

NOTICE OF PUBLIC MEETING

Governmental Body: Van Meter Public Library

Date of Meeting: February 23, 2015

Time/Place 6:30 American Legion

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. Volunteers background check and under 18 volunteers
 - c. Open Meeting Rules Discussion with Attorney
 - d. Committee Assignments
 - e. Rules for the Library (Community Center, Birthday Parties, Coffee Bar, Pop Corn)
6. Action Items
 - a. Review and Vote on Director's Job Description
 - b. Loitering Policy and Patron Behavior
 - c. Volunteer Rule Changes
 - d. Vote on Jolena's resigning
 - e. Broadband (Nancy)
7. Director's Report
8. Liaison's Report
9. Adjourn

Library Director Job Description

Definition

The director of library services performs professional, managerial, and administrative work of a highly responsible nature in directing and coordinating the activities and facilities of the library program. With considerable independent judgment, discretion, and initiative, the director develops library collections, plans, and implements services and activities to meet present and anticipated community needs.

The Library Director is the administrator of the library and is responsible for the daily functions of the library, the supervision of library employees and the library volunteers.

Job Description:

- Supervise general and day-to-day operation of libraries.
- Hire, train and supervise library personnel to operate libraries, establish work schedules, evaluate job performance.
- Monitor changing needs of the community and promote library services through attendance at public meetings and special programs and through speaking engagements before community groups.
- Prepare library budget for presentation to proper officials; monitor library expenditures.
- Prepare long-range plan of library development and yearly updates.
- Coordinate library resources with other educationally and recreationally oriented programs and services available.
- Establish and administer library policies and procedures.
- Develop grant proposals when applicable.
- Keep informed on advancements and changes in the library field; plan and recommend development needs and improvements of library services.
- Plan and conduct public relations activities.
- Prepare, present and interpret statistical, financial and other reports to proper officials.
- Direct and supervise maintenance of the library facility; plan for new or renovated facilities.
- Perform related work as required.
- Communicate and work with library board and Friends organization.

Duties:

1. Assists at the circulation desk by checking materials in and out, answers the telephone and provides patron information on policies and procedures.
2. Director must be familiar with and follow the guidelines, policies, and procedures.
3. Return materials to their designated location.
4. Assists library patrons in utilizing the patron computer catalog, locating materials, and conducting research.

5. Design and present library programs: (SRP) summer reading program approximately six weeks in length; morning and evening pre-school story time-- once per week; and the holiday party with the fire department, Santa, activity, and treat; plus occasional other possible programs.
7. Order library materials and supplies.
8. Review and fill out time sheets. Record explanations of additional hours (ex. Meetings or absences).
9. Pick up, open library mail, and check e-mail. The library director needs to determine if any action should be taken. Any mail that concerns the library board would be brought to the attention of the library board chairperson.
10. Process library materials (books, magazines, DVD's/video's) and supplies (office, furniture, activity material, etc.).
11. Catalog new materials.
12. Order patron requested Inter-library loan material and fill other library's requested Inter-library loan orders.
13. Supervise once a week an overdue material list. Make calls and or write letters including registered mail informing patrons of their overdue status.
14. Dallas County book rotation done quarterly.
15. Weeding the collection.
16. Make sure the library is attractively decorated, neat and clean.
17. Obtain librarian certification.
18. Attend workshops for yearly recertification hours both Director and staff.
19. Attend board meetings (every 3rd Tuesday of the month), county meetings (**four times** a year), and any other meetings necessary for the operation of the library.
20. Prepare reports for the library board, city council, state, and regional libraries. Approximately ten reports, of various lengths, are due each year in addition to the monthly board packet report.
21. Assist in preparing the budget, which is based upon the previous budget, library programs, and expenses.
22. Assist library board in updating and writing library policies.
23. Fill out daily, monthly, and yearly circulation reports.
24. Prepare monthly board packet to include, agenda, minutes from previous meetings, last months signed claims and new claims, update financial statement, trust account ledger, and time sheets.

LIBRARY DIRECTOR

The Board of Trustees of the Waukee, Iowa Public Library is seeking a dynamic Library Director with enthusiasm, vision, and a dedication to superior library service who will lead the library to its next level of expansion and development. The library serves more than 13,750 residents with a dedicated staff of nine employees and a collection of over 44,000 volumes. With an annual budget of \$519,000, the Library circulates nearly 158,000 items, hosts over 92,000 visits and sponsors programming for adults, teens, and children.

Waukee is the fastest-growing city in the fastest-growing county in Iowa. It is an exceptional city that offers a safe, friendly community lifestyle and easy proximity to the amenities of a large city. Residents enjoy a growing business community as well as excellent hometown services and stores, all complemented by world-class shopping and entertainment just minutes away.

RESPONSIBILITIES: The Waukee Public Library Director reports to the Board of Trustees and works closely with the City of Waukee's elected and appointed officials to establish a strategic vision for the Library that aligns its mission, goals, and objectives with community needs and priorities. Overall responsibilities include but are not limited to: recommendation and implementation of Board policies; preparation and oversight of fiscal budget; oversight and monitoring of library operations, personnel and facilities; active promotion of the Library at local and state levels. Additional information and a detailed job description can be found at: www.waukee.org.

QUALIFICATIONS: A master's degree in library science from an ALA accredited program is required and at least five years of supervisory experience is preferred. Essential attributes include strong verbal and written communication skills; excellent organizational skills; a genuine enthusiasm for public service; an understanding of the role and potential of technology in the delivery of library service; an ability to think creatively and to be flexible; a thorough knowledge of budgetary planning; and successful fiscal and personnel management.

COMPENSATION: Starting salary range of \$60,000 to \$74,000 (depending on qualifications) and an excellent employee benefits package.

APPLICATION PROCESS: Submit a letter of application and resume, including three professional letters of references to: Linda Burkhart, City of Waukee, 230 West Hickman Rd, Waukee Iowa 50263, or email them as attachments to Lburkhart@waukee.org. The closing date for applications is May 31, 2011. Employment is anticipated to begin in July or August 2011.

The City of Waukee is an equal opportunity employer. It is the policy of the City to provide equal employment opportunity to all applicants and employees without regard to any status protected by state or federal law.

Patron Behavior Policy

The Grimes Public Library Board wants its library to be a place where the staff and the public feel and are safe and secure. A public library is a place for activities such as individual reading, research, and study; thus an individual's behavior in the library should be consistent with normal library usage.

The Library Board authorizes the staff to prepare guidelines for behavior within the library and to enforce the guidelines. The guidelines will include the possibility of temporary or permanent removal of library users who are disruptive or dangerous. Additionally, the Library Board authorizes the staff to put into place procedures to protect library patrons such as children or others unable to care for themselves. If a library user wants to appeal a staff decision, the Library Board will hear such appeals.

Library staff members should not hesitate to call for police or sheriff's assistance if they feel there is an imminent danger to patrons, staff, or facilities.

Under Library Rules & Guidelines the items below are prohibited:

- Containers without lids. (This does not include events within the library at which refreshments have been approved.)
- Use of any tobacco products
- Use of alcohol or illegal drugs anywhere on library property
- Pets within the library (service animals are permitted)
- Please turn cell phones to vibrate and talk softly within library.
- Inadequate attire (for instance, shoes and shirts are required)
- Loud or disruptive behavior
- Harassing or threatening behavior, whether to staff or other members of the public
- Damaging or destroying, or unlawfully removing library materials or property
- Using library restrooms or other areas for inappropriate purposes (such as bathing or doing laundry in restroom)
- Children under the age of 9 must be attended by a responsible child care provider (e.g. an adult or a mature adolescent at least 11 years old) while at the Grimes Public Library.
 - Children under the age of 5 must be attended and adequately supervised at all times by a responsible person (e.g. an adult or a mature adolescent at least 11 years old).
 - Children between the ages of 5 and 9 shall be accompanied by a responsible person, (e.g. An adult or a mature adolescent at least 11 years old) while in the library
 - It is not the library's intention to seek out unattended children but rather to have a reasoned response prepared as problems present themselves. (See Unattended Child Policy.)
- The Library Board respects the rights and privacy of all library patrons. Library staff intervene only when children are left unattended and problems of safety, disruptive behavior, or well-being occurs. Library staff will follow established library procedure for the protection of the juvenile or to maintain an environment free from disruption in accordance with the Library Conduct Policy.
- Soliciting, petitioning, or distributing literature except as permitted in areas designated by staff
- Use of any sports equipment within the library. Skateboarding or roller-blading on any part of library buildings or sidewalks. Motorcycles or all-terrain vehicles except in paved parking lot.
- Weapons or explosives of any kind anywhere on library property except those worn by uniformed officials.
- Improper acts that are subject to prosecution under criminal or civil codes of law.

Additionally, patrons should be aware of the following:

- Library users are responsible for compliance with copyright law.

If the offense is serious or frequent, the Library will enforce its rules by asking the individual(s) to leave the library, by declaring that the individual/s may not trespass on library property or if there is an immediate threat, by calling the police or sheriff.

Unattended Child Policy

This policy is designed to provide guidelines for staff in dealing with children left at the library or with children who are disruptive. Children who are too young to take care of themselves or who will not follow library rules should not be allowed to stay in the library by themselves. Children under age five should not be allowed to stay in the library by themselves. Children under age five should not be left unattended at the library. Our staff will not take responsibility for the safety of children left at the library nor will they provide transportation for children left at the library at closing.

A. Unattended Child Policy

1. Children under the age of 9 must be attended by a parent or a responsible child care provider while at the Grimes Public Library. Children under the age of 5 must be attended at all times. It is not the library's intention to seek out unattended children but rather to have a reasoned response prepared as problems present themselves.
2. The staff should make an effort to locate the parent and contact them by phone. When the responsible adult is located, they should be informed of this policy and asked to either come to stay with them at the library or pick the child up immediately. If the parent can't or won't come immediately, they will be told the child may stay until they arrive this time but that the police will be called upon to pick the child at the next occurrence.
3. If the parents have not been located within an hour or if the library is closing, the staff shall call the Polk County Sheriff's Department at 911. The Polk County Sheriff's Department will assume responsibility for the child.
4. Under no circumstances shall a staff member take the child out of the building.

B. Children Left Unattended at Closing

1. If the parent is not in the building at closing, a staff member should attempt to locate the parent through searching the library's records or the phone book. If it is the first time the child is left unattended at closing, the parent should be informed of the library's policy and asked that the child be picked up on time in the future.
2. If the parents have not been located within 15 minutes after closing, the circulation desk staff shall call the Polk County Sheriff's Department who will assume responsibility for the child.
3. Under no circumstances shall library staff leave a child alone outside that is waiting for a parent after closing or take them in their car.

DISRUPTIVE BEHAVIOR

A. Disruptive Attended Children

1. Children who are misbehaving should be asked by the staff to correct their behavior.
2. If the child continues to be disruptive, a staff member should inform the parents that their child is disturbing others.
3. If the parents refuse or are unable to correct the behavior of the child, the family will be asked to leave for the day.

B. Disruptive Unattended Children

1. If a child is unattended and is misbehaving or requiring constant attention, the staff member will ask the child to correct the behavior.
2. If the child persists, the staff member would attempt to contact the parent. When the parent is contacted, the parent will be told that the child is being disruptive, will be reminded of the library's policy, and will be told that he or she must pick the child up immediately. If he or she is unable to come immediately, he or she will be told that the child may stay this time, but that the Polk County Sheriff's Department will be called next time.
3. If the parent cannot be contacted or if the library is closing, the Polk County Sheriff's Department will be called upon to take responsibility for the child unless the child is being picked up. The staff will then write the parent, describing the incident and informing him or her of the library policy.
4. If the child has come to the library unattended the child can leave unattended unless specified otherwise.

Approved February 2003

Approved July 2012

Reviewed January 2013

Volunteers

In keeping with the Library's purpose of serving the community, and in recognition of our status as a community-funded institution, the Board welcomes and enthusiastically encourages the interaction of and support of local residents throughout such avenues as library volunteering and Grimes Friends of the group, or a Library Foundation.

The Library Director, Board Members, Friends, and the Foundation Group may recruit library volunteers, cooperatively, on either a one-time project or a long-term, scheduled basis. Volunteers will be trained as needed to do specific, non-professional library tasks (unless the volunteer has professional library skills), and will be supervised. Records of individual and total volunteer hours will be kept to assist in evaluating library activities, and individual volunteers in receiving credit for their service. Volunteer's service will be recognized by the Grimes Public Library. Volunteers will be supervised by the Director or the Head Librarian on duty.

Some examples of tasks that might be assisted by volunteers follow:

- Shelving, shelf reading and inventory
- Book mending
- Displays
- Children's story hours and programs
- New materials processing
- Publicity
- Fundraising projects
- Building projects
- Computer projects

Reviewed January 2013

Friends of the Library

The Library Director and the Board of Trustees will support the Friends of the Grimes Public Library and a Foundation group as necessary. A free flow of information and support with the groups will be encouraged, and the groups will be seen as a course of community input and opinion as well as an auxiliary source for publicity, fundraising, programming and volunteers.

The Board will appoint a member to serve as liaison to the groups. This liaison Trustee and/or Director will attend all General Session meetings and meetings of the Groups' Executive committee to provide general legal and professional resources for the group. The Board secretary should receive a copy of the minutes of the groups meetings.

The group's activities and projects on behalf of the library will be actively promoted by the library via signs, publications, word-of-mouth, etc. The Executive committees will be notified of regular board meetings.

The groups, as an auxiliary organization, are not authorized to set Library policy, speak on behalf of the Library Board of Trustees, or commit library funds. Ideas from the groups operations must be submitted to and decided by the Board or the Director if the purchase is Library Materials.

Approved March, 2007
Reviewed January 2013

DAVENPORT PUBLIC LIBRARY
LOITERING POLICY

It is the policy of the library to provide a safe and appropriate environment, both within the library building and on library grounds, to facilitate the public's use of the library's services and resources.

Patrons shall not loiter in the library's parking areas or grounds, ^{← buildings} including the front porch of the ~~Main library~~. For the purposes of this policy, loitering means staying in such an area for more than 15 minutes while not engaged in library activities, such as attending a library program or waiting for a ride after using the library or similar activity.

Persons violating this policy will be handled in accordance with the library's established Behavior Policy.

Original: 5/5/08

Revised: 6/16/08

Board approved: 6/16/08

Reviewed: 2/15/11, 10/13/13

Board Led Library:

Finance Committee: (John & Rachel)

- Prepares annual budget and assists the Library Board in presenting the budget to the City Council
- Administers the budget once it is approved and expends funds based on approved budget.
- Reviews bills for payment
- Compiles and prepares financial statistical reports
- Manages and coordinates marketing and programming budgets. Coordinates with Library Director and Marketing Committee.

Grants & Marketing Committee: (Amanda & Nancy)

- Researches and prepares grants for the benefit of the library.
- Participates in the Friends of the Library Group and helps manage volunteer coordination with Library Director.
- Conduct public relations efforts of the library in coordination with Library Director. This effort includes FaceBook page, City website content, City newsletter content, library website, marketing materials and suggestions as needed.

Policy Committee: (John & Amanda)

- Helps Library Board make sure library policies relating to personnel are up to date, submitting changes and revisions to the Board when required. This includes personnel policies, job descriptions, evaluation forms, etc.
- Prepares and/or oversees the preparation of library policies relating to the circulation of materials, non-discrimination, book selection, new technologies, drug free workplace, etc. and submits these to the Board when necessary for approval.
- Monitors the library's compliance with law and regulations.

Management & Training Committee: (Gene & Rachel)

- Supervises employees. This includes scheduling oversight, assisting with day-to-day issues, staff selection, evaluation, termination, hiring, etc.
- Provides training and/or training materials to staff as needed.
- Plans changes in the services provided by the library, including new services, programming or downsizing, including helping Board plan for the future.
- Develop annual report; includes state of the library, goals, challenges, etc.
- Other needs as determined.

Board President:

- Collaborates with Library Director to generate and distribute monthly board packets.