

## NOTICE OF PUBLIC MEETING

Governmental Body: Van Meter Public Library

Date of Meeting: May 26, 2015

Time/Place 6:30 American Legion Reception Center

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and informational needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency additions and Approval of the agenda
4. Consent Agenda
  - a. Minutes
  - b. Claims
  - c. Stats
  - d. Finances
5. Discussion Items
  - a. Goals for Library Director
  - b. Resolution Concerning Intergovernmental Collaboration
  - c. Library Assistant (see packet for details)
  - d. Library Clerk (see packet for details)
  - e. Volunteers
  - f. Lay out of new Library
6. Action Items
  - a. Library assistant or Clerk
  - b. Resolution Concerning Intergovernmental Collaboration
7. Director's Report
8. Liaison's Report
9. Adjourn

Van Meter Public Library  
Library Board Minutes – 03-30-2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, March 30, 2015 at the American Legion Reception Center. President Gene Gabus called the meeting to order at 6:40 PM.
- 2) The following board members were present upon roll call: Gene Gabus, Nancy Lacy, Rachel Backstrom, Amanda Durflinger and John Seefeld.
- 3) President Gabus asked for a motion to approve the agenda. Moved by Seefeld supported by Lacy. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. There was none. President Gabus asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the February 23, 2015 Van Meter Public Library Board meeting.
  - b. February Claims List
  - c. February Stats
  - d. February Financial Statements
  - e. Contract for new Library DirectorMoved by Backstrom, supported by Durflinger. Passed unanimously.
- 5) Discussion Items:
  - a. A revised Behavior and Loitering Policy was presented by Durflinger and Seefeld. Discussion was held on this policy, and various changes were suggested.
  - b. A revised Director's Job Description was presented by Durflinger and Seefeld. Discussion was held, and one deletion was proposed.
  - c. Hiring high school students to update surpass was presented by Gabus. Discussion was held, and volunteerism to obtain community service was presented.
- 6) Action Items:
  - a. President Gabus asked for a motion to approve the proposed Director's Job Description with the deletion suggested in the discussion. Moved by Lacy and supported by Durflinger. Passed unanimously.
  - b.c. These items were combined for action, as the Behavior/Loitering Policy was presented in a combined format. President Gabus asked for a motion to approve, based upon the presented policy, and presented changes. Moved by Backstrom, supported by Lacy. Passed unanimously.

- d. President Gabus asked for a motion to approve giving the City the ability to allow students to update surpass on either a voluntary or a paid basis. Moved by Seefeld, supported by Backstrom. Passed Unanimously.
  
- e. Director's Report – there was no Director's Report
  
- f. Liaison's Report – there was no Liaison's Report
  
- g. Having no further business Durflinger motioned to adjourn, supported by Lacy. Passed unanimously.

## Behavior/Loitering Policy

The purpose of the Van Meter Public Libraries' behavior policy is to ensure a safe, orderly, and comfortable atmosphere in which all library patrons and staff can use the library. This policy addresses standards of public behavior.

Listed below are examples of unacceptable behavior. This list provides examples only and is not exhaustive or exclusive:

1. Behavior that is harassing, menacing or intimidating in nature.
2. Indecent exposure.
3. Engaging in disorderly conduct, such as fighting, committing a nuisance, or unreasonably disturbing behavior that offends library users or staff.
4. Possession of weapons – except by appropriately identified law enforcement agents.
5. Consumption of alcoholic beverages or use of illegal drugs and substances on library property, including parking lots and grounds.
6. Willful destruction of or damage to any library property.
7. Removal or use of any library property from the building except through established lending procedures.
8. Creating disruptive noises that are not part of a library event.
9. Obscene, threatening or abusive language.
10. Interfering with the free movement of any person or persons.
11. Bringing animals other than guide lead or service dogs into the building unless part of an educational program approved in advance by the Library Director.
12. Soliciting or selling of any kind.
13. Unauthorized display or distribution of signs, notices or leaflets.
14. Using library equipment by any person other than library personnel unless approved.
15. Consumption of food or beverages unless in a designated area.
16. Rearranging of any library furniture or equipment.
17. Entering areas not open to the public without authorization.

18. Being inappropriately dressed, (normal attire includes shoes and shirt).
19. Sleeping, preaching, speech making, begging, or other conduct not related in library use.
20. Loitering is prohibited. Loitering is defined as lingering idly or aimlessly in any area of the Library without purpose, or hanging around in clusters and causing unusually loud or disturbing noises.
21. Making unwanted sexual advances towards others or inappropriate touching.
22. Having offensive bodily hygiene or soiled clothing which soils Library furniture and property or is offensive with respect to smell.
23. Children under ten years of age not attended by a responsible caregiver who is following and enforcing library policies.
24. Leaving any child or teen (up to age 17) at the Library after closing time.
25. Using library facilities for activities other than their intended purpose.
26. The Public Library is tobacco free. This includes electronic and vapor cigarettes.

All bags and other articles are subject to inspection by authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

Unacceptable behavior may result in the loss of library privileges and which shall include not being permitted to enter library property. Any person participating in unacceptable behavior will be given a verbal warning by Library Staff to cease such unacceptable behavior. If, after receiving a verbal warning, the person continues the unacceptable behavior, Library Staff has the authority to suspend all library privileges of the person under the following guidelines: For a first offense, the suspension shall be for 30 days from the date of the offense. For a second offense, the suspension shall be for 60 days from the date of the offense. For a third offense, the suspension shall be for 90 days from the date of the offense. A person who continues to participate in unacceptable behavior after a third offense may have all library privileges eliminated for a period of one year or longer from the date of the most recent offense. With the exception of the unacceptable behavior listed in paragraphs 1 through 7 herein, an offense shall not be deemed to have been committed until a person has been given a verbal warning to cease the unacceptable behavior and the person thereafter continues the behavior for which the verbal warning was issued. The duration of the suspension of library privileges and the specific reasons therefore shall be in writing and delivered to the affected person either personally or by certified mail, return receipt requested, delivery restricted to addresses, to the address on file at the library for the person's library card. The period of suspension shall begin immediately upon the receipt of such written notice of suspension by the affected person.

## Library Director's Job Description

1. The Director is responsible for all aspects of library operations and functions, for advocating for the library at all times, and meeting the requirements of the Library Board, the community, the staff, and local and state government.
2. Qualifications for the Directorship of the Library will be:
  - a. Master's Degree in Library Science and Iowa Public Library Management 1 and 2 certification within 2 years of hire.
  - b. Commitment to the mission and philosophy of public library service.
  - c. Excellent leadership skills
  - d. Excellent communication, interpersonal and technology skills.
  - e. Ability to work effectively with library trustees, elected officials and community groups.
  - f. Ability to supervise and motivate library staff and volunteers.
  - g. Ability to work in dynamic library environment, including working with public.
  - h. Physical Conditions – Essential and marginal functions may require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time; moderate lifting and reaching.
  - i. Ability to leverage cutting edge technology to keep library competitive.
  - j. Experienced in seeking and obtaining philanthropic and public funding.
  - k. Knowledge of foundations and management of endowment growth.
3. Duties:
  - a. Board Relations – The Director shall:
    1. Report to the Board, which has the legal responsibility for governing the library and hiring the library's director.
    2. Organize and plan agendas for Board meetings in consultation with the President. Distribute agendas and support materials.
    3. Notify Board members of meetings and prepare appropriate public notices in compliance with Iowa Open Meeting Laws.

4. Attend all Library Board or committee meetings except when officially excused by the President.
5. Act as executive secretary to the Board.
6. Prepare regular monthly reports and otherwise generally apprise the Board of significant activities, events, problems and concerns of the Library.
7. Formulate and recommend policies for Board approval, and implement the same.
8. Provide administrative support to the Board.
9. Assist with and promote orientation and continuing education for Board members.
10. Develop the library budget and manage the library's money.

b. Planning – The Director shall:

1. Continually evaluate the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs.
2. Evaluate future needs for library services and resources to meet those needs.
3. Prepare long-range plans for the library.
4. Work for compliance with the Iowa Public Library standards.

c. Finance – The Director shall:

1. Prepare a draft annual budget for Board consideration and adoption.
2. Present the budget to the Van Meter City Council.
3. Make or supervise expenditures of library funds.
4. Prepare bills for approval by the Board at regular meetings and subsequent payment by the city.
5. Prepare monthly and yearly financial reports on budget accounts, receipts, and endowment funds, and present an audit report to

the Board.

6. Prepare and send to Iowa Library Services the required annual report.
- d. Personnel – The Director shall be responsible for all aspects of personnel management, including:
1. Recruitment and interviewing of candidates for positions.
  2. Responsible for employee hiring, firing, and promotions.
  3. Scheduling, organizing and supervising work operations.
  4. Training and professional development of employees.
  5. Preparation of annual evaluations of direct reports.
- e. Public and Patron Relations
1. Advocate for and promote the library. Work with employees, library board, volunteers and library users as well as educational, literacy and literacy organizations.
  2. Work to establish effective communications through news releases, e-mail or print newsletters, blogs, websites, etc.
  3. Establish and maintain effective working relationships with schools, agencies, civic and community groups, the general public and the news media.
  4. Represent the library at and speak before community, civic and other groups regarding the objectives and activities of the library.
  5. Participate as a member in appropriate civic or service organizations.
  6. Monitor public perceptions of the library and its services.
  7. Effectively address patron complaints and public criticism of the library.
  8. Ability to respond to the unique needs of the community as the demography dictates.
- f. Collections – Supervise selection, acquisition, removal, and processing of library materials to meet public needs within the structure of library selection

policies and budgetary limitations.

- g. Physical Facilities – Supervise housekeeping, maintenance and repair of building and grounds.
- h. Professional Development – Keep current in library trends. This includes, but is not limited to, participation in professional and other meetings as appropriate, membership in state and national library organizations and networking with regional libraries.

CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	.00	24,116.74	75.36	7,883.26
182-410-6020	WAGES - PART TIME	12,000.00	.00	5,337.00	44.48	6,663.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	80.00	40.00	120.00
182-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
182-410-6230	TRAINING	250.00	.00	.00	.00	250.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	624.30	156.08	224.30-
182-410-6371	UTILITIES	1,700.00	120.75	1,275.34	75.02	424.66
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.07	489.76	81.63	110.24
182-410-6408	INSURANCE	800.00	.00	.00	.00	800.00
182-410-6424	COMMUNITY INTERSET	200.00	.00	876.47	438.24	676.47-
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	1,977.00	988.50	1,777.00-
182-410-6502	LIBRARY MATERIALS	6,100.00	.00	2,826.89	46.34	3,273.11
182-410-6506	OFFICE SUPPLIES	600.00	25.42	1,344.51	224.09	744.51-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	55,050.00	195.24	38,948.01	70.75	16,101.99
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	55,050.00	195.24	38,948.01	70.75	16,101.99
		=====	=====	=====	=====	=====

\*\*\* CITY OF VAN METER IA \*\*\*  
GENERAL LEDGER REVENUE HISTORY REPORT  
FROM 04/2015 TO 4/2015  
(FISCAL 10/2015 TO 10/2015)

ACCOUNT NUMBER	ACCOUNT NAME	RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
182-950-4300	INTEREST			
4/30/15	RM2533	IPAIT	14455 IPAIT INTEREST Interest	.18
ACCOUNT TOTAL				.18
REPORT TOTAL				.18

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	35,929.43	.18	195.24	.00	35,734.37
Report Total	35,929.43	.18	195.24	.00	35,734.37

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY TECHNOLOGY FUND	210.05	.01	.00	.00	210.06
Report Total	210.05	.01	.00	.00	210.06

CITY OF VAN METER  
REVENUE REPORT  
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	.00	.00	611.73	.00	611.73-
182-410-4470	LIBRARY SERVICE	680.00	.00	3,703.67	544.66	3,023.67-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	963.95	.00	963.95-
182-910-4830	TRANSFERS IN	52,950.00	.00	55,050.00	103.97	2,100.00-
182-950-4300	INTEREST	.00	.18	1.75	.00	1.75-
	DIFFERENCE	53,630.00	.18	60,331.10	112.50	6,701.10-
	PROOF	53,630.00	.18	60,331.10	112.50	6,701.10-

ACCOUNT NUMBER	ACCOUNT NAME				AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
182-410-6371	UTILITIES					
4/15/15	AP0795	MIDAMERICAN ENERGY	042015		25197 GAS/ELEC	120.75
		ACCOUNT TOTAL				120.75
182-410-6373	TELEPHONE/COMMUNICATIONS					
4/15/15	AP0795	CENTURY LINK	042015		25171 LIB PHONE	49.07
		ACCOUNT TOTAL				49.07
182-410-6506	OFFICE SUPPLIES					
4/15/15	AP0795	OFFICE DEPOT	7585854860		25201 WOOD CLEANER	5.99
4/15/15	AP0795	WELLS FARGO CC	042015		25210 LIB POSTAGE	19.43
		ACCOUNT TOTAL				25.42
					REPORT TOTAL	195.24

**Resolution #2015-\_\_**

*"A Resolution Concerning Intergovernmental Collaboration"*

Whereas, Chapter 22.05 of the Van Meter Code of Ordinances enumerates the Powers and Duties of the Van Meter Library Board of Trustees including to, "direct and control all affairs of the Library," and

Whereas, the Van Meter Public Library Board of Trustees believe that collaborative efforts with other units of government are important for the library's long term strategic vision, and

Whereas, cooperative efforts can reduce duplicated work, synergize efforts, and provide for the sustainability of operations, and

Whereas, the Library's mission overlaps with the educational mission of the Van Meter Community School District, and

Whereas, the Library seeks to bridge academic years through various programs including Summer Reading, now

Therefore be it resolved by the Van Meter Public Library Board of Trustees that the Library Director is hereby directed to seek opportunities to work with and support the Van Meter Public School District and incorporate the goals of the District's curriculum into the programs and operations of the Public Library.

Passed and approved this \_\_\_\_ day of May, 2015.

AYE

NAY

\_\_\_\_\_ Library Board President

\_\_\_\_\_ Library Board V. President

\_\_\_\_\_ Library Board Member

\_\_\_\_\_ Library Board Member

\_\_\_\_\_ Library Board Member

# Library Clerk

## **General Statement of Duties:**

The Library Clerk is responsible for duties pertaining to the day to day operations of the library at the Circulation Desk, as outlined below

## **Supervision Received:**

Work is performed under the direct supervision of the Library Director.

## **Essential Duties of the Position:**

Use library automated circulation system to circulate materials to library users including: checking materials in and out, processing holds, registering borrowers, and collecting fines and fees.

Return materials to the shelves and verify correct placement of materials on shelves.

Assist patrons with library card accounts, including processing applications, verifying and updating account information, and accepting payment on accounts

Provide assistance to patrons in search of materials, and instruct them in using the library's online catalog, website, and basic internet resources.

Assist patrons with use of computers and software, particularly Microsoft Office programs and various interactive online forms, as well as the copiers and printers.

Provide accurate information about library resources and services to customers.

Utilize city provided e-mail on a daily basis while at work in order to stay informed about library matters.

Respect the facility and work environment by keeping work area neat, handling minor cleanups, and reporting maintenance issues promptly and appropriately.

Interact and communicate pleasantly and effectively with diverse customers and city staff, maintaining a positive and professional demeanor while providing friendly courteous service and technical support.

## **Job Requirements:**

Quickly learn and apply fundamental library procedures, methods, and techniques after orientation and training.

Establish and maintain positive, effective working relationships with library customers, coworkers, and other city employees.

Follow oral and written instructions, and effectively communicate both orally and in writing with customers and staff.

Apply policies and procedures when conducting daily activities.

Learn and adapt to new and changing technologies and troubleshoot equipment as needed.

Understand the boundaries of job responsibilities and refer customers to the library director appropriately.

Working knowledge of current Microsoft Windows, Microsoft Office products and navigation of the Internet.

**Physical and Mental Requirements:**

Must have the ability to:

View computer monitor and read/comprehend alphabetical and numerical sequences on library materials.

Place books on book trucks, move book trucks, and place and remove books from any shelf of a 90" high shelving unit, repeatedly lifting above, at and below shoulder level.

Climb a step stool to secure books and other library materials.

Efficiently operate and manipulate office equipment such as keyboard, mouse, printer and copier equipment.

Perform essential functions which require bending, stooping, lifting and carrying materials weighing up to 30 lbs. Able to stand for periods of at least one hour, and during that time is able to move with reasonable speed to locations throughout the workspace in order to accomplish public services duties.

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions:**

Work is often performed in and around books, shelves, and computers, requiring adherence to industry safety procedures and guidelines.

**License/Certification:**

Successfully pass a background investigation.

**Minimum Experience, Education, and Training:**

High school diploma or GED (applicants who are in the process of completing High School or GED may apply). Experience working with the public and/or 1 or more years of college preferred.

**Salary:**

\$8.25 per hour

**Primary Work Schedule:**

20 hours per week with a flexible schedule. Some night and weekend hours required.

# Library Assistant

## **General Statement of Duties:**

Library Assistants are responsible for proactively seeking direct contact with customers to assist with circulation, material requests, use of computers, and other basic library functions. They are also responsible for assisting with a variety of document processing, library programming, and collection management, as outlined below.

## **Supervision Received:**

Work is performed under the direct supervision of the Library Director.

## **Essential Duties of the Position:**

Provide exceptional customer service in all aspects of library service and proactively seek out customers to offer assistance in all parts of the library.

Teach and assist customers how to search for materials, utilize the library's website and basic internet resources, and other circulation-related tasks.

Provide in-depth help with database searches and other online search tools.

Assist patrons with use of computers and software, particularly Microsoft Office programs and various interactive online forms, as well as the copiers and printers.

Maintain equipment by providing basic-level troubleshooting and routine maintenance, resupplying and cleaning. Report major technical problems to appropriate library personnel.

Provide accurate information about library resources and services to customers.

Explain the policies and procedures of the library to customers.

Hold customers accountable for following the VMPL Code of Conduct and Internet Use Policy or refer to the Library Director as needed.

Suggest books and authors to customers upon request and assist customers in locating and reserving library materials.

Assist customers with library card accounts, including processing applications, verifying and updating account information, and accepting payment on accounts, with latitude to resolve minor customer complaints.

Use library automated system to circulate materials to library users including: checking materials in and out, processing holds, and collecting fines and fees.

Process returned materials and assure accuracy of customer records.

Return materials to the shelves and verify correct placement of materials on shelves.

Collect, process, and sort reserved items for customer pickup and outgoing delivery.

Process interlibrary loan requests using the SILO Interlibrary Loan System, and prepare incoming and outgoing materials.

Perform routine collection maintenance tasks and assist in collection management and materials processing, including acquisition, cataloging, and weeding.

Work as a team to plan and implement programming for children, teens, and adults.

Create displays related to library materials and programming.

Utilize city provided e-mail on a daily basis while at work in order to stay informed about library matters.

Respect the facility and work environment by keeping work area neat, handling minor cleanups, and reporting maintenance issues promptly and appropriately.

Interact and communicate pleasantly and effectively with diverse customers and city staff, maintaining a positive and professional demeanor while providing friendly courteous service and technical support.

Note: This job description is not comprehensive and does not prescribe or restrict the tasks that may be assigned at a later date or as may be needed.

**Required Knowledge, Skills, and Abilities:**

Must have the ability to:

Quickly learn and apply fundamental library procedures, methods, and techniques after orientation and training.

Establish and maintain positive, effective working relationships with library customers and coworkers.

Carry out with limited supervision continuing assignments related to the daily operations of the library.

Follow oral and written instructions.

Effectively communicate both orally and in writing with customers and staff.

Learn and adapt to new and changing technologies and troubleshoot equipment as needed.

Interpret and apply policies and procedures to daily activities and various situations, including patron complaints, while maintaining a high level of customer service.

Understand the boundaries of job responsibilities and refer customers to the library director appropriately.

Working knowledge of current Microsoft Windows, Microsoft Office products and navigation of the Internet.

Willing to participate in provided continuing education programs, such as webinars and workshops.

**Physical and Mental Requirements:**

Must have the ability to:

View computer monitor and read/comprehend alphabetical and numerical sequences on library materials.

Place books on book trucks, move book trucks, and place and remove books from any shelf of a 90" high shelving unit, repeatedly lifting above, at and below shoulder level.

Climb a step stool to secure books and other library materials.

Efficiently operate and manipulate office equipment such as keyboard, mouse, printer and copier equipment.

Perform essential functions which require bending, stooping, lifting and carrying materials weighing up to 40 lbs, and standing for periods of 2-3 hours.

Work without sitting for a minimum of two hours, and during that time is able to move with reasonable speed to locations throughout the workspace in order to accomplish public services duties.

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions:**

Work is often performed in and around books, shelves, and computers, requiring adherence to industry safety procedures and guidelines.

**License/Certification:**

Successfully pass a background investigation.

**Minimum Experience, Education, and Training:**

Graduation from high school or GED. Supplemented by at least two years of college level course work or any equivalent combination of experience, which provides the required knowledge, skills and abilities, with an understanding of computer equipment and software.

**Salary:**

\$8.25 per hour

**Primary Work Schedule:**

20 hours per week with a flexible schedule. Some night and weekend hours required.