



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, June 7, 2023

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/81093806734?pwd=ckxldWg1VzVHZG1OUExoTG9tVyt1Zz09>

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

Meeting ID: 810 9380 6734 Password: 722461

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting –May 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- May
 - e) Director Report --May
 - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Trustee Training – Chapter 4 Trustee Handbook
 - b) Discussion Polk County Contract for rural library service
- 10) Board President Items –
- 11) Adjournment

Next meeting July 5, 2023

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@bondurant.lib.ia.us, 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, May 3, 2023

1. **Roll Call:** Members Present: Josh Bryant, Jen Keeler, Sue Ugulini, Julie Bergeson, Mike Kramer, Amber Flinn and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:01 PM by President Bryant.
3. **Guests present:** Marketa Oliver, Bondurant City Administrator
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Kramer. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – April 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - April
 - e. Director's Report - April
 - f. Statistics Review

Director Sanders told that several trees have been replaced in the landscaping. Assistant Director Klinker-Feld demonstrated the new virtual tour of the Library available on the website.

Motion to approve the above consent agenda with corrections by Kramer, seconded by Campbell. Motion carried.
6. **Public Comments:** None.
7. **Library Foundation Update:** Book Sale will be held in conjunction with city-wide garage sales in Bondurant, May 12-13, 2023.
8. **Friends of the Library Update:** None
9. **City Council Liaison Report:** City Administrator Oliver will be attending the policy and advocacy meetings in Washington DC with the Great Des Moines Partnership. She also provided a wrap-up to the 2023 Legislative session. Fareway is set to open on June 7, 2023.
10. **Old Business:** None
10. **New Business:**
 - a. **Trustee Training.** Reviewed Chapter 3 of the Trustee Handbook.

b. **Discussion: Summer Fest Wristbands.** Director Sanders told that the Library was approached by the Bondurant Men's Club to be a "site" to see wrist bands for SummerFest. This will be a cash only transaction and shouldn't disrupt Library employees significantly.

c. **Discussion/Decision - Salary Adoption FY24.** Motion to approve by Ugolini, seconded by Campbell. Motion carried.

d. **Discussion/Decision - Budget Amendment FY23.** Motion to approve by Keeler, seconded by Bergeson. Motion carried.

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

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

Next Meeting: Wednesday, May 3, 2023 at 6PM



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 05/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Department: 410 - LIBRARY						
001-410-1-4500	FINES & FEES	3,700.00	3,700.00	198.15	4,068.92	368.92 109.97 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	32,967.00	32,967.00	10,989.00	43,956.00	10,989.00 133.33 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	0.00	0.00	0.00	5,009.50	5,009.50 0.00 %
001-410-4-4710	REIMBURSEMENTS	352.00	352.00	0.00	0.00	-352.00 100.00 %
001-410-6010	SALARIES	306,092.80	306,092.80	24,368.58	279,786.66	26,306.14 8.59 %
001-410-6020	SALARIES-PART-TIME	53,487.20	53,487.20	6,050.02	56,096.57	-2,609.37 -4.88 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	1,024.00	476.00 31.73 %
001-410-6230	TRAINING	600.00	600.00	14.87	164.87	435.13 72.52 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	170.56	3,565.61	-65.61 -1.87 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	3,068.00	6,584.35	8,415.65 56.10 %
001-410-6340	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	2,623.00	22,703.00	1,297.00 5.40 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	3,220.05	37,691.48	-691.48 -1.87 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	1,446.18	1,708.68	-208.68 -13.91 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	223.55	5,391.67	2,608.33 32.60 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	2,210.06	26,127.71	6,372.29 19.61 %
001-410-6502	PRINTED MATERIALS	44,000.00	44,000.00	6,602.64	40,188.91	3,811.09 8.66 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	672.76	18,536.68	1,463.32 7.32 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	2,400.36	-400.36 -20.02 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	281.60	3,260.89	2,739.11 45.65 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	220.87	1,953.20	-953.20 -95.32 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	82.77	1,318.87	-318.87 -31.89 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	388.69	611.31 61.13 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	529.32	7,119.98	880.02 11.00 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	12,428.56	-3,428.56 -38.10 %
Department: 410 - LIBRARY Surplus (Deficit):		-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68 11.86%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68 11.86%

Budget Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
Department: 410 - LIBRARY						
167-410-2-4440	LIBRARY STATE AID	5,954.00	5,954.00	0.00	5,953.71	-0.29 0.00 %
167-410-2-4705	T/A-LIBRARY DONATIONS	19,129.00	19,129.00	2,022.33	26,668.02	7,539.02 139.41 %
167-410-4-4300	INTEREST - LIBRARY T&A	112.00	112.00	0.00	190.04	78.04 169.68 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	10,000.00	10,000.00	11,194.23	18,202.28	-8,202.28 -82.02 %
Department: 410 - LIBRARY Surplus (Deficit):		15,195.00	15,195.00	-9,171.90	14,609.49	-585.51 3.85%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		15,195.00	15,195.00	-9,171.90	14,609.49	-585.51 3.85%

Budget Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-6799						
OTHER CAPITAL OUTLAY	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00 %
Department: 410 - LIBRARY Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Fund: 351 - LIBRARY CAPITAL Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Report Surplus (Deficit):	-601,463.00	-601,463.00	-49,769.58	-525,789.01	75,673.99	12.58%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68	11.86%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68	11.86%

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Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51	3.85%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51	3.85%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL FUND	-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68
167 - LIBRARY GRANT	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51
172 - TREE FUND	-69,257.00	-69,257.00	0.00	-56,952.48	12,304.52
351 - LIBRARY CAPITAL	-8,040.00	-8,040.00	0.00	-8,039.70	0.30
Report Surplus (Deficit):	-601,463.00	-601,463.00	-49,769.58	-525,789.01	75,673.99



Budget Report

Account Summary

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CO CONTRIB LIBRARY-POLK CO AUD	32,967.00	32,967.00	10,989.00	43,956.00	10,989.00	133.33 %
REIMBURSEMENT-LIBRARY GRANTS	0.00	0.00	0.00	5,009.50	5,009.50	0.00 %
REIMBURSEMENTS	352.00	352.00	0.00	0.00	-352.00	100.00 %
SALARIES	306,092.80	306,092.80	24,368.58	279,786.66	26,306.14	8.59 %
SALARIES-PART-TIME	53,487.20	53,487.20	6,050.02	56,096.57	-2,609.37	-4.88 %
ASSOCIATION DUES	1,500.00	1,500.00	0.00	1,024.00	476.00	31.73 %
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MEETINGS & CONFERENCES	3,500.00	3,500.00	170.56	3,565.61	-65.61	-1.87 %
BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	3,068.00	6,584.35	8,415.65	56.10 %
OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00	100.00 %
OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
ELECTRIC / GAS	24,000.00	24,000.00	2,623.00	22,703.00	1,297.00	5.40 %
TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	3,220.05	37,691.48	-691.48	-1.87 %
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OPERATING SUPPLIES	1,000.00	1,000.00	220.87	1,953.20	-953.20	-95.32 %
POSTAGE-SHIPING	1,000.00	1,000.00	82.77	1,318.87	-318.87	-31.89 %
MISCELLANEOUS	1,000.00	1,000.00	0.00	388.69	611.31	61.13 %
LIBRARY PROGRAMS	8,000.00	8,000.00	529.32	7,119.98	880.02	11.00 %
TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	12,428.56	-3,428.56	-38.10 %
Department: 410 - LIBRARY Surplus (Deficit):	-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68	11.86%
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Budget Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Fund: 167 - LIBRARY GRANT

Department: 410 - LIBRARY

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
LIBRARY STATE AID	5,954.00	5,954.00	0.00	5,953.71	-0.29	0.00 %
T/A-LIBRARY DONATIONS	19,129.00	19,129.00	2,022.33	26,668.02	7,539.02	139.41 %
INTEREST - LIBRARY T&A	112.00	112.00	0.00	190.04	78.04	169.68 %
TRUST & AGENCY LIBRARY EXPENSE	10,000.00	10,000.00	11,194.23	18,202.28	-8,202.28	-82.02 %
Department: 410 - LIBRARY Surplus (Deficit):	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51	3.85%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51	3.85%

Budget Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Fund: 351 - LIBRARY CAPITAL
 Department: 410 - LIBRARY

[351-410-6799](#)

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
OTHER CAPITAL OUTLAY	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00 %
Department: 410 - LIBRARY Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Fund: 351 - LIBRARY CAPITAL Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Report Surplus (Deficit):	-601,463.00	-601,463.00	-49,769.58	-525,789.01	75,673.99	12.58%

Budget Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Group Summary

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND 410 - LIBRARY	-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68	11.86%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-539,361.00	-539,361.00	-40,597.68	-475,406.32	63,954.68	11.86%

Budget Report

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Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT 410 - LIBRARY	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51	3.85%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	15,195.00	15,195.00	-9,171.90	14,609.49	-585.51	3.85%

Bondurant Community Library
Library Board of Trustees
June 7, 2023
Warrant List

Company	Description	Budget Code	Invoice	Amount
Brick Gentry	MediaCom Contract	001-410-6411	396316	\$1,446.18
Brick Street Market	Library portion of meal for Benefits Bash 4/24/2023	001-410-6230	2909	\$9.87
Baker & Taylor	Books	001-410-6502	2037430860	\$34.20
		001-410-6502	2037438355	\$376.96
		001-410-6502	2037455038	\$321.75
		001-410-6502	2037481505	\$164.99
Brick Gentry	Media Com Contract charged to acct 5/25/2023	001-410-6411	398419	\$105.00
Brick Gentry	Media Com Contract charged to acct 3/21/2023	001-410-6411	3937853	\$105.00
Brockway	HVAC Maintenance for Oct 2022	001-410-6499	H5444	\$895.00
Central Iowa Mechanical	Lockboxes on thermostats	001-410-6310	20739	\$1,208.00
Central Iowa Mechanical	HVAC Maintenance	001-410-6499	20740	\$1,024.00
CultureAll	Diversity program-collaboration with the school	167-410-6506	72446	\$1,500.00
Demco	Raising Readers Program-Friends donation	167-410-6506	7302384	\$30.51
	Library portion of Raising Readers program	001-410-6599	7302384	\$22.64
Demco	book covering supplies	001-410-6506	7307609	\$158.85
Envisionware	Tablet Station - Grant Polk Co Betterment	167-410-6506	65548	\$5,000.00
Envisionware	Tablet Station- Friends of the Library Match	167-410-6506	65548	\$1,040.00
Envisionware	Tablet Station - Library Foundation Match	167-410-6506	65548	\$258.94
Envisionwae	Yearly renewal - mobile printing	001-410-6499	65387	\$725.00
Envisionware	Tablet Station - Set up	167-410-6506	65753	\$780.00
Hoopla	digital content 4/30/2023	001-410-6503	503722135	\$590.07
Hoopla	digital content 5/31/2023	001-410-6503	503871653	\$636.64
Iowa State University	Summer Reading program presenter - Insect Zoo	167-410-6506	1506	\$288.61
Kadeth, Inc	Computer support	001-410-6419	6449	\$1,511.25
Konica Minolta	Copier	001-410-6499	5024982281	\$232.61
Konica Minolta	phone	001-410-6373	220010099	\$293.81
Larry's Window Service	window cleaning	001-410-6310	310806	\$565.00
MicroMarketing	audio	001-410-6502	918963	\$39.99

Bondurant Community Library
Library Board of Trustees
June 7, 2023
Warrant List

MidAmerican	utilities	001-410-6371	539104436	\$2,623.00
Petty Cash	postage	001-410-6508	receipts	\$74.93
Petty Cash	SRP mailing	167-410-6506	receipt	\$13.50
Petty Cash	SRP mailing	167-410-6506	receipt	\$21.00
Petty Cash	SRP mailing	167-410-6506	receipt	\$19.02
Petty cash	Programming	001-410-6599	receipt	\$48.48
Playaway Products	Wonder Book	001-410-6502	425272	\$261.20
Playaway Products	Wonder book	001-410-6502	426937	\$66.49
Sanders, Jill	Programming supplies	001-410-6599	receipt	\$35.71
	Programming supplies	001-410-6599	receipt	\$21.38
	Programming supplies	001-410-6599	receeipt	\$64.67
	hoses, mulch	001-410-6310	receipt	\$127.92
Stratus	cleaning services -	001-410-6499	6060176	\$851.56
Stericycle	shred it event- Vision Bank Donation	167-410-6506	8003936500	\$300.00
	Shred it event- Library portion	001-410-6599	8003936500	\$471.28
Tyler Technologies	Library's share of City's Financial Software. Charged to	001-410-6419	025-415738	\$545.45
Tyler Technologies	Library's share of City's Financial Software. Charged to	001-410-6419	025-415827	\$226.63
Unique	collection service	001-410-6499	6112373	\$23.30
US Cellular	hotspot Data - April invoice	001-410-6373	575031601	\$434.90
US Cellular	hotspot data - May invoice	001-410-6373	581118235	\$434.90
Verizon	hotspot data	001-410-6373	Statement	\$2,300.09
Visa- interim billing	overlimit fee	001-410-6580	Statement	\$39.00
	book covering supplies	001-410-6506	statement	\$871.42
	programming supplies	001-410-6599	Statement	\$104.52
	summer reading program supplies/prizes	167410-6506	statement	\$3,368.22
	books/movies	001-410-6502	statement	\$395.74
	refund on button making supplies for summer reading program	167-410-6506	Statement	-\$45.00
	building supplies, display case pins	001-410-6507	Statement	\$37.43
	Staff training	001-410-6230	Statement	\$79.00
Visa - final billing	books/movies	001-410-6502	Statement	\$91.14
	programming supplies	001-410-6599	Statement	\$156.54
	office supplies	001-410-6506	statement	\$32.99
	cloud backup software	001-410-6419	Statement	\$580.27

Bondurant Community Library
Library Board of Trustees
June 7, 2023
Warrant List

	mulch	001-410-6310	Statement	\$70.94
Walsh	door repair	001-410-6310	794150	\$207.00
Walsh	door repair	001-410-6310	795888	\$195.00
Total Operating Expenses				\$21,939.69
Trust and Agency Expenses				
Total				\$12,574.80
				\$34,514.49

 Bondurant Community Library Board President
 SIGNATURE

 Date

 Bondurant Community Library Board Secretary
 SIGNATURE

 Date

STAFF REPORT MAY 2023



Michell:

- Adult Librarian Meeting in Indianola
- CPR Training
- Webinar “Get that Grant! Best Practices to Wow Funders and Bring Money to Your Library”
- Attended Bondurant Historical Society meeting on May 15

Megan S.:

- SEAL Training - Citizen Science & Eclipse Programming
- POP YS - Decoding Dyslexia
- Astronomy Programming in Public Libraries (ALA)
- CPR Training
- Check-it-out

Megan M.:

- CPR Training

Chantel:

- Adult Librarian Meeting in Indianola
- Get that Grant Webinar
- Astronomy for Library Programming
- We are all Tech Librarians (endorsement course)
- Friday Tech Focus “AI in the Library”

Emma:

- CPR Training

Christina:

- CPR Training

Events in May:

- 18 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 8 Sessions of Fit for Life!
- Become a Dementia Friend session
- Adult Craft Night

- Book discussion for Adults
- Third Thursday at Hoover's
- Books on Tap book discussion at Reclaimed Rails
- School visits to Morris and Anderson for Summer Reading program
- School visits to Junior High and High School for Summer Reading program
- Book Club for grades 3-5
- Book Club for grades 6-8
- 2 - After-School STEAM
- After-School Craft
- After School Movie
- Family BINGO
- Teen Advisory Group
- Pokémon Club
- Finals Week Rest and Relaxation for Seniors only
- Finals Week Rest and Relaxation for 9-11 grade
- Model Train Exhibit
- Train themed family escape room
- LIBRARY CLOSED for Memorial Day May 28 and May 29



Librarian items May 2023

- Director Sanders attended City Council on May 1 and 22.
- No Library staff meeting was held in May. In its stead, Assistant Fire Chief Rebecca Morris instructed staff on CPR and Defibrillator use.
- Director Sanders attended Foundation and Friends meetings on May 17.
- May 9 Director Sanders attended the final Portrait of a Graduate meeting at the High School.
- Director Sanders attended a regional Library Directors meeting (MAR) in Des Moines on May 10. Budgets, current legislation, staffing issues and programming were among the topics discussed.
- School visits to promote the Summer Reading Program were held in May. Staff visited Morris, Anderson, and the Jr. High and High School buildings.
- The Library's Summer Reading Program registration has begun. This eight-week program will begin on June 5 and run through July 29. The program highlights literacy activities,



reading incentives, outreach to local daycare providers and many activities to engage children and adults all summer long. The program is open to all ages. The program is funded by local businesses, local organizations, Library budget and grants from Amazon and Meta Altoona Data Center.

- The Library's new Tablet Station has been set up and installation is complete. This Tablet Station will dispense six tablets to patrons to be used within the Library by simply scanning their Library card. Once returned the tablet will be reset and all activity on the tablet removed. The tablets will cease to work if taken outside of the Library Building. This project has been made possible with a Polk County Grant, Enrich

Iowa funding, The Friends of the Bondurant Community Library and the Bondurant Community Library Foundation.

	A	B	C	D	E
1		Jul-22	Jul-21	Aug-22	Aug-21
2	In Library circulation	9137	6631	7013	4871
3	Bridges Audio Circulation	493	282	471	295
4	Bridges E-Books Circulation	427	330	517	355
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	12	18	8	1
7	Overdrive Advantage - eBooks	134	91	163	90
8	Overdrive Advantage - audio	191	99	202	82
9	Hoopla	258	227	263	226
10	Brainfuse	0	8	4	6
11	Transparent Language (sessions)	0	0	131	0
12	Tumblebook Downloads	0	1	10	0
13	AdventurePass	37	27	37	30
14	Total Circulation for month	10689	7714	8819	5956
15	Doorcount	2913	2494	2362	1952
16	Catalog Assists	177	132	127	95
17	Telephone Assists	238	282	205	270
18	Reference Assists	104	37	86	43
19	Computer Assists	184	59	178	66
20	Website Visits (sessions)	9671	12611	9033	6742
21	WII & Nintendo/Legos/Trucks Etc.	111		132	24
22	Wi Fi	1283	594	1452	886
23	Internet	420	172	464	212
24	Hot Spot Circulations	139	152	129	126
25	Launchpads	45	55	47	35
26	Tablets	0	0	0	8
27	Total Electronic Resource Usage	11669	13584	11257	8033
28	Test Proctoring	1	0	1	
29	Notary Services	4	5	7	11
30	Tutoring	0		0	
31	Meeting/study Rm Use (No Library events)	47		85	16
32	Gabbie Messages with patrons			910	
33	Catalog searches from the website			5517	
34	New Patron Cards	54	35	61	51
35	Deleted patron cards	1	0	0	0
36	Interlibrary Loans				
37	Borrowed from other libraries	19	18	8	17
38	Loaned to other libraries	87	45	96	59
39	Collection				
40	Added to collection	255	296	453	304
41	Deleted From collection	116	54	5	18
42	Curbside Deliver		3	0	2
43	Mobile Printing	15	8	25	16
44	Youth Grab and Go kits	115	890	0	
45	Teen Grab and go kits		25	0	
46	Adult grab and go kits			0	

	A	B	C	D	E
47		Jul-22	Jul-21	Aug-22	Aug-21
48	Children's Grab and Go Kits			0	
49	FB Sponsorship STEM Kits		330 out of 400	0	
50	Adult Coloring Kits			0	

	F	G	H	I	J	K	L
1		Sep-22	Sep-21	Oct-22	Oct. 21	Nov-22	Nov-21
2	In Library circulation	5773	4045	5981	4526	5699	4254
3	Bridges Audio Circulation	550	273	578	260	384	260
4	Bridges E-Books Circulation	468	321	437	295	473	255
5	Bridges-Streaming Video	0	0	0	0	0	1
6	Bridges- eMagazines	19	19	11	7	18	26
7	Overdrive Advantage - eBooks	154	65	157	89	116	64
8	Overdrive Advantage - audio	204	78	193	100	161	75
9	Hoopla	248	203	201	216	234	207
10	Brainfuse	0	5	0	10	0	7
11	Transparent Language (sessions)	2	5	0	0	5	2
12	Tumblebook Downloads	2	1	17	0	0	3
13	AdventurePass	16	6	15	9	5	6
14	Total Circulation for month	7436	5021	7590	5512	7095	5160
15	Doorcount	2316	2527	2143	1511	1730	1467
16	Catalog Assists	124	106	135	106	110	104
17	Telephone Assists	226	252	205	213	320	200
18	Reference Assists	80	58	93	35	57	48
19	Computer Assists	113	94	122	66	67	33
20	Website Visits (sessions)	8326	6816	8885	7561	6120	6393
21	WII & Nintendo/Legos/Trucks Etc.	100	48	110	74	68	46
22	Wi Fi	1566	979	1583	1049	1248	894
23	Internet	236	210	324	261	462	156
24	Hot Spot Circulations	102	151	110	115	130	127
25	Launchpads	33	36	34	32	43	20
26	Tablets	0	8	1	3	4	0
27	Total Electronic Resource Usage	10363	8248	11047	9095	11026	7636
28	Test Proctoring	0	0	1	0	0	
29	Notary Services	5	7	9	10	6	10
30	Tutoring	0	0	0	0	0	
31	Meeting/study Rm Use (No Library events)	58	30	38	21	30	35
32	Gabbie Messages with patrons	807		785		1503	
33	Catalog searches from the website	5012		5030		5013	
34	New Patron Cards	63	42	46	50	33	41
35	Deleted patron cards	2	0	0	0	5	969
36	Interlibrary Loans						
37	Borrowed from other libraries	16	10	23	31	23	29
38	Loaned to other libraries	71	65	89	79	78	54
39	Collection						
40	Added to collection	219	138	263	234	222	278
41	Deleted From collection	8	42	8	97	183	192
42	Curbside Deliver	0	1	1	1	0	0
43	Mobile Printing	36	3	18	4	19	0
44	Youth Grab and Go kits	0	50	0	80		115
45	Teen Grab and go kits	0	15	0	25		10
46	Adult grab and go kits	0		0-Jan	0		0

	F	G	H	I	J	K	L
47		Sep-22	Sep-21	Oct-22	Oct. 21	Nov-22	Nov-21
48	Children's Grab and Go Kits	0		0-Jan	4		
49	FB Sponsorship STEM Kits	0	0	0			
50	Adult Coloring Kits	0	0	0			

	M	N	O	P	Q	R	S
1		Dec-22	Dec-21	Jan-23	Jan-22	Feb-23	Feb-22
2	In Library circulation	5239	4037	5154	4526	5175	4136
3	Bridges Audio Circulation	467	249	561	267	586	294
4	Bridges E-Books Circulation	419	312	472	356	443	346
5	Bridges-Streaming Video	0	0	0	0	0	0
6	Bridges- eMagazines	8	16	27	21	17	22
7	Overdrive Advantage - eBooks	133	58	164	88	149	89
8	Overdrive Advantage - audio	141	76	229	105	221	115
9	Hoopla	269	186	293	225	266	225
10	Brainfuse	0	6	5	10	5	5
11	Transparent Language (sessions)	0	0	0	22	1	1
12	Tumblebook Downloads	0	0	3	3	1	0
13	AdventurePass	10	10	10	6	12	10
14	Total Circulation for month	6686	4950	6918	5629	6876	5243
15	Doorcount	1775	2929	1829	1342	1796	1434
16	Catalog Assists	76	89	111	105	129	115
17	Telephone Assists	207	218	284	216	197	207
18	Reference Assists	44	51	82	43	85	86
19	Computer Assists	72	74	75	28	71	46
20	Website Visits (sessions)	7753	5870	7063	6412	6251	6696
21	WII & Nintendo/Legos/Trucks Etc.	70	36	110	61	127	76
22	Wi Fi	1020	828	1283	855	1179	890
23	Internet	214	244	475	236	338	245
24	Hot Spot Circulations	118	106	111	92	91	94
25	Launchpads	29	23	39	22	35	21
26	Tablets	1	1	1	0	1	1
27	Total Electronic Resource Usage	11379	7108	11463	7678	8022	8023
28	Test Proctoring		0	0	0	1	0
29	Notary Services	5	8	12	3	8	10
30	Tutoring			0		0	0
31	Meeting/study Rm Use (No Library events)	26	30	33	35	34	61
32	Gabbie Messages with patrons	702		654		601	
33	Catalog searches from the website	4573		5897		3894	
34	New Patron Cards	25	28	51	42	40	44
35	Deleted patron cards	1	7	1	3	3	2
36	Interlibrary Loans						
37	Borrowed from other libraries	10	10	39	36	49	29
38	Loaned to other libraries	78	42	114	79	93	113
39	Collection						
40	Added to collection	322	235	221	461	228	453
41	Deleted From collection	188	164	207	188	167	30
42	Curbside Deliver	0	0	2	0	0	0
43	Mobile Printing	23	15	21	32	25	27
44	Youth Grab and Go kits		130	0	0	0	0
45	Teen Grab and go kits		10	0	4	0	3
46	Adult grab and go kits		0	0	0	0	0

	M	N	O	P	Q	R	S
47		Dec-22	Dec-21	Jan-23	Jan-22	Feb-23	Feb-22
48	Children's Grab and Go Kits			0	0	0	0
49	FB Sponsorship STEM Kits			0		0	0
50	Adult Coloring Kits			0	32	0	0

	T	U	V	W	X
1		Mar-23	Mar-22	Apr-23	Apr-22
2	In Library circulation	6329	5952	4865	4902
3	Bridges Audio Circulation	563	346	584	352
4	Bridges E-Books Circulation	495	385	382	310
5	Bridges-Streaming Video	0	1	0	0
6	Bridges- eMagazines	24	19	17	12
7	Overdrive Advantage - eBooks	124	70	110	69
8	Overdrive Advantage - audio	186	107	190	117
9	Hoopla	296	230	254	183
10	Brainfuse	0	6	0	5
11	Transparent Language (sessions)	0	4	2	3
12	Tumblebook Downloads	0	4	1	0
13	AdventurePass	24	19		9
14	Total Circulation for month	8041	7143	6405	5962
15	Doorcount	2290	1896	2333	1593
16	Catalog Assists	138	117	87	106
17	Telephone Assists	329	231	187	221
18	Reference Assists	96	59	83	40
19	Computer Assists	88	55	78	82
20	Website Visits (sessions)	7294	7492	10,675	8860
21	WII & Nintendo/Legos/Trucks Etc.	122	85	132	68
22	Wi Fi	1390	986	1467	1027
23	Internet	553	242	455	241
24	Hot Spot Circulations	150	132	106	124
25	Launchpads	35	34	26	33
26	Tablets	1	1	2	1
27	Total Electronic Resource Usage	9545	8972	12,863	10354
28	Test Proctoring	0	0	0	
29	Notary Services	4	2	7	7
30	Tutoring	0		0	9
31	Meeting/study Rm Use (No Library events)	30	56	50	54
32	Gabbie Messages with patrons	862		673	
33	Catalog searches from the website	4735		4863	
34	New Patron Cards	38	59	41	44
35	Deleted patron cards	2	4	0	2
36	Interlibrary Loans				
37	Borrowed from other libraries	42	34	38	30
38	Loaned to other libraries	94	113	109	83
39	Collection				
40	Added to collection	352	495	175	226
41	Deleted From collection	32	9	45	519
42	Curbside Deliver		0	1	0
43	Mobile Printing	33	14	0	17
44	Youth Grab and Go kits		0	0	0
45	Teen Grab and go kits		6	0	0
46	Adult grab and go kits		0	0	0

	T	U	V	W	X
47		Mar-23	Mar-22	Apr-23	Apr-22
48	Children's Grab and Go Kits		0	0	0
49	FB Sponsorship STEM Kits		0	0	0
50	Adult Coloring Kits		0	0	0

	Y	Z	AA
1	May-23	May-22	Jun-22
2	5801	5588	9071
3	554	371	428
4	377	359	383
5	0	0	0
6	11	6	1
7	129	106	96
8	183	164	180
9	274	242	238
10	0	6	6
11	0	19	0
12	2	4	0
13	10	11	41
14	7341	6876	10444
15	2675	1895	3454
16	69	94	200
17	115	205	257
18	55	53	74
19	68	93	225
20	10833	10360	11534
21	77	63	163
22	1744	1194	1171
23	605	275	528
24	125	128	158
25	44	35	54
26	2	0	1
27	13430	12055	13609
28	0		
29	8	7	5
30	0		
31	84	61	44
32	759		
33	5162		
34	91	81	105
35	2	4	2
36			
37	48	22	30
38	91	83	107
39			
40	221	334	255
41	51	443	240
42	0	1	0
43	7	7	12
44	0		
45	0	2	18
46	0		

	Y	Z	AA
47		May-22	Jun-22
48	0		
49	0		
50	0		

	A	B	C	D	E	F	G	H	I	J	K
68	Library's Maker Space Service	11	4					4			
69	STEAM/STEM services										
70	Story-Walk participants										
71	Reading log participants										
72	Other patron-directed activities							36			

	L	M
1	May-23	Programmin/outreach
2		Ages 0-5
3		Live/In person onsite 0-5
4	23	# of programs
5	305	# attending
6		Live/inperson offsite 0-5
7	7	# of programs
8	150	# attending
9		Live/virtual 0-5
10		# of programs
11		# attending
12		
13		Ages 6-11
14		Live/inperson onsite 6-11
15	6	# of programs
16	226	# attending
17		Live/in person offsite 6-11
18	11	# of programs
19	1229	# attending
20		Live virtual 6-11
21		# of programs
22		# attending
23		
24		YA
25		Live/in person onsite YA
26	6	# of programs
27	23	# attending
28		Live/in person offsite YA
29	2	# of programs
30	229	# attending
31		Live virtual YA
32		# of programs
33		# attending
34		

	L	M
35		Adults
36		Live/in person onsite Adults
37	13	# of programs
38	126	# attending
39		Live/ in person offside Adults
40	1	# of programs
41	4	# attending
42		Live Virtual Adult
43	4	# of programs
44	5	# attending
45	1	Home Delivery
46		
47		Programmin/outreach
48		General Interest
49	7	Live/In peerson onsite General Interest
50	188	# of programs
51		# attending
52		Live/In person offsite General Interest
53		# of programs
54		# attending
55		Live Virtual General Interest
56		# of programs
57		# attending
58		
59		Program Content
60		Recordings
61		# Recordings
62		# Views
63		
64		Make/Take kits
65	390	Coloring sheets
66		Scavenger Hunts Participants
67		Trivia contest Participants

	L	M
68		Library's Maker Space Service
69		STEAM/STEM services
70		Story-Walk participants
71		Reading log participants
72		Other patron-directed activities



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 **Library Law FAQ** on the State Library website.