177	130	127
17	Telephone Assists	166	238	243	205
18	Reference Assists	36	104	80	86
19	Computer Assists	115	184	214	178
20	Website Visits (sessions) *New Google analytics	3544	9671	7494	9033
21	Wii & Nintendo/Legos/Trucks Etc.	125	111	232	132
22	Wi Fi	1506	1283	1708	1452
23	Internet	957	420	1032	464
24	Hot Spot Circulations	132	139	146	129
25	Launchpads	44	45	48	47
26	Tablets	2	0	2	0
27	<b>Total Electronic Resource Usage</b>	<b>6310</b>	<b>11669</b>	<b>10662</b>	<b>11257</b>
28	Test Proctoring	0	1	0	1
29	Notary Services	11	4	9	7
30	Tutoring	0	0	0	0
31	Meeting/study Rm Use (No Library events)	77	47	83	85
32	Gabbie Messages with patrons	1163		1004	910
33	Catalog searches from the website	5824		5681	5517
34	New Patron Cards	56	54	54	61
35	Deleted patron cards	0	1	541	0
36	<b>Interlibrary Loans</b>				
37	Borrowed from other libraries	32	19	38	8
38	Loaned to other libraries	90	87	92	96
39	<b>Collection</b>				
40	Added to collection	200	255	276	453
41	Deleted From collection	33	116	235	5
42	<b>Curbside Deliver</b>	<b>0</b>		<b>0</b>	<b>0</b>
43	<b>Mobile Printing</b>	<b>101</b>	<b>15</b>	<b>90</b>	<b>25</b>
44	<b>Tablet Station</b>	<b>64</b>		<b>61</b>	
45	<b>Youth Grab and Go kits</b>		<b>115</b>		0
46	<b>Teen Grab and go kits</b>				0

	A	B	C	D	E
47	<b>Adult grab and go kits</b>				0
48			Jul-22		Aug-22
49	<b>Children's Grab and Go Kits</b>				0
50	<b>FB Sponsorship STEM Kits</b>				0
51	<b>Adult Coloring Kits</b>				0

	F	G	H	I	J	K	L
1		Sep-23	Sep-22	Oct-23	Oct-22	Nov-23	Nov-22
2	In Library circulation	5523	5773	6147	5981	4438	5699
3	Bridges Audio Circulation	666	550	677	578	586	384
4	Bridges E-Books Circulation	431	468	421	437	406	473
5	Bridges-Streaming Video	N/A	0	N/A	0	N/A	0
6	Bridges- eMagazines	24	19	76	11	103	18
7	Overdrive Advantage - eBooks	189	154	147	157	124	116
8	Overdrive Advantage - audio	266	204	240	193	204	161
9	Hoopla	294	248	361	201	390	234
10	Brainfuse	28	0	0	0	2	0
11	Rocket Languages (users)	0	2	0	0	1	5
12	Tumblebook Downloads	N/A	2	N/A	17	N/A	0
13	AdventurePass	14	16	6	15	12	5
14	<b>Total Circulation for month</b>	<b>7435</b>	<b>7436</b>	<b>8075</b>	<b>7590</b>	<b>6266</b>	<b>7095</b>
15	Doorcount	3860	2316	4734	2143	3678	1730
16	Catalog Assists	141	124	116	135	82	110
17	Telephone Assists	251	226	196	205	207	320
18	Reference Assists	85	80	91	93	71	57
19	Computer Assists	190	113	186	122	26	67
20	Website Visits (sessions)	8050	8326	7237	8885	9356	6120
21	Wii & Nintendo/Legos/Trucks Etc.	148	100	154	110	128	68
22	Wi Fi	2091	1566	1935	1583	1626	1248
23	Internet	711	236	930	324	800	462
24	Hot Spot Circulations	98	102	122	110	121	130
25	Launchpads	32	33	29	34	29	43
26	Tablets	0	0	0	1	0	4
27	<b>Total Electronic Resource Usage</b>	<b>11130</b>	<b>10363</b>	<b>10407</b>	<b>11047</b>	<b>12060</b>	<b>8075</b>
28	Test Proctoring	0	0	0	1	0	0
29	Notary Services	10	5	9	9	10	6
30	Tutoring	0	0	0	0	0	0
31	Meeting/study Rm Use (No Library events)	121	58	104	38	133	30
32	Gabbie Messages with patrons	893	807	839	785	848	1503
33	Catalog searches from the website	6272	5012	7097	5030	5354	5013
34	New Patron Cards	43	63	32	46	45	33
35	Deleted patron cards	2	2	3	0	19	5
36	<b>Interlibrary Loans</b>						
37	Borrowed from other libraries	26	16	47	23	31	23
38	Loaned to other libraries	92	71	112	89	97	78
39	<b>Collection</b>						
40	Added to collection	370	219	210	263	87	222
41	Deleted From collection	457	8	94	8	73	183
42	<b>Curbside Deliver</b>	0	0	0	1	0	0
43	<b>Mobile Printing</b>	29	36	115	18	38	19
44	<b>Tablet Station</b>	72		56		36	
45	<b>Youth Grab and Go kits</b>		0		0		
46	<b>Teen Grab and go kits</b>		0		0		

	F	G	H	I	J	K	L
47	<b>Adult grab and go kits</b>		0		0-Jan		
48			Sep-22		Oct-22		Nov-22
49	<b>Children's Grab and Go Kits</b>		0		0-Jan		
50	<b>FB Sponsorship STEM Kits</b>		0		0		
51	<b>Adult Coloring Kits</b>		0		0		

	M	N	O	P	Q
1		Dec-23	Dec-22	Jan-23	Feb-23
2	In Library circulation	4589	5239	5154	5175
3	Bridges Audio Circulation	650	467	561	586
4	Bridges E-Books Circulation	479	419	472	443
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	145	8	27	17
7	Overdrive Advantage - eBooks	178	133	164	149
8	Overdrive Advantage - audio	346	141	229	221
9	Hoopla	344	269	293	266
10	Brainfuse	6	0	5	5
11	Rocket Languages (users)	1	0	0	1
12	Tumblebook Downloads	N/A	0	3	1
13	AdventurePass	11	10	10	12
14	<b>Total Circulation for month</b>	<b>6749</b>	<b>6686</b>	<b>6918</b>	<b>6876</b>
15	Doorcount	4041	1775	1829	1796
16	Catalog Assists	96	76	111	129
17	Telephone Assists	200	207	284	197
18	Reference Assists	94	44	82	85
19	Computer Assists	31	72	75	71
20	Website Visits (sessions)	6444	7753	7063	6251
21	WII & Nintendo/Legos/Trucks Etc.	130	70	110	127
22	Wi Fi	1388	1020	1283	1179
23	Internet	782	214	475	338
24	Hot Spot Circulations	116	118	111	91
25	Launchpads	24	29	39	35
26	Tablets	10	1	1	1
27	<b>Total Electronic Resource Usage</b>	<b>8894</b>	<b>11379</b>	<b>11463</b>	8022
28	Test Proctoring	0		0	1
29	Notary Services	8	5	12	8
30	Tutoring	0		0	0
31	Meeting/study Rm Use (No Library events)	85	26	33	34
32	Gabbie Messages with patrons	675	702	654	601
33	Catalog searches from the website	9252	4573	5897	3894
34	New Patron Cards	39	25	51	40
35	Deleted patron cards	1	1	1	3
36	<b>Interlibrary Loans</b>				
37	Borrowed from other libraries	33	10	39	49
38	Loaned to other libraries	119	78	114	93
39	<b>Collection</b>				
40	Added to collection	279	322	221	228
41	Deleted From collection	27	188	207	167
42	<b>Curbside Deliver</b>	<b>0</b>	0	2	0
43	<b>Mobile Printing</b>	<b>204</b>	23	21	25
44	<b>Tablet Station</b>	<b>37</b>			
45	<b>Youth Grab and Go kits</b>			0	0
46	<b>Teen Grab and go kits</b>			0	0

	M	N	O	P	Q
47	<b>Adult grab and go kits</b>			0	0
48			Dec-22	Jan-23	Feb-23
49	<b>Children's Grab and Go Kits</b>			0	0
50	<b>FB Sponsorship STEM Kits</b>			0	0
51	<b>Adult Coloring Kits</b>			0	0

	R	S	T
1		Mar-23	Apr-23
2	In Library circulation	6329	4865
3	Bridges Audio Circulation	563	584
4	Bridges E-Books Circulation	495	382
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	24	17
7	Overdrive Advantage - eBooks	124	110
8	Overdrive Advantage - audio	186	190
9	Hoopla	296	254
10	Brainfuse	0	0
11	Transparent Language (sessions)	0	2
12	Tumblebook Downloads	0	1
13	AdventurePass	24	
14	<b>Total Circulation for month</b>	<b>8041</b>	<b>6405</b>
15	Doorcount	2290	2333
16	Catalog Assists	138	87
17	Telephone Assists	329	187
18	Reference Assists	96	83
19	Computer Assists	88	78
20	Website Visits (sessions)	7294	10,675
21	WII & Nintendo/Legos/Trucks Etc.	122	132
22	Wi Fi	1390	1467
23	Internet	553	455
24	Hot Spot Circulations	150	106
25	Launchpads	35	26
26	Tablets	1	2
27	<b>Total Electronic Resource Usage</b>	<b>9545</b>	<b>12,863</b>
28	Test Proctoring	0	0
29	Notary Services	4	7
30	Tutoring	0	0
31	Meeting/study Rm Use (No Library events)	30	50
32	Gabbie Messages with patrons	862	673
33	Catalog searches from the website	4735	4863
34	New Patron Cards	38	41
35	Deleted patron cards	2	0
36	<b>Interlibrary Loans</b>		
37	Borrowed from other libraries	42	38
38	Loaned to other libraries	94	109
39	<b>Collection</b>		
40	Added to collection	352	175
41	Deleted From collection	32	45
42	<b>Curbside Deliver</b>		1
43	<b>Mobile Printing</b>	33	0
44			
45	<b>Youth Grab and Go kits</b>		0
46	<b>Teen Grab and go kits</b>		0

	R	S	T
47	<b>Adult grab and go kits</b>		0
48		Mar-23	Apr-23
49	<b>Children's Grab and Go Kits</b>		0
50	<b>FB Sponsorship STEM Kits</b>		0
51	<b>Adult Coloring Kits</b>		0



	U	V	W
1		May-23	Jun-23
2	In Library circulation	5801	8736
3	Bridges Audio Circulation	554	650
4	Bridges E-Books Circulation	377	494
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	11	35
7	Overdrive Advantage - eBooks	129	214
8	Overdrive Advantage - audio	183	249
9	Hoopla	274	293
10	Brainfuse	0	0
11	Transparent Language (sessions)	0	0
12	Tumblebook Downloads	2	0
13	AdventurePass	10	
14	<b>Total Circulation for month</b>	<b>7341</b>	<b>10671</b>
15	Doorcount	2675	3973
16	Catalog Assists	69	215
17	Telephone Assists	115	265
18	Reference Assists	55	119
19	Computer Assists	68	217
20	Website Visits (sessions)	10833	11346
21	WII & Nintendo/Legos/Trucks Etc.	77	273
22	Wi Fi	1744	1747
23	Internet	605	1059
24	Hot Spot Circulations	125	139
25	Launchpads	44	56
26	Tablets	2	2
27	<b>Total Electronic Resource Usage</b>	<b>13430</b>	<b>14622</b>
28	Test Proctoring	0	0
29	Notary Services	8	14
30	Tutoring	0	0
31	Meeting/study Rm Use (No Library events)	84	35
32	Gabbie Messages with patrons	759	942
33	Catalog searches from the website	5162	6620
34	New Patron Cards	91	111
35	Deleted patron cards	2	2
36	<b>Interlibrary Loans</b>		
37	Borrowed from other libraries	48	41
38	Loaned to other libraries	91	90
39	<b>Collection</b>		
40	Added to collection	221	276
41	Deleted From collection	51	23
42	<b>Curbside Deliver</b>	0	0
43	<b>Mobile Printing</b>	7	26
44			
45	<b>Youth Grab and Go kits</b>	0	0
46	<b>Teen Grab and go kits</b>	0	0

	U	V	W
47	<b>Adult grab and go kits</b>	0	0
48			Jun-23
49	<b>Children's Grab and Go Kits</b>	0	0
50	<b>FB Sponsorship STEM Kits</b>	0	0
51	<b>Adult Coloring Kits</b>	0	0

	A	B	C	D	E	F	G
1	Programmin/outreach	Jul-23	Jul-22	Aug-23	Aug-22	Sep-23	Sep-22
2	<b>Ages 0-5</b>						
3	Live/In person onsite 0-5						
4	# of programs	16	13	16	11	21	22
5	# attending	216	176	220	86	238	148
6	Live/inperson offsite 0-5						
7	# of programs	15	33		3	2	8
8	# attending	533	465		54	55	138
9	Live/virtual 0-5						
10	# of programs						
11	# attending						
12							
13	<b>Ages 6-11</b>						
14	Live/inperson onsite 6-11						
15	# of programs	6	14	4	3	9	5
16	# attending	129	637	105	59	230	89
17	Live/in person offsite 6-11						
18	# of programs	9	10		2		
19	# attending	265	282		34		
20	Live vidual 6-11						
21	# of programs						
22	# attending						
23							
24	<b>YA</b>						
25	Live/in person onsite YA						
26	# of programs	1	1	1		1	1
27	# attending	8	20	2		8	1
28	Live/in person offsite YA						
29	# of programs						
30	# attending						
31	Live virtual YA						
32	# of programs						
33	# attending						
34							
35	<b>Adults</b>						
36	Live/in person onsite Adults						
37	# of programs	12	11	12	16	9	13
38	# attending	124	74	82	65	98	98
39	Live/ in person offsite Adults						
40	# of programs	1	2	1	4	1	2
41	# attending	2	7	4	46	0	3
42	Live Virtual Adult						
43	# of programs		3	1	12		8
44	# attending		0	1	11		12
45	Home Delivery						
46							

	A	B	C	D	E	F	G
47	Programmin/outreach						
48	<b>General Interest</b>						
49	Live/In peerson onsite General Interest						
50	# of programs	8		1		1	
51	# attending	634		82		39	
52	Live/In person offsite General Interest						
53	# of programs	3	2		2		2
54	# attending	495	34		84		100
55	Live Virtual General Interest						
56	# of programs						
57	# attending						
58							
59	<b>Program Content</b>						
60	Recordings						
61	# Recordings						
62	# Views						
63							
64	Make/Take kits		115			8	
65	Coloring sheets	300		345		215	
66	Scavenger Hunts Participants						
67	Trivia contest Participants						
68	Library's Maker Space Service		11		4		
69	STEAM/STEM services						
70	Story-Walk participants						
71	Reading log participants						
72	Other patron-directed activities	bingo shts					

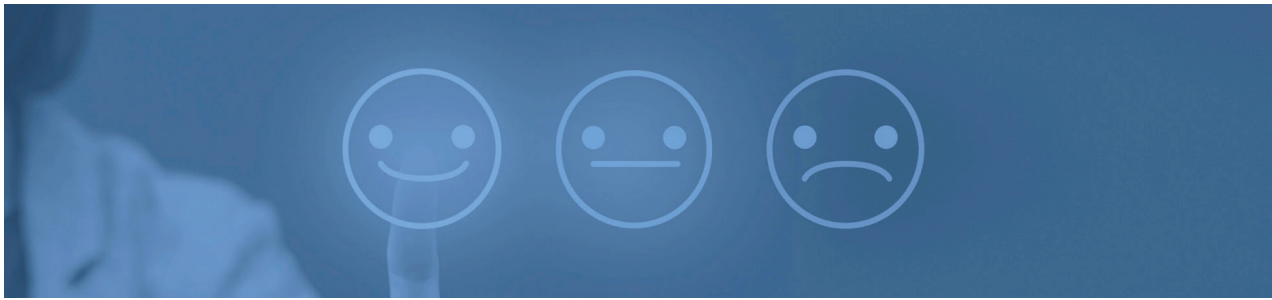


	H	I	J	K	L	M	N	O	P	Q
47										
48										
49						10	3	7	19	9
50	3	4		2	2	515	124	217	442	140
51	364	59		64	482					
52		2								
53	1	925								
54	350									
55										
56										
57										
58										
59										
60										
61										
62										
63		50								
64		250				30	8			
65	430		345	300	340	370	320	145	230	200
66	146		91		52					
67										
68			1				4			
69										
70										
71										
72							36			

	R	S	T
1	Programmin/outreach	May-23	Jun-23
2	<b>Ages 0-5</b>		
3	Live/In person onsite 0-5		
4	# of programs	23	18
5	# attending	305	383
6	Live/inperson offsite 0-5		
7	# of programs	7	18
8	# attending	150	682
9	Live/virtual 0-5		
10	# of programs		
11	# attending		
12			
13	<b>Ages 6-11</b>		
14	Live/inperson onsite 6-11		
15	# of programs	6	3
16	# attending	226	81
17	Live/in person offsite 6-11		
18	# of programs	11	7
19	# attending	1229	168
20	Live virtual 6-11		
21	# of programs		
22	# attending		
23			
24	<b>YA</b>		
25	Live/in person onsite YA		
26	# of programs	6	2
27	# attending	23	8
28	Live/in person offsite YA		
29	# of programs	2	
30	# attending	229	
31	Live virtual YA		
32	# of programs		
33	# attending		
34			
35	<b>Adults</b>		
36	Live/in person onsite Adults		
37	# of programs	13	12
38	# attending	126	76
39	Live/ in person offside Adults		
40	# of programs	1	1
41	# attending	4	2
42	Live Virtual Adult		
43	# of programs	4	3
44	# attending	5	3
45	Home Delivery	1	2
46			

	R	S	T
47	Programmin/outreach		
48	<b>General Interest</b>		
49	Live/In peerson onsite General Interest		
50	# of programs	7	11
51	# attending	188	1185
52	Live/In person offsite General Interest		
53	# of programs		
54	# attending		
55	Live Virtual General Interest		
56	# of programs		
57	# attending		
58			
59	<b>Program Content</b>		
60	Recordings		
61	# Recordings		
62	# Views		
63			
64	Make/Take kits		
65	Coloring sheets	390	350
66	Scavenger Hunts Participants		
67	Trivia contest Participants		
68	Library's Maker Space Service		
69	STEAM/STEM services		
70	Story-Walk participants		
71	Reading log participants		
72	Other patron-directed activities		100





## Chapter 10: Evaluating the Library Director

Looking back to **Chapter 2: The Five Primary Responsibilities of Iowa's Public Library Boards**, one of the responsibilities listed is to evaluate service and advocate for advancements. An important part of evaluating the effectiveness of library service is to evaluate the library director's job performance. Iowa's **Public Library Standards** require that boards conduct the director's job evaluation annually.

Trustees evaluate the director all the time--informally--by what they see happening in the library, by what they hear from the public, and by what they perceive as the library's reputation in the community. But such informal observations do not take the place of a formal job review process. The best way to evaluate the director's job performance is to use the current job description. Then develop a written evaluation based on specific criteria, determining how well the director is meeting the job description and accomplishing management goals.

There are many benefits to providing an annual evaluation of the director's work:

- ❖ Provides the director with a clear understanding of the board's expectations
- ❖ Ensures the director is aware of how well the expectations are being met
- ❖ Serves as a formal vehicle of communication between the board and director
- ❖ Identifies the board's actual concerns so that corrective action can be taken
- ❖ Creates an opportunity to review and acknowledge the director's accomplishments
- ❖ Documents annual accomplishments in meeting the library's strategic plan
- ❖ Demonstrates sound management practices and accountability to municipal officials and the community

A written evaluation allows the board and the director a system to communicate about

how to improve library service. An annual evaluation provides a method to acknowledge and reward good performance as well as work with the director to correct inadequate areas of performance. If problems arise with the director's performance during the year, the board should discuss these problems with the director at that time, along with possible solutions. At the time of the annual evaluation, there should be no surprises.

A new director will need goals that assist in learning the position and should be evaluated more frequently than once per year. Typical practice is to provide a probationary evaluation after 6 months. If a director has been on the job for a long time, goals might reflect broader ideas such as providing new services.

### **Director Evaluation Considerations**

Before creating a new evaluation form, check with your city to see if there is a job evaluation form already in use for other city employees or for other department heads. If so, discuss adapting that form; it may require revising the form to fit the library director's specific job duties. The following list provides points to consider when developing or adapting an evaluation form for the library director:

#### **Implementing Board Decisions**

- ❖ Are board decisions implemented on a timely basis?
- ❖ Once board decisions have been made, does the director support and not undermine them?

#### **Preparing and Managing the Budget**

- ❖ Is the preparation work completed in a timely manner for the board?
- ❖ Does the budget cover all necessary expenses?
- ❖ Are funds allocated or reserved for unanticipated contingencies?
- ❖ Are the funds allocated effectively?
- ❖ Are major corrections to the budget during the fiscal year avoided?

#### **Hiring and Supervising Staff**

- ❖ Are positive management/staff relations maintained?
- ❖ Are fair and equitable HR policies proposed for board adoption and then fairly administered?
- ❖ Is the hiring process designed to ensure that the best person is hired?
- ❖ Is the hiring process consistent with legal requirements?

- ❖ Does staff receive training adequate to perform their jobs?
- ❖ Is staff development encouraged for learning new skills? Is it supported with funding?
- ❖ Have peak service hours been identified and staff assigned accordingly?
- ❖ Are job descriptions current? Are staff functions analyzed periodically with the objective of combining or eliminating tasks or creating new assignments?
- ❖ Are staff workloads equitable?
- ❖ Does the director conduct staff performance evaluations regularly?

### **Managing the Collection**

- ❖ How adequately does the library identify needs and interests in the community and translate these into the library's collection and services?
- ❖ Have priorities been established to enable the library to respond to a potential budget cut?

### **Implementing the Library's Strategic Plan**

- ❖ Does the library have a current plan and does the plan reflect board priorities?
- ❖ Is the plan updated to reflect changing circumstances?
- ❖ Are the director's activities and accomplishments consistent with the plan?
- ❖ Is the plan flexible enough to allow for changing circumstances?
- ❖ Does the director provide enough information to the board about implementing the plan?

### **Promoting Library Services and Programming**

- ❖ How effectively are current and new services communicated to the public?
- ❖ Are circulation trends, program attendance, reference questions, Internet use and other uses of the library tracked, analyzed, and needed changes made?
- ❖ Are services and programs producing the desired impact in the community?

### **Keeping Current**

- ❖ Are innovations in service delivery and technology studied thoroughly and implemented if they fit the needs of the library and are proven to be cost effective?

- ❖ Does the director maintain current knowledge of best library practice?
- ❖ Is the staff encouraged and assisted in learning about best library practice?

### **Demonstrating Positive Behaviors**

- ❖ Are “hard decisions” made and implemented or are they deferred or ignored?
- ❖ Does the director display initiative?
- ❖ Does the director make decisions objectively or do personal biases intrude?
- ❖ Is the director open with the board about both accomplishments and problems?
- ❖ Does the director set an example for other staff through professional conduct, high principles, good work habits, etc.?

### **Dismissing the Library Director**

Probably the most stressful situation a library board can face is the potential dismissal of the library director. Boards that hire carefully, communicate well, nurture positive working relationships, and evaluate effectively should not have to experience this unpleasant task. Yet when all potential solutions have been exhausted and the problems still cannot be resolved, dismissal is a last resort.

Directors are usually dismissed only after serious infractions of library policy, violation of the law, or very poor performance coupled with unwillingness or inability to improve. **It is essential that the reasons for dismissal have been carefully documented.** The board has a responsibility to ensure that personalities and biases are not factors in any dismissal decision. The dismissal and/or appeals procedure should be described explicitly in the library’s personnel policy and allow the director a fair hearing to discuss specific charges. A board should not begin a dismissal process unless it understands the implications, has consulted with the appropriate local government officials, believes its position is defensible, and has obtained appropriate legal advice from an attorney.

The following factors should be considered prior to making a final decision to dismiss a library director:

- ❖ Was there proof of a violation or a history of poor performance?
- ❖ Was there notice given to the director regarding the performance problem?
- ❖ Was the reason for termination related to library employment?
- ❖ Was there an investigation and documentation? Was the investigation fair and objective?

- ❖ Is there equal treatment of other library employees in similar situations?
- ❖ Is termination of the library director an appropriate disciplinary action? Even if the library director has done something wrong, has been given notice, and has not ceased the activity, is termination too harsh a penalty? Or would some other consequence be more reasonable?

## LIBRARY DIRECTOR/CITY OF BONDURANT



**Position:** Library Director

**Department:** Library

**Reports to:** Library Board of Trustees

**Date Created:** 2/7/2002

**Salary Range: Entry-**\$44.23- \$59.62

**Midpoint-**\$59.62 - \$65.58

**Max-**\$65.58-\$72.12

**Revision Dates:** 5/5/2011, 9/25/2015

4/5/2016, 1/4/2023, 12/2023

**FSLA Status:** Exempt

---

### Position Summary:

Under the direction of the Library Board of Trustees, the Library Director oversees all library operations, programs, facilities, assets and staff.

### LIBRARY DIRECTOR JOB DUTIES:

- Represents the library to the community by maintaining contact with city officials, community organizations, and citizens.
- Prepares, attends and presents reports to the Library Board of Trustees and City Council as required.
- Reports to State, City, Board officials, and citizens on library status.
- Maintains State Library of Iowa certification through continuing education.
- Interviews, hires, trains, reviews, sets salaries/benefits, schedules, supervises, disciplines and dismisses library employees.
- Monitors physical facilities', safety, appearance and coordinates necessary City staff to accomplish maintenance and upgrades as necessary.
- Assists in the formulation of strategic planning goals, policies and procedures that support the Library's mission.
- Develops policies for approval by the Library Board of Trustees.
- Makes purchase decisions, within the limits of the budget, for approval by the Library Board of Trustees.
- Participates in collection development and maintenance.
- Assist the Library Board to develop and present an annual budget to the City Council.
- Maintains contact with the Bondurant Community Library Foundation, and Friends of the Bondurant Community Library to make requests for funding as needed.
- Manages all library operations.
- Performs other related duties such as may be required by the Library Board of Trustees and can be reasonably expected of an employee in this capacity.
- **Travel to and from various, services, events, programs, etc.**

### MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Advanced typing and word processing skills.
- Leadership and supervisory skills.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrated oral and written communication skills.
- Knowledge of the methods, materials, and tools used in library development and maintenance such as best practices and current trends.
- Ability to perform mathematical and statistical calculations.
- Ability to prepare and administer budgets and basic knowledge of accounting and bookkeeping functions.
- Ability to work independently and with the governing board.
- Familiarity with library materials, law, regulations and ordinances governing the library and ability to maintain required certifications.
- Ability to use standard office and library equipment.
- Ability to establish and maintain a proper working relationship with library staff and the public.
- Physical ability to perform essential job functions.

### **ENTRY REQUIREMENTS:**

#### **Educational/Training/Experience:**

- Minimum: Bachelors of Arts Degree. 5-years experience in Public Libraries in increasingly responsible positions. Librarian Certification by the State Library of Iowa or ability to obtain certification within a year of hire.
- Preferred: Master's Degree in Library Science.

#### **Licenses:**

1. Required: Valid Iowa Driver's license or ability to obtain one.
  - Required: Ability to be insured to drive under City Of Bondurant Insurance
2. Required: State of Iowa Public Librarian's Certification or ability to obtain certification within a year of hire.
3. Education to meet Accreditation Requirement from the State Library of Iowa

### **WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled and considered normal office environment. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and patio area.

---

## Disclaimer

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Board of Trustees.
4. The job description does not constitute an employment agreement between the employer and employee.
5. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Review and Approval: Indicates review by incumbent and approval by supervisor.

---

Employee Signature

Date

---

Bondurant Community Library Board President

Date



## ASSISTANT LIBRARY DIRECTOR/CITY OF BONDURANT



**Position:** Assistant Library Director

**Department:** Library

**Entry Range:** \$32.00 - \$36.80

**Midpoint Range:** \$36.81 - \$42.33

**Max Range:** \$42.34 - \$48.69

**Reports to:** Library Director

**Date Created:** Sept. 5, 2001

**Revised:** 5/7/2014, 4/5/2016,  
2/1/2023, 12/2023

**FSLA Status:** Non-exempt

### Position Summary:

Under direct supervision of the Library Director, the Assistant Director performs a variety of duties essential to the daily operation of the community library on a full time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, grant writing, clerical and administrative assistance. Exercises supervision over volunteers, and staff as assigned by the Library Director.

### ESSENTIAL JOB DUTIES:

- Prepares monthly statistical information for the Director and Library Board.
- Performs grant writing for the library.
- Provide professional advice on library issues to the Library Director.
- Assists the Library Director in budget preparation of the proposed and permanent budget.
- Assists in the development of policy and communicates policy and procedure changes to the support staff and the general public.
- Supervises support staff in performing duties, adjusts errors and complaints.
- Helps train, motivate staff.
- Provides library webpage development, and oversees social networking sites.
- In the transition to a new Library Director, the Assistant Director will, temporarily until a new Director is hired, assume the responsibility for overseeing the operation of the library.
- Performs public relation duties for the library.
- Performs other related duties such as may be required by the Library Director and can be reasonably expected of an employee in this capacity.
- **Travel to and from various, services, events, programs, etc. when needed.**
- Manages basic library operation in the absence of the Library Director.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.

- Knowledge of basic desktop computer applications, with advanced typing and word processing skills.
- Leadership and supervisory skills.
- Knowledge of the methods, materials, and tools used in library development and maintenance. Such as best practices and current trends.
- Ability to work independently as well as effectively as a team player. Establish and maintain a proper working relationship with library staff and the public.
- Excellent people and communication skills. Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to perform mathematical and statistical calculations.
- Familiarity with library materials, law, regulations and ordinances governing the library and ability to maintain required certifications.
- Physical ability to perform essential job functions.
- Ability to use standard office and library equipment

## **ENTRY REQUIREMENTS:**

### **Educational/Training/Experience:**

- Minimum: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.
- Preferred: Master's Degree in Library Science.

### **Licenses:**

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance
3. Required: State of Iowa Public Library Director's Endorsement or ability/willingness to obtain certification.

## **WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

- 
1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
4. The job description does not constitute an employment agreement between the employer and employee.
5. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

---

Employee Signature

---

Date

---

Department Head Signature

## YOUTH SERVICES LIBRARIAN/CITY OF BONDURANT



**Position:** Youth Services Librarian

**Reports to:** Library Director

**Department:** Library

**Date Created:** November 1<sup>st</sup>, 2017

**Salary Range:**

**Revision Dates:** 2/2020, 12/2020, 12/2023

**Entry Range:** \$19.00 - \$24.26

**FSLA Status:** Non-exempt

**Midpoint Range:** \$24.27 - \$29.11

**Max Range:** \$29.12-\$32.35

---

### Position Summary:

Under direct supervision of the Library Director, the Youth Services Librarian performs a variety of duties essential to the daily operation of the community library on a full-time basis. Duties involve planning and implementing programs to youth in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

### ADULT & YOUTH SERVICES JOB DUTIES:

- Plans and presents creative and successful youth programs.
- Provides outreach programs to target youth in the community.
- **Travel to and from various, services, events, programs, etc.**
- Plans and implements the Summer Reading Program with the approval of the Library Director. The Summer Reading program is planned with the Children's Librarian and Adult Services Librarian
- Updates library webpage and social media on youth events, news, and resources.
- Assists Assistant Library Director with grant writing for youth services.
- Assists in maintaining the youth collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
- Assists the Director and Assistant Director with weeding the youth collections.
- Works cooperatively, establishes and maintains communication with local schools and other community organizations.
- Provides back up of duties for the Children's Librarian.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work well with adults, children, teens, parents, and care providers.
- Ability to work independently as well as effectively as a team player.

- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrated oral and written communication skills.
- Ability to use standard office and library equipment and software.
- Ability to establish and maintain a proper working relationship with library staff and the public
- Physical ability to perform essential job functions.

**ENTRY REQUIREMENTS:**

**Educational/Training/Experience:**

- Minimum: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.
- Preferred: Master’s Degree Library Science.

**Licenses:**

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance.
3. Required: State of Iowa Public Librarian’s Certification or ability/willingness to obtain certification.

**WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_ Department Head Signature \_\_\_\_\_

## CHILDREN'S LIBRARIAN/CITY OF BONDURANT



**Position:** Children's Librarian

**Reports to:** Library Director

**Department:** Library

**Date Created:** May 6<sup>th</sup>, 2004

**Salary Range:**

**Revision Dates:** 9/2/2015, 4/6/2016,

**Entry Range:** \$19.00 - \$24.26 5/4/2022, 10/5/2022, 12/2023

**Midpoint Range:** \$24.27 - \$29.11 **FSLA Status:** Non-Exempt

**Max Range:** \$29.12 - \$32.35

---

### Position Summary:

Under direct supervision of the Library Director, the Children's Librarian performs a variety of duties essential to the daily operation of the community library on a full-time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, outreach, and children's programming. Exercises supervision over volunteers, and staff as assigned by the Library Director.

### ESSENTIAL JOB DUTIES:

- Plan and present creative, successful children's programs including story times, after school programs, outreach, and special event programs to encourage reading, viewing, and listening of library materials in an effort to create lifelong readers.
- **Travel to and from various, services, events, programs, etc.**
- Provides outreach programs to target children in the community through visits to schools, visits, daycare facilities and other means.
- Assists subordinates in performing duties; adjusts errors and complaints.
- Monitors supply needs.
- Assists other library staff with maintaining social media, website and readers advisor services as time in schedule allows.
- Performs all other duties as assigned by the Library Director.
- Assists the Director and Assistant Director with weeding in the children's collections.
- Assists in maintaining the children's collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the children's collection budget as assigned.
- Draws in community resources and agencies in providing programs and funding for programs for children.
- Assists the Assistant Library Director with grant writing for children's services.
- Attends meetings, workshops, conferences and serves on committees to enhance the skills needed as a children's librarian.
- Prepares marketing and other materials to promote children's programming.
- Plans and implements the Summer Reading Program with the Youth Services Librarian, and the Adult Services Librarian.
- Provides back-up of duties for the Youth Services Librarian.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to learn the library circulation and cataloging computer programs.
- Ability to learn the Dewey Decimal System.
- Ability to plan, organize, and supervise.
- Ability to perform statistical calculations.
- Ability to use standard office and library equipment, including circulation/catalog computer software, network computers, computer printers, photocopier, telephone, calculator, fax machine, Internet.
- Ability to file, post and mail materials.
- Ability to follow written, verbal or diagrammatic instructions.
- Ability to consult technical sources and documents and access reference materials.
- Ability to guide people throughout the library and provide basic information to patrons.
- Ability to establish and maintain a proper working relationship with library staff and the public.
- Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
- Ability to safely climb, stoop, crouch, kneel, reach, stand, walk throughout the library and to make repetitive motions.
- Ability to distinguish and perceive numerals, letters, forms, and colors both close and distant including peripheral vision and depth perception and accurate eye-hand coordination.
- Ability to use hands and fingers to operate keyboards, copiers, telephone and computers as well as to reach, grasp and handle documents, objects, tools, and equipment.
- Ability to speak and write clearly and distinctly in English as well as to read and comprehend English at a level which will enable them to understand directions, procedures, policies, information and instructional materials.

### **ENTRY REQUIREMENTS:**

#### **Educational/Training/Experience:**

- Minimum: College degree or State Certification , to be obtained within one year of hire to the position.



- Preferred: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.

**Licenses:**

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance
3. Required: State of Iowa Youth Services Endorsement or ability/willingness to obtain certification.

**WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include Outreach to community.

- 
1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
  4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

---

Employee Signature

---

Date

---

Department Head Signature

## ADULT SERVICES LIBRARIAN/CITY OF BONDURANT



**Position:** Adult Services Librarian **Reports to:** Library Director  
**Department:** Library **Date Created:** November 1<sup>st</sup>, 2017  
**Entry Range:** \$19.00 - \$24.26 **Revised:** 2/1/2023, 12/2023  
**Midpoint Range:** \$24.27 - \$29.11 **FSLA Status:** Non-exempt  
**Max Range:** \$29.12-\$32.35

---

### Position Summary:

Under direct supervision of the Library Director, the Adult Services Librarian performs a variety of part-time professional library functions. Duties involve planning and implementing programs to adults in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

### ADULT & YOUTH SERVICES JOB DUTIES:

- Plans and presents creative and successful adult programs.
- Provides outreach programs to target adults in the community.
- **Travel to and from various, services, events, programs, etc.**
- Plans and implements the Summer Reading Program in cooperation with the Children's and Youth Services Librarian.
- Updates library webpage on adult events, news, and resources.
- Assists Assistant Library Director with grant writing for adult services.
- Assists in maintaining the adult collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
- Assists the Director and Assistant Director with weeding the adult collections.
- Works cooperatively, establishes and maintains communication with community organizations.
- Provides back up of duties for the Assistant Library Director.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work well with adults, children, teens, parents, and care providers.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.

- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrated oral and written communication skills.
- Ability to use standard office and library equipment and software.
- Ability to establish and maintain a proper working relationship with library staff and the public
- Physical ability to perform essential job functions.

**ENTRY REQUIREMENTS:**

**Educational/Training/Experience:**

- Minimum: College degree or State Certification , to be obtained within one year of hire to the position.
- Preferred: Master’s Degree Library Science.

**Licenses:**

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance.
3. Required: State of Iowa Public Librarian’s Certification or ability/willingness to obtain certification.

**WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_ Department Head Signature \_\_\_\_\_



# LIBRARY ASSISTANT CLERK/Specialist



## CITY OF BONDURANT

**Position:** Clerk II

**Department:** Library

**Salary Range:**

**Entry Range: \$14.50-\$18.19**

**Midpoint Range: \$18.18-\$21.81**

**Max Range: \$21.82 - \$24.25**

**Reports to:** Library Director

**Date Created:** June 3<sup>rd</sup>, 2010

**Revision Dates:** 9/7/2022, 12/2023

**FSLA Status:** Non-exempt

---

### Position Summary:

Under direct supervision of the Library Director, performs part-time professional library functions including routine and complex clerical, customer service and collection maintenance tasks.

### ESSENTIAL JOB DUTIES:

- Perform circulation functions, including checking materials in and out, filling patrons' requests, and creating patron accounts.
- Assists Young Adult, Adult and Children's Librarians in planning, preparing and executing library programs as needed.
- **Travel to and from various, services, events, programs, etc.**
- Assists patrons with copier and other equipment in the library.
- Monitors reserves and holds on materials through the circulation system.
- Answers questions regarding library technology and perform basic troubleshooting.
- Assists with the preparation of new materials to be added to the library collection.
- ⊖ Resolve patron account issues, including handling money and making change.
- Assists in assembling and arranging displays.
- ⊖ Answers questions regarding library services and basic reference questions.
- Performs other related duties such as may be required by the Library Director and can be reasonably expected of an employee in the capacity.
- Will be scheduled as needed.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation.

- Analytical, organizational, and communication skills.
- ⊖ Ability to proficiently use and troubleshoot computers.
- Ability to work independently with intermittent direct supervision

- Excellent people and communication skills, including but not limited to : tact, diplomacy and professionalism when in dealing with members of the public and staff.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to use standard office and library equipment, software, personal reader devices (Kindle, Nook, iPad, etc and the Internet).
- Physical ability to perform essential job functions.
- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

## **ENTRY REQUIREMENTS:**

### **Educational/Training/Experience:**

- Minimum: Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions.
- Preferred: Technical training or experience in library operations, education, public administration or closely related field, including clerical skills, customer service experience, and performing in a highly visible position.

### **Licenses:**

1. Preferred: Valid Iowa Identification.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance.

## **WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work may involve frequent interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occupational exposure to blood or other blood and/or other potentially infectious materials. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks, outreach duties.

- 
1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
4. Ability to lift and carry up to twenty-five (25) pounds, and, ability to push and pull twenty-five (25) to fifty (50) pounds.
5. Long periods of walking and standing, typically bends, stoops and crouches on a regular basis to perform duties.
6. The job description does not constitute an employment agreement between the employer and employee.
7. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

---

Employee Signature

---

Date

---

Department Head Signature

Approved 11/2019

Revised 9/2022



**Bondurant Public Library  
Long Range Plan  
2022-2027**

**DRAFT 1**

**Gap:** Library marketing is not reaching a significant portion of the community.

## **Goal 1: External Marketing/Communications**

How Goal 1 improves library service: The library currently provides excellent services that the public may not be aware of, and the library may not be utilizing the most efficient and effective channels to communicate those to the public. Formalized plans and processes are necessary to deliberately focus staff time on maximizing marketing efforts.

### **Objective 1: Establish a Marketing Plan**

Project 1: Library Staff will research partnerships with Bondurant Chamber of Commerce and review established marketing plans.

Project 2: Determine assessment values and incorporate Long Range Plan goals into Marketing Plan.

Assessment: Track social media engagement, door count increases, new library cards and website hits.

### **Objective 2: Install Exterior Sign**

Project 1: Develop/revise Bondurant Community Library's Display Policy to include electronic signage.

Project 2: Establish goals for digital sign usage.

Project 3: Solicit quotes from vendors.

Project 4: Partner with funding sources for purchase and installation of digital signage. Purchase and install digital signage.

Assessment: Track increase/decrease in program attendance over all demographics.

**Gap:** Circulations and attendance at programming events are underutilized.

## **Goal 2: Programming**

How Goal 2 improves library service: Programming is a core function of public libraries, and are generally considered a basic service. In order to serve the entire community, it is important for libraries to be deliberate about where to concentrate resources when developing new programs. At Bondurant Community Library, programs for children and adults will continue to be treated as core services and be developed accordingly.

### **Objective 1: Increase All Program Attendance**

Project 1: Library Staff will connect with libraries with successful programming.

Project 2: Develop and implement three new programs per each demographic (adults, new adults 18-30, children 0-2<sup>nd</sup> grade, youth 3<sup>rd</sup> grade to 12 grade).

Assessment: Track increase/decrease in programming attendees.

### **Objective 2: Develop patron feedback matrix for assessment**

Project 1: Develop patron survey tools that can be used across all demographics.

Project 2: Develop avenues for distributing patron surveys with emphasis on sections of the community that do not normally frequent the Library's physical spaces.

Assessment: Feedback from the community that can be used for future programming planning.

**Gap:** Not all Library services are accessible by all.

## **Goal 3: Outreach and Mobile Services**

How Goal 3 improves library service: In a city that is growing, neighborhoods will vary on their ability to access library services, and societal changes will provide challenges on providing services that are accessible by all.

### **Objective 1: Provide Service to at Least 5 Off-site Locations Per Year**

Project 1: Develop schedule for pop-up libraries to be held in the community throughout the calendar year.

Project 2: Yearly assessment of viable outreach opportunities in the community.

Project 3: Develop relationships with outreach entities to provide programming.

Assessment: Track increases/decreases in outreach visits and attendance.

**Gap:** Library collection is underutilized.

## **Goal 4: Increase Patron Awareness of Library Collections**

How Goal 4 improves library service: Collections provide communities with the lifelong learning opportunities, in the format they need. Increasing use means the community is aware of these opportunities, and are taking advantage of them.

### **Objective 1: Increase Use of Collections**

Project 1: Determine areas of the collection that report low circulation number.

Project 2: Determine collection development needs to boost low circulation in areas of the collection that report low circulation numbers.

Assessment: Track increase/decrease in circulation of targets areas.

### **Objective 2: Develop a Library of Things**

Project 1: Assess community need/wants for the development of a Library of Things.

Project 2: Develop partnerships for purchase of items for a Library of Things.

Project 3: Procurement of items to be cataloged and circulated as a Library of Things.

Assessment: Track circulation on materials that are added to the collection as a Library of Things.

**Gap:** Not all Library Staff hold Library Endorsement from the State Library of Iowa.

## **Goal 5: Staff Training and Development**

How Goal 5 improves library service: Every service a library provides relies on staff that is trained and available. To offer new services, staff requires time to learn, research, and develop the means, funding, and procedure to make them a reality. Like any service organization, the staff is the single more important resource available and should be supported as such.

**Objective 1: Assess staffing needs each fiscal year.**

Project 1: Convert Children's Librarian staff from part time to full time position.

Project 2: Assess additional part time staffing as needed.

Project 3: Assess need of temporary part time seasonal staffing for peak programming times.

Assessment: Track operations to determine if Library staffing is adequate.

**Objective 2: Eligible Staff Attain State Library of Iowa Endorsements**

Project 1: Identify Library staff training wants/needs for Endorsement Program possibilities.

Project 2: Determine staffing schedule to adequately rotate all eligible staff through the Endorsement program.

Project 3: Staff enrollment in State Library of Iowa Endorsement program.

**Objective 3: Succession Planning**

Project 1: Develop operations manual for all Library staff.

Project 2: Develop Building Maintenance manual.

Project 3: Develop Library Director manual.

Assessment: Track levels of Library staff endorsements. Track that all Library operations are documented.