

Goddard Public Library Board Agenda

July 8, 2019

7:05 P.M.

1. Roll Call.
2. Approval of Agenda
3. Minutes of Regular Meeting June 10, 2019
4. Correspondence and communications
5. Librarian's Report
 - a. Circulation Report – plus quarterly numbers for years 2017, 2018, 2019
6. Financial Report
7. Old Business
 - a. Discussion of Board Training that occurred in June. Paul Hawkins presenting at board meeting in August.
 - b. Cox Telephone
 - c. Furniture purchases – cost share with city
 - d. Policy Manual changes – electronics policy, social media policy, CIPA, holidays and holiday pay, and changes in Articles approval – City ordinance
 - e. Friends/Foundation information
8. New Business
 - a. Insurance for board and bonding
 - b. Departmental & Leadership meetings with City
 - c. Director 90 day evaluation
9. Executive Session
10. As may be presented

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

**Library Board Meeting
Minutes
Monday, June 10, 2019
7:05 PM**

- 1. Attendance:** April Hernandez, Vickie Luthi, Frank Petsche, and Alexis Vincent. Late: Becky Phillips. Absent: Dan Funke, Lisa Fouts. Guests: Lisa Coyne, Tamera Judd, Margo Rakes, Lisa Stoller.
- 2. Approval of the Agenda:** Alexis makes a motion to approve the agenda as modified, Vickie seconds. Approved 3/0
- 3. Minutes of the May 13, 2019 Meeting:** Becky makes a motion to approve with changes, Alexis seconds. Approved 3/0 1 abst.
- 4. Correspondence and Communication:** Letter from Levand Trust
- 5. Librarian's Report:**
 - a. Book Page change:** Will be sharing with Lincoln Library in Medicine Lodge to save money.
 - b. Circulation report:** Fixed numbers because it was wrong. Statistics are a work in progress right now.
- 6. Financial Report:** Made changes to reflect what the City will take over. Becky motion to accept, Frank seconds. Approved 4/0
- 7. Old Business:**
 - a. Board Training:** Agenda will be sent to Board later in the week.
 - b. Update on ILS:** Getting started. Will be live by December 9.
 - c. Furniture purchases:** 4 chairs with tables and two curved shelves on wheels. City may pay for it. Alexis motion to purchase four chairs and two shelves for a price not to exceed \$8,500, Becky seconds. Approved 4/0.

d. Cox telephone and cellular: Will save us money and if the internet goes down, it will go to the forwarded phone. Becky motion to change the phone to the IP Centrex system with Cox, Frank seconds. Approved 4/0

e. Paul Hawkins: Will be here at the regular meeting August 12th for a board training presentation.

f. Update on strategic plan: Weeding and furniture for Goal 1. Will need to look for architect in the future. Goal 2 working with Dove Estates. New website for Goal 4 and joining the chamber. Everything will have logo on it now to expand the brand awareness. Building digital collection.

8. New Business:

a. Changes in policy manual: Will review a chunk at a time, starting next meeting. Board will look at electronics policy and CIPA for next month.

b. Closed dates and holiday pay: Made changes, will vote next month.

c. Selling TV monitors: Alexis makes motion to sell for \$50 each, Becky seconds. Approved 4/0

9. As may be presented: None

10. Adjournment: Frank made a motion to adjourn, seconded by Alexis. Approved 4/0. Adjourned 8:35 pm.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next convened meeting.

Librarian Report July 2019

- The only sections left to weed are the DVDs and Children's section. I will start on the junior section after summer reading ends.
- New chairs are here and getting lots of use. I have sent a cost sharing proposal to the city asking for a 50/50 cost share. I have not heard back yet. We have not received the new shelving yet. Hopefully the old furniture will be gone before the end of the month.
- We are adding series information to the spines of books. This will help staff shelve and help patrons find the book they want.
- Goddard's Amazing Race
- Presenting at KLA – individual on job hunting, panel on servant leadership
- Kathie Buckman with ESU School of Library Science is going to put out to the school that we are offering practicum/internship opportunities for library school students.
- Monthly staff meetings are going well. These are held on the first Wednesday of each month. Topics covered have been: processing of books, weeding, book repair, and privacy. I am going to meet one on one with each staff member so that they can voice concerns or talk about ideas they have. I want to make sure we are all on the same page.
- Next month policy manual updates to read through – Board Policy. Runs until you get to Personnel Policy. Personnel Policy up to Section 3.

GODDARD PUBLIC LIBRARY
June 2019

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Non-fiction	218	169	176	180	355	177							1275		
Fiction	513	525	587	543	656	647							3471		
Periodicals	60	64	58	52	53	60							347		
Audio Books	17	19	28	43	61	60							228		
Videos/ DVD	201	224	266	234	241	259							1425		

JUVENILE

Non-fiction	186	265	316	273	360	952							2352		
Fiction	698	1053	1319	1278	999	2985							8332		
Periodicals	6	37	49	11	13	34							150		
Videos/ DVD	65	89	85	104	144	167							654		
Audio	2	4	5	11	8	5							35		

TOTAL	1966	2449	2889	2729	2890	5346	0	0	0	0	0	0	18269	44326	34516
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Computer	405	355	419	443	399	398							2419	3988	3012
Wireless	187	121	115	103	152	136							814	1565	1232
													3233	5553	4244

Reference Question	123	195	196	137	231	213							1095	1860	1489
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INTERLIBRARY LOAN


Books Loaned	28	23	14	62	53	36							216	466	388
Unfilled	0	0	2	0	0	0							2	0	0
Books Borrowed	50	53	70	73	73	104							423	793	572
Unfilled	0	0	7	0	0	0							7	2	0

NEW LIBRARY CARDS	27	16	18	26	57	73							217	404	462
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MATERIALS ADDED

Adult	52	65	41	34	62	66							320	1093	1256
Juvenile	101	143	28	47	53	55							427	993	1496
TOTAL	153	208	69	81	115	121	0	0	0	0	0	0	747	2086	2752

LIBRARY ATTENDANCE	1255	1131	1404	1576	2418	3380							11164	19195	16985
Children	78	162	276	419	181	706							1822	3214	2338
Other			15										15	909	255
TOTAL	1333	1293	1695	1995	2599	4086	0	0	0	0	0	0	13001	23318	19578


 April Hernandez
 DIRECTOR

ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D		
Vickie Luthi	+	+	+	+	+	+							2	2023
Alexis Vincent	+	+	+	+	+	+							2	2020
Lisa Fouts	+	+	+	+	+	ex							1	2020
Becky Phillips	+	ex	+	ex	+	+							2	2021
Frank Petsche	ex	+	+	+	ex	+							1	2021
Lisa Coyne						+							finish	2022
Tamara Judd						+							1	
Margo Rakes						+							1	2025
Lisa Stoller						+							1	2023
Carole Van Amburg													1	2023
April Hernandez				+	+	+								

EX- excused EO- early out LI- late in CA- cancelled

	A	B	C	D	E	F
1		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
2						
3	2019	7792	10416			18208
4						
5	2018	8079	13735	13231	9281	44326
6						
7	2017	6009	10857	10688	6962	34516

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 07/01/2019

	<u>Jul 1, 19</u>
Beginning Balance	60,526.24
Cleared Transactions	
Checks and Payments - 40 items	-20,796.14
Deposits and Credits - 7 items	418.21
Total Cleared Transactions	<u>-20,377.93</u>
Cleared Balance	<u>40,148.31</u>
Uncleared Transactions	
Checks and Payments - 11 items	-4,573.15
Total Uncleared Transactions	<u>-4,573.15</u>
Register Balance as of 07/01/2019	<u>35,575.16</u>
New Transactions	
Checks and Payments - 2 Items	-267.60
Total New Transactions	<u>-267.60</u>
Ending Balance	<u>35,307.56</u>

4:06 PM

07/03/19

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 06/01/2019

	<u>Jun 1, 19</u>
Beginning Balance	27,944.00
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.64</u>
Total Cleared Transactions	<u>0.64</u>
Cleared Balance	<u><u>27,944.64</u></u>
Register Balance as of 06/01/2019	27,944.64
Ending Balance	27,944.64

Goddard Public Library
 BUDGET REPORT
 6/30/2019

MONTH:
 6
 COLUMN:
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(A) CATEGORY	(B) ACTUAL JANUARY	(C) ACTUAL FEB.	(D) ACTUAL MARCH	(E) ACTUAL APRIL	(F) ACTUAL MAY	(G) ACTUAL JUNE	(H) ACTUAL JULY	(I) ACTUAL AUGUST	(J) ACTUAL SEPT.	(K) ACTUAL OCT.	(L) ACTUAL NOV.
Accounting	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Automation/Internet	\$139.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Maintenance	\$67.09	\$0.00	\$0.00	\$56.95	\$0.00	\$0.00					
Misc.	\$31.00	\$0.00	\$0.00	\$0.00	\$28.82	\$10.00					
Supplies	\$3,562.33	\$0.00	\$72.20	\$432.53	\$461.12	\$375.04					
Utilities/Telephone	\$895.06	\$590.71	\$0.00	\$0.00	\$0.00	\$0.00					
Materials	\$2,064.01	\$640.03	\$575.82	\$3,668.91	\$4,613.69	\$1,927.23					
Community Relations	\$78.60	\$0.00	\$78.38	\$77.95	345.7	\$0.00					
Programming	\$398.11	\$127.36	\$67.94	\$59.28	\$1,056.70	\$1,399.83					
Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Licensing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Memberships	\$368.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.50	\$209.00				
Mileage/Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00					
Postage	\$1,172.02	\$0.00	\$3.59	\$9.30	\$163.14	\$0.00					
Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Board Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$1,368.39	\$0.00					
Director Health Benefit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
Federal Taxes	\$1,093.24	\$969.46	\$998.15	\$1,211.49	\$500.00	\$500.00					
Retirement	\$223.97	\$512.27	\$240.39	\$612.02	\$1,712.55	\$1,861.90					
Salaries	\$4,981.98	\$4,125.61	\$4,458.47	\$5,474.16	\$868.18	\$851.16					
State Tax	\$114.51	\$89.40	\$102.96	\$113.07	\$7,037.49	\$7,495.58					
Workman's Comp	\$234.00	\$0.00	\$0.00	\$0.00	\$224.07	\$239.33					
Unemployment	\$19.99	\$0.00	\$0.00	\$15.99	\$0.00	\$0.00					
	\$15,533.86	\$7,058.43	\$6,597.41	\$12,231.65	\$18,504.85	\$14,687.57	\$209.00	\$0.00	\$0.00	\$0.00	\$0.00

Goddard Public Library
 BUDGET REPORT
 6/30/2019

MONTH:

6

COLUMN:

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(A) CATEGORY	(M) ACTUAL DEC.	(N) MONTHLY BUDGET	(O) MONTHLY DIFFERENCE	(P) Y-T-D ACTUAL	(Q) Y-T-D BUDGET of months/12)	(R) Y-T-D DIFFERENCE	(S) ANNUAL BUDGET	(T) ANNUAL DIFFERENCE
Accounting				\$90.00	\$90.00	0.00	\$ 90.00	0.00
Automation/Internet				\$139.95	\$139.95	0.00	139.95	0.00
Maintenance		\$41.67	41.67	\$500.00	\$250.00	(250.00)	500.00	0.00
Misc.		\$41.67	41.67	\$604.91	\$250.02	(354.89)	500.00	500.00
Supplies		\$291.67	281.67	\$4903.22	\$1,750.02	(3,153.20)	3,500.00	3,208.33
Utilities/Telephone		\$0.00		\$1,485.77	\$1,485.77	114.23	1,600.00	114.23
Materials		\$2,185.17	257.94	\$13,489.69	\$13,111.02	(378.67)	26,222.00	12,732.31
Community Relations		\$83.33		\$580.63	\$499.98	(80.65)	1,000.00	419.37
Programming		\$437.50		\$3,109.22	\$2,625.00	(484.22)	5,250.00	2,140.78
Continuing Education		\$20.83		\$0.00	\$0.00	0.00	250.00	250.00
Licensing		\$0.00		\$0.00	\$0.00	0.00	-	0.00
Memberships		\$41.67		\$520.50	\$250.02	(270.48)	500.00	(20.50)
Mileage/Meals		\$25.00		\$163.14	\$874.98	(163.14)	300.00	136.86
Postage		\$145.83		\$1,188.01	\$3,000.00	(313.03)	1,750.00	561.99
Capital Improvement		\$500.00		\$1,368.39	\$0.00	1,631.61	6,000.00	4,631.61
Board Insurance		\$0.00		\$0.00	\$0.00	0.00	-	0.00
Director Health Benefit		\$500.00		\$1,500.00	\$1,500.00	0.00	4,000.00	2,500.00
Federal Taxes		\$1,630.00		\$7,846.79	\$9,780.00	1,933.21	19,560.00	11,713.21
Retirement		\$895.83		\$3,307.99	\$5,375.00	2,067.01	10,750.00	7,442.01
Salaries		\$6,543.33		\$33,573.29	\$39,260.00	5,686.71	78,520.00	44,946.71
State Tax		\$139.00		\$883.34	\$835.00	(48.34)	1,670.00	1,670.00
Workman's Comp		\$31.25		\$237.00	\$187.50	(49.50)	375.00	375.00
Unemployment		\$8.33		\$35.98	\$50.00	14.02	100.00	64.02
	\$0.00	\$13,562.08	\$622.95	\$75,527.82	\$81,288.48	\$5,760.66	\$162,576.95	\$91,340.93
								87,049.13

CHARTER ORDINANCE NO. 14

A CHARTER ORDINANCE EXEMPTING THE CITY OF GODDARD, KANSAS FROM THE PROVISIONS OF K.S.A. 12-1222 RELATING TO THE REQUIREMENT THAT MEMBERS OF THE MUNICIPAL LIBRARY BOARD BE RESIDENTS OF THE MUNICIPALITY AND PROVIDING FOR SUBSTITUTE PROVISIONS.

SECTION 1. The portion of K.S.A. 12-1222 requiring members of a municipal library board to be residents of the municipality shall not apply to the City of Goddard.

SECTION 2. Membership of the Library Board for the City of Goddard, Kansas shall be made up of ten members, no less than eight of which shall be residents of the City of Goddard, and no more than two of which may be chosen from persons residing outside the City of Goddard, Kansas, but within the territory of U.S.D. 265. Nothing shall prevent membership of the library board to consist of more than the minimum number of residents of the City of Goddard as provided herein, but in no event shall members chosen from those persons residing outside the City of Goddard exceed the number provided herein.

SECTION 3. Members shall serve terms that start July 1 and end on June 31. The length of the terms shall be four (4) years, but one of the additional members shall have an initial term that extends for two years. The terms of current members shall extend until June 31 of the year in which the terms are presently scheduled to expire.

SECTION 4. This Charter Ordinance shall take effect sixty-one days after final publication, unless a sufficient petition for a referendum is filed and a referendum held on the ordinance, as provided in Article 12, Section 5, Subdivision C (3) of the Constitution of the State of Kansas, in which case, the ordinance shall become effective if approved by a majority of the electors voting thereon.

Passed by the City Governing Body by a 2/3 majority vote this 18th day of March , 2019

MAYOR, JAMEY BLUBAUGH

CITY CLERK, TERI LAYMON

6.01 Holiday Closures

Employees of the Goddard Public Library will receive time of work for the following holidays:

New Year's Day	January 1
Easter	
Memorial Day	Sunday and Monday
Independence Day	July 4
Labor Day	Sunday and Monday
Fall Festival	First Saturday in September
Thanksgiving	Thursday and Friday
Christmas	December 24-26

Employees regularly scheduled to work on days that fall on the above holidays will be paid for the hours they regularly work. This does not apply to seasonal or temporary workers. See definitions for description of seasonal workers.

Social Media Policy

Social Media platforms are a great way to inform, engage and interact with patrons. It is GPL's mission to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Our social media platforms allow us to do this on a daily basis. GPL has a Facebook page, Instagram and Snapchat. Any member of the staff may post to the GPL platforms but should keep the following guidelines in mind:

Staff Responsibilities: Content of Posts should serve as a forum for the discussion of many issues related to the library's collections, programs, services, and spaces. Social media accounts serve as the digital face of the library and staff should maintain the same level of customer service provided in the physical library. All staff that post should be thoroughly versed in the mission, values, and positions of the library and its governing body. Staff should be friendly, sincere, and energetic. Social media content should be written from the point of view of the "We," which represents the library as a whole and not as an individual staff member. As the online face of the library, staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.

Posts need to be:

- Timely
- Accurate
- Spelled correctly
- Easy to read and understand – with graphics and all pertinent information included.
- In keeping with the library's mission and values
- Professional though conversational and light in tone
- Responsive and engaging
- Double checked by another staff member

Library staff should protect patron privacy and confidentiality whenever possible. Social media platforms should not be used to collect information about the library's users. Information shared by patrons on the library's social media should not be kept by the library or used for other purposes.

Training: Before posting regularly on the library social media accounts, staff need to attend training or speak with the director about obtaining training. Social media training is available free of charge through SCKLS, and online, through Web Junction.

Reconsideration: Articles and comments containing any of the following forms of content shall not be allowed and the offender could be blocked from participation in the forum for:

- Profane language or content

Approved by GPL Board of
Trustees on

- Content that discriminates on the basis of race, creed, color, age, religion, gender, marital status, public assistance status, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content
- Solicitations of commerce
- Private, personal information

Posts containing negative comments or complaints, that do not violate the above exceptions, should not be deleted unless they are harassing, obscene, or personally name staff members. You should notify the director when there are any complaints, so that they can engage with the patron and preferably move the conversation to a private venue.

Disclaimer: The comments expressed on any social media platform do not reflect the views or positions of the library, its officers, or its employees. Users should exercise their own judgment about the quality and accuracy of information presented on social media.

Privacy: Staff should make a good-faith effort to understand the privacy policies of any social media platforms they use.

If in doubt about any of the above, please ask the Director.

Electronics Checkout Policy

Goddard Public Library has five Kindle Fire 7 available for checkout. Each will check out for one week. There will be no renewals. Before a patron is allowed to check out a device, they will be asked to sign this form stating that they understand, if they damage the device in any way, they are expected to reimburse the library for the full cost of the device. This could equal up to \$100 replacement fee.

Only those 18 and older will be allowed to check out electronic devices. Children will need to have a parent or guardian check the device out, if they would like to borrow one. This form must be signed by an adult.

Overdues on electronic devices will forfeit that patron from participating in this service. Participation is also forfeited by downloading items to the device or by locking the device with a password. Please do not remove any property or information labels.

I, _____, the undersigned, have read and agree to the terms set forth in this electronics checkout policy. I understand that failure to comply with these terms constitutes my forfeiture in this service and that I must pay the device replacement costs for any damage or loss. I also understand that failure to return or pay for a replacement device constitutes theft and that this is grounds for prosecution.

Signature: _____

Date: _____

**INTERNET SAFETY POLICY
FOR GODDARD PUBLIC LIBRARY**

Introduction

Public access to the Internet and online services has become an integral part of the Goddard Public Library programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Goddard Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Goddard Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on 01/11/2016. This policy supersedes all previous Internet Safety Policy statements of the Goddard Public Library and is effective on 01/11/2016.

This policy document will be reviewed by the Goddard Public Library Board at least every three years.

Legal Requirements

The Goddard Public Library Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Goddard Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Goddard Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Library Director or Board President and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Library Director or Board President in charge, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

Library Board Chairperson

Library Director

The effective date of the last review of this policy is 01/11/2016.

Adoption Date:

1-11-2016

First Review Date:

Second review date:

April Hernandez

From: Paul Hawkins <Paul@sckls.info>
Sent: Thursday, June 27, 2019 7:46 AM
To: April Hernandez
Subject: RE: questions for you

Hi April:

Two items in reply to your insurance questions:

1. Yes, Treasurer of library board should be bonded by state statute and bond can be provided by library or city's insurance vendor.

12-1226. Treasurer of board; bond; duties; Johnson and Wyandotte counties library board treasurer. (a) Except as provided by this section, the treasurer of the library board shall give bond, in an amount fixed by the board and approved by the governing body of the municipality, for the safekeeping and due disbursement of all funds that may come into the treasurer's hands. The bonds shall be filed with the clerk of the municipality. Except where otherwise provided by law, the treasurer of the municipality shall pay over to the treasurer of the library board all funds collected for the maintenance of the library, and the treasurer of the library board shall pay out the funds on orders of the board signed by the secretary and chairperson thereof. Such treasurer shall keep an accurate record of all moneys received and disbursed thereby and make a report thereof to the library board monthly, or as often as the board requires.

2. . Yes, you as director and board members should have Directors and Officers Liability Insurance through the library. (Sometimes Directors and Officers is also called public entities Tort or Linebacker coverage.) Helps cover defense costs, settlements and judgments arising out of lawsuits and wrongful act allegations brought against you or your board members and protects you all from personal liability. Can obtain a quote from library or city's insurance vendor.

Library Director Evaluation Form for Board Members



Name: April Hernandez

Date of Evaluation:

Evaluation Period: July 13, 2019 to December 13, 2019

Type of Evaluation: *(Goal Setting/Probationary, Six-month Evaluation, Annual Evaluation, Special Evaluation)*

Form Instructions:

- 1) *each board member should individually respond to this form.*
- 2) *In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.*
- 3) *Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Customer Service & Community Relations

• Level of patron satisfaction	E	S	N	U
• Customer service received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Awareness of community needs	E	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
• Library is being marketed to the community	E	S	N	U

Comments:

CS & CR totals: E ___ S ___ N ___ U ___

Library Director Evaluation Form for Board Members



Organizational Growth

• The library is making progress on its Strategic Plan (SP)	E	S	N	U
• Services to meet the goals and objectives of the SP are carried out with staff and board involvement	E	S	N	U
• Goals and objectives are evaluated regularly	E	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
• Collection is responsive to community needs	E	S	N	U
• The library is responsive to changes in the community	E	S	N	U
• Staff are aware of library's strategic plan, policies and activities	E	S	N	U
• There is a working knowledge of significant developments and trends in the field	E	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E	S	N	U

Comments:

OG totals: E ___ S ___ N ___ U ___

Administration & Human Resource Management

• Work is effectively assigned; appropriate levels of freedom and authority are delegated	E	S	N	U
• Job descriptions are developed; regular performance evaluations are held and documented	E	S	N	U
• Personnel policies and state and federal regulations on workplaces and employment are effectively implemented	E	S	N	U
• Policies and procedures are in place to maximize volunteer involvement	E	S	N	U
• Staff development and education is encouraged;	E	S	N	U
• Staff understand how their role at the library relates to the mission	E	S	N	U
• Library climate attracts, keeps, and motivates a diverse and knowledgeable staff	E	S	N	U

Comments:

A&HRM totals: E ___ S ___ N ___ U ___

Library Director Evaluation Form for Board Members



Financial Management / Fundraising

- | | | | | |
|---|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices | E | S | N | U |
| • Budget is prepared with input from staff and board; the library operates within budget guidelines | E | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | E | S | N | U |
| • Positive relationships with government, foundation and corporate funders are in place | E | S | N | U |
| • Positive relationships with individual donors is established | E | S | N | U |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations | E | S | N | U |

Comments:

FM/LC/F totals: E ___ S ___ N ___ U ___

Library Board relationship

- | | | | | |
|---|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the board | E | S | N | U |
| • Support is provided to board committees | E | S | N | U |
| • The board is informed on the condition of the organization and all-important factors influencing it | E | S | N | U |
| • The board works effectively | E | S | N | U |

Comments:

BTR totals: E ___ S ___ N ___ U ___

Library Director Evaluation Form for Board Members



Additional Comments:

[Return this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.]