

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
April 17, 2024, at 7 pm:**

West Liberty Public Library Lower-Level Meeting Room

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Atalissa Contract**
 - 2. Review budget allocation FY25**
- IX. New Business**
 - 1. Review evaluation documents**
 - 2. Trustee evaluation process**
 - 3. Assistant Director Job Description**
 - 4. Assistant Director Wages and Benefits**
- X. Adjourn Meeting**

Next meeting is Wednesday, May 15 at 7 pm.

West Liberty Public Library

Unpaid bills by Vendor

July 1, 2023-April 16, 2024

VENDOR	ACCOUNT #	ACCOUNT	CLASS	BILL NUMBER	BILL DATE	DESCRIPTION	AMOUNT
Baker & Taylor							
Baker & Taylor	6502	Books, AV Materials	--	2038198632	04/03/2024	BAKER & TAYLOR	\$435.31
Baker & Taylor	6502	Books, AV Materials	--	2038199228	04/04/2024	BAKER & TAYLOR	\$520.61
Baker & Taylor	6502	Books, AV Materials	--	2038198716	04/02/2024	BAKER & TAYLOR	\$100.08
Total for Baker & Taylor							\$1,056.00
Overdrive							
Overdrive	6502	Books, AV Materials	--	06497CP24032161	01/31/2024	OverDrive, Inc.	\$180.18
Overdrive	6502	Books, AV Materials	--	06497CP24065400	02/29/2024	41 ebooks, 40 eaudio	\$363.11
Overdrive	6502	Books, AV Materials	--	06497CP24098637	03/31/2024	OverDrive, Inc.	\$687.74
Total for Overdrive							\$1,231.03

West Liberty Public Library

Profit and Loss (Beta)

July 1, 2023-March 31, 2024

ACCOUNT	TOTAL
Income	
Intergovernmental	\$0.00
County Library Allocation	\$8,250.00
Local Comm Library Allocation	\$7,608.00
State Shared Revenue	\$5,072.28
Total for Intergovernmental	\$20,930.28
Misc	\$0.00
Contributions - Gifts/Grants	\$18,201.99
Other Misc Revenue	\$1,687.61
Total for Misc	\$19,889.60
Total for Income	\$40,819.88
Cost Of Goods	\$0.00
Gross Profit	\$40,819.88
Expenses	
Capital Outlay	\$0.00
Capital Improvements	\$11,084.62
Total for Capital Outlay	\$11,084.62
Commodities	\$0.00
Books, AV Materials	\$16,696.25
Janitorial Supplies	\$41.99
Minor Equipment	\$7,804.27
Operating Supplies	\$1,844.45
Postage	\$25.16
Total for Commodities	\$26,412.12
Contractual Services	\$0.00
Enrichment Programs	\$456.01
Professional & Cons Fees	\$568.00
Rentals & Leases	\$1,498.56
Total for Contractual Services	\$2,522.57
Employee Benefits	\$0.00
FICA-City Contribution	\$14,369.64
Group Medical Insurance	\$30,625.44
ICMA-City Contribution	\$5,254.46
IPERS-City Contribution	\$13,834.43
Worker's Compensation	\$2,164.00
Total for Employee Benefits	\$66,247.97
Personal Services	\$0.00
Wages - Full Time	\$129,805.18

ACCOUNT	TOTAL
Wages- Over Time	\$89.51
Wages - Part Time	\$51,101.53
Total for Personal Services	\$180,996.22
Repair Mtnce, Utilities	\$0.00
Building/Ground Maintenance	\$12,721.45
Telephone Expense	\$1,753.11
Utility Services	\$17,499.77
Total for Repair Mtnce, Utilities	\$31,974.33
Total for Expenses	\$319,237.83
Net Operating Income	-\$278,417.95
Other Income	\$0.00
Other Expenses	\$0.00
Net Other Income	\$0.00
Net Income	-\$278,417.95

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONAL SERVICES					
001-6-410-1-6010 WAGES-FULL TIME	189,000.00	11,182.40	129,805.18	68.68	59,194.82
001-6-410-1-6020 WAGES-PART TIME	57,845.00	4,921.20	51,350.98	88.77	6,494.02
001-6-410-1-6040 WAGES-OVER TIME	500.00	89.51	89.51	17.90	410.49
TOTAL PERSONAL SERVICES	247,345.00	16,193.11	181,245.67	73.28	66,099.33
EMPLOYEE BENEFITS					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	19,800.00	1,177.80	13,535.51	68.36	6,264.49
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	23,900.00	1,152.59	13,834.44	57.88	10,065.56
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	3,500.00	150.00	2,000.00	57.14	1,500.00
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	2,948.43	33,879.90	80.67	8,120.10
001-6-410-1-6152 GROUP MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6160 WORKER'S COMPENSATION I	3,200.00	0.00	2,164.00	67.63	1,036.00
001-6-410-1-6181 UNIFORMS,ALLOWANCES	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS	92,400.00	5,428.82	65,413.85	70.79	26,986.15
STAFF DEVELOPMENT					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	425.00	0.00	175.00	41.18	250.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	200.00	0.00	0.00	0.00	200.00
001-6-410-1-6230 TRAINING	400.00	0.00	0.00	0.00	400.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	210.00	0.00	0.00	0.00	210.00
TOTAL STAFF DEVELOPMENT	1,235.00	0.00	175.00	14.17	1,060.00
REPAIR, MTNCE, UTILITIES					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	15,000.00	93.04	12,115.70	80.77	2,884.30
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	5,000.00	500.00	17,619.08	352.38 (12,619.08)
001-6-410-2-6373 TELEPHONE EXPENSE	2,500.00	250.65	2,251.64	90.07	248.36
TOTAL REPAIR, MTNCE, UTILITIES	23,500.00	843.69	31,986.42	136.11 (8,486.42)
CONTRACTUAL SERVICES					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	2,100.00	0.00	5,084.00	242.10 (2,984.00)
001-6-410-2-6408 TORT LIABILITY INSURANC	3,000.00	0.00	0.00	0.00	3,000.00
001-6-410-2-6415 RENTALS & LEASES	2,000.00	0.00	1,757.33	87.87	242.67
001-6-410-2-6426 ENRICHMENT PROGRAMS	2,500.00	0.00	771.84	30.87	1,728.16
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	9,600.00	0.00	7,613.17	79.30	1,986.83
COMMODITIES					
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	10,000.00	0.00	19,037.18	190.37 (9,037.18)
001-6-410-2-6504 MINOR EQUIPMENT	1,000.00	0.00	7,804.27	780.43 (6,804.27)
001-6-410-2-6507 OPERATING SUPPLIES	5,000.00	0.00	1,808.62	36.17	3,191.38
001-6-410-2-6508 POSTAGE	200.00	0.00	25.16	12.58	174.84
001-6-410-2-6521 JANITORIAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	17,200.00	0.00	28,675.23	166.72 (11,475.23)

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
001-6-410-3-6726 CAPITAL EQUIP RESERVE	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	<u>26,000.00</u>	<u>0.00</u>	<u>2,085.46</u>	<u>8.02</u>	<u>23,914.54</u>
TOTAL CAPITAL OUTLAY	26,000.00	0.00	2,085.46	8.02	23,914.54
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TOTAL LIBRARY	417,280.00	22,465.62	317,194.80	76.01	100,085.20

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CONTRACTUAL SERVICES					
134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
COMMODITIES					
134-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6509 RAGBRAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY					
134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY BUILDING PROJECT

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>EXP CATG 68</u>					
134-6-411-4-6801 BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
134-6-411-4-6851 BOND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00	0.00
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TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

134-LIBRARY TRUST
 CULTURE & RECREATION
 KENNETH MOSHER TRUST

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STAFF DEVELOPMENT</u>					
134-6-412-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>					
134-6-412-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-412-2-6502 BOOKS, AUDIOVISUAL, MATER	0.00	0.00	0.00	0.00	0.00
134-6-412-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>					
134-6-412-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-412-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

134-LIBRARY TRUST
 CULTURE & RECREATION
 WILMA DUTTON TRUST

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COMMODITIES</u>					
134-6-413-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2024

134-LIBRARY TRUST
CULTURE & RECREATION
VIRGINIA BARCLAY TRUST

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REPAIR, MTNCE, UTILITIES					
134-6-414-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
COMMODITIES					
134-6-414-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-414-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2024

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-415-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-415-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-415-2-6507 OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	0.00	0.00	0.00	0.00

Library Director's Report

April 2024

Agenda:

Today we will revisit the Atalissa contract and review the budget allocation for FY25. We will then discuss our staff evaluation documents, set the procedure for my evaluation, explore a trustee evaluation process, and discuss the addition of an Assistant Director for the Library.

Goal Progress:

The goals set for the Director by the Board for FY24 are: Complete financials on time, create an onboarding/training procedure, and increase engagement with the Friends of the Library.

We are now caught up on all vendor credits and the financial reports will be included in the packet for this meeting. Our current staffing levels are making things difficult to balance, but I am proud of where we stand our procedures. The City is still waiting for the update to Incode, and I believe it might be easiest for all of us to wait until that transition occurs, or until we are fully staffed, whichever comes first.

I am taking significant steps to develop our onboarding procedures after this meeting. The addition of an Assistant Director, pending board approval, will help move this process forward. Again, since we are missing a full-time staff member, my hours have been inconsistent, and my attention divided. My hope is that in preparation for evaluations, I can put together a working document for the staff to review.

The Friends met on January 23. The Book and Bake Sale will be on April 20 from 9-1. They are interested in supporting the potential renovation and providing ongoing support to the Summer Reading Program.

Building and Technology:

As of this moment, I have nothing significant to report regarding the building or technology.

Staff and Volunteers:

If you are interested in helping with the Book and Bake Sale, please contact Ginge Mieke. I would like to commend Ali, Genny, and Catie for taking on the mantle of Youth Services while we eagerly await the end of the school year. They have been maintaining the department as well as we can in the current circumstances, and it is not an easy task. For context: Ali has been planning and coordinating the programming, plus completing the majority of selecting and cataloging. Genny has been doing the prep work for programs, running all storytimes, and keeping the department in good condition. Catie has been training newer staff members on the intricacies of the department and implementing the majority of the afterschool programs. I would be lost without them.

Collections & Materials

We are currently focusing a lot of attention on purchasing and cataloging materials. We have a significant backlog since we only have two trained purchasers and catalogers. I hope to give Tim a refresher course on cataloging to help move through some of the easier titles, and get Genny trained up as well. Ali and I are currently purchasing titles for the whole collection, which is fun, but takes a lot of time and research. I would say that the backlog, the weather, and the lack of a dedicated Youth Services Librarian has contributed to the decrease in some of our stats since December. I will say that we are starting to see things pick up again, but that won't be reflected until next month.

FY24 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult books	300	228	240	331	172	252	286	281	220				2310
Young adult books	27	13	14	19	15	18	23	12	18				159
Children's books	527	506	621	752	653	453	376	409	537				4834
DVD/Blu-ray	36	33	36	42	50	59	46	36	80				418
Audiobooks	0	3	1	0	0	1	1	1	2				9
Serials	0	0	0	0	0	0	0	0	0				0
ILL In	18	8	17	18	17	9	12	13	14				126
Other physical items	12	2	20	14	3	7	6	16	1				81
Total PHYSICAL circ	920	793	949	1176	910	799	750	768	872				7937
Circulation to Rural Muscatine County	231	156	180	394	238	127	288	244	208				2066
Circulation to Atalissa	17	16	31	32	6	36	37	26	38				239
Circulation to Nichols	11	1	2	1	6	7	6	2	1				37
Circulation to West Liberty	779	753	972	984	847	806	563	583	715				7002
Circulation to Open Access	103	132	201	158	81	119	79	95	61				1029
Total circulation of Children's materials	554	530	647	783	687	467	398	430	574				5070
Bridges e-books	242	257	186	224	208	199	244	240	259				2059
Bridges downloadable videos	0	0	0	0	0	0	0	0	0				0
Bridges downloadable audios	255	250	182	201	201	195	225	217	258				1984
Bridges electronic serials	6	19	42	69	83	88	98	82	75				562
Total use of downloadable materials	503	526	410	494	492	482	567	539	592				4605
Kanopy Usage	32	48	85	135	107	87	69	71	28				662
Ebsco Usage	352	499	312	473	293	173	164	268	213				2747
Number of added registered users	25	25	22	21	8	10	19	15	20				165
Door Count	1340	n/a	2846	3068	2386	2169	1451	1904	1451				16615
Number of uses of public internet computers	222	263	370	343	242	257	202	160	132				2191




FY24 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	95	211	95	194	111	153	169	124	318				1470
Books withdrawn	-16	-121	-8	-121	-1	-3	0	-210	-234				-714
Audio materials added	0	0	0	0	0	0	0	0	0				0
Audio materials withdrawn	0	0	0	0	0	4	0	0	0				4
Video materials added	51	4	4	4	0	3	0	0	1				67
Video materials withdrawn	0	-6	0	-6	0	2	0	0	2				-8
Other library materials added	0	0	0	0	15	0	0	0	0				15
Other library materials withdrawn	0	0	0	0	0	1	0	0	6				7


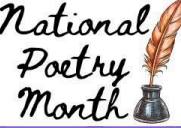
Programming & Outreach

I'm still working on getting the programming statistics looking like they should without duplicating a ton of work. But we did have an exciting outreach opportunity earlier this month! We attended the Science Fair at the Elementary School and had Bethzy, Belen, and Catie demonstrate robots while signing up kids and their families for library accounts. We hope to have a presence at many upcoming events in the community!

MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<ul style="list-style-type: none"> adult events all ages events youth events 		 <p>WOMEN'S HISTORY MONTH</p>	 <p>DISABILITY AWARENESS MONTH</p>		1. Family Storytime 10am Puzzle Club 11am	2.
3.	4.	5. Self-Guided English Classes w/ Rosetta Stone 5:30pm	6. Junior Book Club 3pm	7. Silent Reading Club 5:30pm	8. Family Storytime 10am Coloring Club 11am	9.
10.	11. Silent Reading Club 5:30pm	12. Self-Guided English Classes w/ Rosetta Stone 5:30pm	13. Games Club 3pm TAB Meeting 4:30	14. The Page Turners book club meeting 12pm/6pm	15. Family Storytime 10am Puzzle Club 11am	16.
17. HAPPY ST. PATRICK'S DAY	18.	19. Self-Guided English Classes w/ Rosetta Stone 5:30pm SPRING	20. Creative Arts Club 3pm board meeting 7pm	21. Silent Reading Club 5:30pm	22. Family Storytime 10am Coloring Club 11am	23.
24.	25. Silent Reading Club 5:30pm	26. Celebrity Storytime 11:30am Self-Guided English Classes w/ Rosetta Stone 5:30pm	27. STEM Club 3pm Parent Support Group 6pm	28.	29. Family Storytime 10am Puzzle Club 11am	30.
31.						 WEST LIBERTY PUBLIC LIBRARY

APRIL 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<ul style="list-style-type: none"> adult events all ages events youth events 	1 April Fools! Fiber Arts Club 1pm	2 Self-Guided English Classes w/ Rosetta Stone 5:30pm	3 Creative Arts Club 3pm	4 Silent Reading Club 5:30pm	5 Family Storytime 10am Coloring Club 11am	6
7	8	9. Celebrity Storytime 11:30am Tree Planting for Tree Frogs 3:30pm Self-Guided English Classes w/ Rosetta Stone 5:30pm	10 Junior Book Club 3pm TAB Meeting 4:30pm	11 The Page Turners book club meeting 12pm/6pm	12 Family Storytime 10am Puzzle Club 11am	13
14	15 Fiber Arts Club 1pm	16 Self-Guided English Classes w/ Rosetta Stone 5:30pm	17 Games Club 3pm board meeting 7pm	18 Silent Reading Club 5:30pm	19 Family Storytime 10am Coloring Club 11am	20 Friends of the West Liberty Public Library book & bake sale 9am - 1pm
21	22	23 Self-Guided English Classes w/ Rosetta Stone 5:30pm	24 STEM Club 3pm Parent Support Group 6pm	25	26 Family Storytime 10am Puzzle Club 11am	27
28	29 CLOSED	30 Self-Guided English Classes w/ Rosetta Stone 5:30pm	AUTISM AWARENESS MONTH 	National Poetry Month 		 WEST LIBERTY PUBLIC LIBRARY

Agenda Item – Atalissa Contract

CONTEXT:

Atalissa would like the contract's term to be increased from one year to three to five years. Scott Dermont with the State Library has said that this decision is between the Board and the City, so we can do what we want.

BUDGET IMPACT:

This would guarantee funding from Atalissa at \$12/capita for however long we set the contract terms.

OPTIONS:

1. Leave the contract terms at one year
2. Increase the contract terms to 3 years
3. Increase the contract terms to 5 years

STAFF RECOMMENDATION:

I recommend that we proceed with option 2.

CONTRACT FOR LIBRARY SERVICES

This Contract for Library Services is made as of _____, 2024, between the **BOARD OF TRUSTEES OF WEST LIBERTY PUBLIC LIBRARY** (the "Library"), 400 North Spencer Street, West Liberty, IA 52776, and the **CITY OF ATALISSA, IOWA** (the City), 122 3rd Street, Atalissa, IA 52720.

RECITALS:

A. The Library is a public library which is supported by taxes levied upon the property located within the corporate boundaries of the City of West Liberty, Iowa, pursuant to Iowa Code Section 256.69.

B. The City desires to provide on behalf of its citizens the use of the Library's facilities and materials, and the Library is willing to provide such use of its facilities and materials on the terms and conditions contained in this Contract.

THEREFORE, the Library and the City agree as follows:

1. The City shall appropriate funds at the rate of \$12.00 per capita of its residents for the 2024-2025 fiscal year and pay such amount to the Library **after July 1, 2024**.

2. In consideration of such payments by the City, the Library shall provide to the City's residents use of the Library's facilities and materials on the same terms and conditions as provided to the residents of West Liberty, Iowa.

3. This Contract will be renewed annually by agreement of the Library and the City. If the Library does not receive the payments as provided above, the Library may terminate this Contract by providing written notice to the City.

Signed as of the date first stated above.

CITY OF ATALISSA, IOWA

BOARD OF TRUSTEES OF
WEST LIBERTY PUBLIC LIBRARY

By _____
Mayor

By _____
Chair

Agenda Item – Review Budget Allocation FY25

CONTEXT:

The City has allocated \$670,550.00 to the library, as listed in the attached documents.

It has been communicated that the deficit depicted in my paperwork will be rectified but that our staffing levels are not currently sustainable. We must explore staffing solutions as we work through the strategic planning process and renovation.

BUDGET IMPACT:

This is the budget.

OPTIONS:

1. Approve the budget as written
2. Submit adjustments to the City Manager for Council approval

STAFF RECOMMENDATION:

I recommend we move forward with option 1.

Proposed Staffing Budget

Name:	Hr. salary	Hours	Annual Salary	Prop'd COL Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Full Time</i>											
Youth Services	\$ 18.49	2080	\$ 38,459.20	\$ 24.00	\$ 49,920.00	\$ 51,457.92	\$ 3,190.39	\$ 746.14	\$ 4,712.45	\$ 1,537.92	\$ 154.75
Tim McMahon	\$ 23.87	2080	\$ 49,649.60	\$ 25.06	\$ 52,132.08	\$ 53,738.15	\$ 3,331.77	\$ 779.20	\$ 4,921.27	\$ 1,606.07	\$ 161.61
Allie Paarsmith	\$ 28.85	2080	\$ 60,008.00	\$ 30.29	\$ 63,008.40	\$ 64,949.54	\$ 4,026.87	\$ 941.77	\$ 5,947.99	\$ 1,941.14	\$ 195.33
Ali Oepping	\$ 17.17	2080	\$ 35,713.60	\$ 25.00	\$ 52,000.00	\$ 53,602.00	\$ 3,323.32	\$ 777.23	\$ 4,908.80	\$ 1,602.00	\$ 161.20
<i>Full Time Totals</i>			\$ 183,830.40		\$ 217,060.48	\$ 223,747.61	\$ 13,872.35	\$ 3,244.34	\$ 20,490.51	\$ 6,687.13	\$ 672.89
Name:	Hr. salary	Hours	Annual Salary	Prop'd Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Column1	W/C PREM
<i>Part Time</i>											
Genesis Escareno	\$ 15.45	1040	\$ 16,068.00	\$ 16.22	\$ 16,871.40	\$ 16,871.40	\$ 1,046.03	\$ 244.64	\$ 1,592.66	\$ -	\$ 52.30
Belen Camacho	\$ 15.00	1040	\$ 15,600.00	\$ 15.75	\$ 16,380.00	\$ 16,380.00	\$ 1,015.56	\$ 237.51	\$ 1,546.27	\$ -	\$ 50.78
Isabella Gaona	\$ 15.60	520	\$ 8,112.00	\$ 16.38	\$ 8,517.60	\$ 8,517.60	\$ 528.09	\$ 123.51	\$ 804.06	\$ -	\$ 26.40
Janitor	\$ 15.60	416	\$ 6,489.60	\$ 15.00	\$ 6,240.00	\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 589.06	\$ -	\$ 19.34
Catie Lara	\$ 15.60	520	\$ 8,112.00	\$ 16.38	\$ 8,517.60	\$ 8,517.60	\$ 528.09	\$ 123.51	\$ 804.06	\$ -	\$ 26.40
Bethzy Zamorano-G	\$ 15.00	520	\$ 7,800.00	\$ 15.75	\$ 8,190.00	\$ 8,190.00	\$ 507.78	\$ 118.76	\$ 773.14	\$ -	\$ 25.39
<i>Part Time Totals</i>			\$ 54,381.60		\$ 56,526.60	\$ 56,526.60	\$ 3,504.65	\$ 819.64	\$ 5,336.11	\$ -	\$ 175.23
<i>Library Totals</i>			\$ 238,212.00		\$ 273,587.08	\$ 280,274.21	\$ 17,377.00	\$ 4,063.98	\$ 25,826.62	\$ 6,687.13	\$ 848.12
											\$ 915.97
Diffrence is:			\$ 35,375.08								
Benefits:			\$ 47,267.60								
FY 24 Total			\$ 327,541.81								

1040 = 20 hrs 416 = 8 hrs
 832 = 16 hrs
 624 = 12 hrs

Preliminary Budget FY25

Account #	Account Name	Proposed	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 223,750.00	
6-410-1-6020	WAGES-PART TIME	\$ 56,600.00	
6-410-1-6040	WAGES-OVER TIME	\$ 250.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 21,500.00	
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 26,500.00	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 3,500.00	Left number same
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	\$ 50,500.00	Left number same.
6-410-1-6152	GROUP MEDICAL INSURANCE-LIFE/D	\$ -	
6-410-1-6160	WORKER'S COMP	\$ 1,000.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	\$ 500.00	
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 750.00	ALA 175 + ARSL 200 + ILA-AP 130 KB 90 AO 90 KL 25 GE 25
6-410-1-6220	SUBSCRIPTIONS	\$ 200.00	Unspecified amount for staff resources
6-410-1-6230	TRAINING	\$ 400.00	ALA classes approx. 100-200 per person
6-410-1-6240	CONFERENCE & TRAVEL	\$ 900.00	ILA for AP, KB, AO 900, travel and hotel 500
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 12,000.00	Bosch: 16.20x12, Climate Engineers: 920.50x4, Boiler inspection 120, Elevator 3500, Roof 1200, plus padding
6-410-2-6350	EQUIPMENT REPAIRS/MAIN	\$ 1,000.00	Actual equipment that don't contribute to the building.
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 5,000.00	City says they'll cover it. I'll let them set the number
6-410-2-6373	TELEPHONE EXPENSE	\$ 2,500.00	
6-410-2-6407	PROF. & CONS FEES	\$ 3,000.00	Deep Freeze 260, Bywater 1800, State Library 280, +cushion
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 3,000.00	left the same
6-410-2-6415	RENTALS & LEASES	\$ 4,000.00	Doubled for getting a second printer
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 5,000.00	
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 35,000.00	1000 to state library for BRIDGES, 500 to Advantage Archive for microfilm, 7000 ebco, 6000 adult materials, 1400 AV, 8500 eltems, 9600 youth, 1000 patron requests
6-410-2-6504	MINOR EQUIPMENT	\$ 1,000.00	In case a computer breaks that we weren't expecting
6-410-2-6507	OPERATING SUPPLIES	\$ 10,000.00	general increase
6-410-2-6508	POSTAGE	\$ 700.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ 2,000.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
General Budget Total		\$ 470,550.00	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ -	replace upper circ and Tim's computer, get a new patron computer for Cricut, new PS5 and Switch, new TV and stand, new VR setup. The rest will rollover
6-410-3-6728	CAPITAL IMPROVEMENTS	\$ 200,000.00	remodel
Capital Budget Total		\$ 200,000.00	
Grand Total		\$ 670,550.00	

Taxes	766,569.00
Library %	22%
Taxes to Library	168,645.18

Library Revenue:	Property tax revenue	168,645.18	FY23 Amount
			split between parks
	LOST Special revenue	103,300.00	and library 203300
	County	17,000.00	FY25 amount
	Contracts	7,536.00	FY24 amount
	State	2,000.00	Estimate
	Gifts/Contributions	6,065.28	FY23 amount
	Employee benefit tax	16,605.00	
	Tort liability taxes	5,000.00	
	Interest on Reserve	3,218.19	FY23 amount
	Transfer In Library Reserve	200,000.00	Estimate for FY25
	Total Revenue	529,369.65	

Library Expenses:	Budgeted	<u>670,550.00</u>
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Expenses (Over)/Under Revenue	(\$141,180.35)
Debt Levy Library Bond	\$101,092.50 Dunno know about this number
Bond Fees	\$500.00 Or this one

Agenda Item – Review Evaluation Documents

CONTEXT:

This is our annual review of the evaluation process.

BUDGET IMPACT:

Evaluations determine staff wages

OPTIONS:

Adjust procedures and forms as necessary based on consensus.

STAFF RECOMMENDATION:

No action required, just consensus.

Evaluation Procedures

General

These procedures will be reviewed annually at the April Board Meeting. Changes to these procedures do not require a vote, just consensus.

Formal evaluation of the Library staff will occur annually in May. Wages for the following fiscal year will be informed by those evaluations and set at the May Board meeting to take effect on July 1. Goals must be based on a framework such as SMART.

Staff Evaluation Timeline

1. First five work days of May:
 - 1.1. Each staff member will receive a self-evaluation form and a copy of their most recent job description.
 - 1.2. The Library Director and Personnel Committee will complete an evaluation form for each staff member.
2. The sixth work day of May
 - 2.1. Each staff member will receive their evaluation from the Director and submit their self-evaluation form. Two work days will be allocated to review those.
3. The ninth work day of May
 - 3.1. Staff will meet with the Director one-on-one to discuss the evaluation, review their job description, and set goals for the upcoming fiscal year.
4. May Board Meeting
 - 4.1. Job descriptions and wages will be set for the upcoming fiscal year.

Director Evaluation Timeline

1. April Board Meeting
 - 1.1. Trustees will receive an evaluation form and a copy of the job description for the Director.
 - 1.2. The Director will receive a self-evaluation form and a copy of their job description.
2. First Friday of May and the following week
 - 2.1. The Board President will receive evaluation forms by the first Friday of May
 - 2.2. The evaluation forms will be compiled and reviewed with the Personnel Committee.
 - 2.3. The Board President and Director will meet one-on-one to review the evaluation forms and the current job description.
3. May Board Meeting
 - 3.1. There will be a closed session to discuss the evaluation, review the job description, and set goals for the upcoming fiscal year.
 - 3.2. In open session, goals will be stated for the record, job description will be approved, and wages set for the upcoming fiscal year.

WEST LIBERTY PUBLIC LIBRARY

Employee Performance Evaluation

Employee Name:

Date:

Department:

Position:

Person preparing report:

Appraisal period:

Rating codes are as follows:

- 3 = Exceeds Expectations
- 2 = Satisfactory
- 1 = Improvement needed
- 0 = Unacceptable

Evaluation Factors

ATTENDANCE

Attendance measures the employee's adherence to work schedules, including designated breaks. It also refers to using leave privileges and willingness to work additional hours when required.

Rating:

Supervisory comments:

Employee comments:

JOB KNOWLEDGE

This dimension identifies the employee's knowledge of the position, procedures, and regulations. Recognizing that the organization must adapt to changing circumstances, employees are evaluated on their interest and desire to seek additional training and education.

Rating:

Supervisory comments:

Employee comments:

QUALITY OF WORK

Measures the level of performance and considers the accuracy, completeness, and appearance of work. It also weighs the level of difficulty of the assignments and the amount of supervision required based on the quality of the work product.

Rating:

Supervisory comments:

Employee comments:

QUANTITY OF WORK

Assignments are made based on reasonable expectations of work productivity. Therefore, the employee is expected to complete tasks within defined parameters.

Rating:

Supervisory comments:

Employee comments:

INITIATIVE

Employees are encouraged to utilize their knowledge and experiences to move the organization forward and to affect positive changes. Does the employee exhibit problem-solving skills and demonstrate high motivation?

Rating:

Supervisory comments:

Employee comments:

DEPENDABILITY

Measures the reliability of the employee to accept job assignments and to complete them within established deadlines in an effective manner. Further, employees are trusted to use sound judgment when performing their tasks.

Rating:

Supervisory comments:

Employee comments:

RESOURCEFULNESS AND CREATIVITY

Identify the employee's contributions to the overall effectiveness and efficiency of the organization. Employees can improve operations by suggesting meaningful new technologies and procedures, which will catalyze positive change.

Rating:

Supervisory comments:

Employee comments:

COMMUNICATIONS

Oral and written communication skills represent an essential aspect of organizational effectiveness. Employees must communicate professionally with fellow employees and the general public and apply sound listening skills.

Rating:

Supervisory comments:

Employee comments:

COOPERATION

Reflects those contacts, which either improve or detract from the work environment. Does the employee express proper concern, and are they a positive influence, or are they disruptive and create friction?

Rating:

Supervisory comments:

Employee comments:

SAFETY

Applicable to operating equipment and machines and more general safety procedures. Employees are expected to encourage safe work practices for fellow employees and suggest methods of improving safety.

Rating:

Supervisory comments:

Employee comments:

CUSTOMER SERVICE

Refers to all aspects of public contact and the resulting image citizens have of the Library and its employees. Does the employee demonstrate tact and diplomacy, and do they follow up on customer complaints and questions?

Rating:

Supervisory comments:

Employee comments:

TOTAL RATING:

SUMMARY COMMENTS

General comments by the supervisor regarding the employee's overall performance.

TO BE COMPLETED BY EMPLOYEE

1. Were you given sufficient time to review the evaluation prior to discussing it with your supervisor?
2. What do you believe were your accomplishments during the evaluation period?
3. Describe your overall satisfaction with your job.
4. What can the Library do to improve the work environment or assist you in achieving designated goals?

Evaluation Comments

Record any significant items the employee or supervisor presented during the evaluation discussion.

Employee Review

Are there any other comments the employee may wish to make regarding the evaluation or evaluation process?

I have reviewed with evaluation and discussed the content with my supervisor. My signature means I have been advised of my performance and not that I agree or disagree with the evaluation.

Employee Signature

Date

Supervisor Signature

Date

Goals and Objectives

These goals and objectives will be reviewed annually with modifications made as library goals are changed or added or as mutually agreed upon.

We have mutually agreed on these goals and objectives:

Employee Signature

Date

Supervisor Signature

Date



CITY OF WEST LIBERTY, IOWA

Library Director

DATE: 11/2020; Reviewed: 5/2023

CLASSIFICATION: Exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

This is a professional position with the rank of department head within the municipal system. It is the responsibility of the library director to manage the human resources, facilities, collection development and financial operation of the library in accordance with the policies established by Library Board with the goal of providing full library services. The director is accountable for all library activity and reports to the Library Board of Trustees.

DISTINGUISHING CHARACTERISTICS:

The Library Director is the highest level of a multi-level series. The Library Director is accountable for the overall direction and operations of the Library.

ESSENTIAL FUNCTIONS:

Reasonable accommodations to enable individuals with disabilities to perform essential functions are available.

- Represents the Library by attending or designating attendance of staff members to: Friends meetings, city staff meetings, safety meetings, council meetings, Library Board of Trustee meetings, library meetings throughout the state, and relevant continuing education; coordinates library activities with those of other departments and agencies.
- Assumes full management responsibility for all library services and activities, including hiring decisions and personnel management, reference, circulation, youth services, technical operations, and related programs; recommends and administers policies and procedures.
- Manages the development and implementation of the Library's goals, objectives, policies, and priorities for all assigned service areas.
- Oversees and participates in the development and administration of the Library budget; approves the forecast of funds needed for staffing and resources; approves expenditures and implements budgetary adjustments as appropriate and necessary. Reports to Board of Trustees monthly.
- Prepares deposit of monies received.
- Research, plans, and coordinates library services and programs; assigns staff to develop and implement new and revised programs and services.
- Directs the development and implementation of strategic planning for the Library.
- Plans, directs, and coordinates, through subordinate level staff, the Library's work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with supervisory staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates of all library personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as appropriate.
- Participates in the work of subordinate staff and assists library patrons in various service areas.

- Maintains an active program of public relations; speak as requested to groups about library services; write or delegates outreach to media as needed to promote community interest and enthusiasm in Library affairs.
- Responds to and resolves sensitive patron inquiries and complaints.
- Assists other city departments and any other duties as assigned.

QUALIFICATIONS:

- Knowledge of organization and operation of the library.
- Current principles and practices of library science.
- State and federal library legislation.
- Awareness of current social, cultural, and educational topics and trends.
- Principles and practices of public sector and municipal budget development and administration.
- Books, authors, and book classification.
- Modern office procedures, methods, and computer equipment.
- Principles of business letter writing and report preparation.
- Principles of supervision, training, and performance evaluation.
- Knowledge of fundraising and library advocacy.
- Public speaking experience.
-

SKILLS AND ABILITIES:

- Ability to delegate authority and responsibility.
- Ability to manage the operations, services, programs, and activities of the library.
- Ability to identify and respond to community and organization issues, concerns, and needs.
- Ability to analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education:	Graduation from High School or equivalent G.E.D. and Bachelor’s Degree majoring in library science or related field.
Experience:	At least two years of increased responsibility within a public library.
Preferred Education/Training:	Master’s Degree majoring in library science or related field. Administrative and supervisory experience desired.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian’s Certificate required.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SUPERVISORY RESPONSIBILITY:

The Library Director manages all employees of the West Liberty Public Library; position is responsible for performance management and facilitation of hiring of employees within the department.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Agenda Item – Trustee Evaluation Process

CONTEXT:

As I was looking for meeting conduct procedures in the Trustee Handbook, I found the attached checklists for Trustee assessments. Since we have a relatively new board, I thought introducing an evaluation process for trustees might interest you. This could be added as an administrative procedure, added to our governing documents, or ignored altogether.

No action is required, only consensus and direction for staff.

Individual Library Trustee Assessment

(For individual use; typically not shared with others.)

Check all statements that apply to you as an individual trustee:

- 1. I understand that the city-library ordinance outlines board structure and authority.
- 2. I am familiar with the library's strategic plan.
- 3. I am familiar with laws that apply to Iowa libraries.
- 4. I am familiar with the board's bylaws.
- 5. I am familiar with library policies.
- 6. I understand there are service standards for Iowa public libraries.
- 7. I know about the State Library of Iowa and its programs and resources.
- 8. I attend board meetings regularly.
- 9. I am available to serve on committees and willing to serve as an officer as needed.
- 10. I come to meetings having already read the information relevant to that meeting.
- 11. I understand and am comfortable with the board's decision-making process.
- 12. I willingly abide by majority board decisions and support them publicly.
- 13. I treat other board members with respect and listen openly to their opinions.
- 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- 15. I know the library staff by name and job position.
- 16. I understand my role to work with the director but not micromanage staff.
- 17. I encourage and support the director in achieving library goals.
- 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- 19. I am a member of a local community group or organization.
- 20. I advocate on behalf of the library to civic groups and community organizations.
- 21. I attend city council meetings and advocate on behalf of the library.
- 22. I keep abreast of legislation and the impact it has on the library community.
- 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).
- 25. I have attended ILA's Legislative Day in the past two years.
- 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- 28. I read national library organization newsletters and publications.
- 29. I have attended at least two library programs in the last year.
- 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

Attribution: State Library of Iowa

Full Library Board Assessment

Instructions: Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being “no/never,” **2** being “sometimes,” and **3** being “always.”

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library’s policies.			
The board safeguards the public’s First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public’s comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
TOTAL			

Attribution: State Library of Iowa

Checklist for Tech Savvy Trustees

(For individual board member use.)

Statement	Yes	No	Not Yet
I can access my email on the web.			
I am an active Facebook user.			
I am active on other social media platforms.			
I use a laptop, tablet, iPad, or smartphone.			
I use Bridges for eBooks or downloadable audiobooks.			
I use cloud storage.			
I have attended a library-related webinar this year.			
The library has web conferencing software for online meetings or programs (Zoom, GoToMeeting, WebEx).			
I receive the <i>Monday Morning Eye Opener</i> (MMEO) via email.			
I have visited the State Library's website.			
I have visited the United for Libraries website.			
My library provides wireless Internet access.			
My library electronically tracks wireless usage.			
My library uses a live Chat service.			
Our job descriptions reflect updated technology skills.			
We see demonstrations of technology products used by the library at board meetings.			

"Toward Tech Savvy Trustees"
Attribution: Bonnie McKewon

Agenda Item – Assistant Director Position and Job Description

CONTEXT:

I need an Assistant Director. I have emailed Becky Heil regarding best practices for posting this position and hope to hear from her before this meeting. The Iowa League of Cities states:

There is no legal requirement to advertise any open position. However, the veterans' preference law requires cities to post a public notice of the application deadline to fill a job 10 days prior to the deadline. The posting requirement is the same as for posting agendas in that the notice is to be posted in a prominent place which is easily accessible to the public and clearly designated for that purpose. The fact that a city has advertised for the position in a newspaper or other publication does not fulfill the posting obligation of the statute. While posting is the legal requirement, advertising open positions in local or regional newspapers is still the best practice to secure a large pool of qualified applicants.

I have included what the State Law Librarian says about advertising open positions. I do believe that we can note in the public notice that the position is for internal candidates and limit the pool to those currently employed by the City of West Liberty before opening the position to external candidates. I do not know what that looks like, but I will look into it if so directed.

BUDGET IMPACT:

This change has already been reflected in the FY25 budget, and due to staffing changes, we have additional funds in this year's budget.

OPTIONS:

There are four mix-and-match options

1. Approve the job description as written or with minimal changes as discussed.
2. Schedule a meeting of the Personnel Committee to revise the job description.
 - A. Post the position externally
 - B. Post the position internally, but find out how to do that.

STAFF RECOMMENDATION:

I recommend that we go with option 1B

FAQ Details

Question Is the library required to advertise its open positions? Can the board or director just promote from within?

Answer Integral to providing equal employment opportunities is a practice of openly advertising all available positions. While there is no state statute or regulation that explicitly mandates such advertising, the "veterans' preference" law in *Iowa Code* [section 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 posting requirement is the same as for posting agendas in that the notice is to be posted in a prominent place which is easily accessible to the public and clearly for that purpose. The fact that a city has advertised for a position in a newspaper or other publication does not fulfill the posting obligation of the statute. While posting is the legal requirement, advertising open positions in local or regional newspapers or on profession-specific websites such as the State Library's [Joblist](#) is still the best way to secure a large pool of qualified applicants.

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. While a member of the library's current staff may be the obvious front-runner for an open position, he or she should submit an application and compete for the job alongside all the other candidates. If the current staff member is selected to fill the position, his or her superiority over the other candidates should be well-documented for the record, and the hiring decision should be above reproach.

Job advertisements are subject to a few easily-met legal guidelines. The [Iowa Administrative Code](#) prohibits any employment preference, limitation, or specification based on sex or age. Listings should never specify "male" or "female," nor should they contain terms or phrases expressing an age preference, such as "young" or "high school student" or "recent college graduate."

Topic Human Resources and Labor

Subjects Equal Employment Opportunity

Tags Open Positions, Requirement, Job Posting, Advertise, Promote from Within , Joblist



CITY OF WEST LIBERTY, IOWA

Assistant Library Director

DATE: Adopted 5/2024

CLASSIFICATION: Exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

This employee functions with a high level of independence and is responsible for assisting the Library Director in the overall management and operation of the library. The Assistant Library Director will coordinate special projects as requested.

DISTINGUISHING CHARACTERISTICS:

The Assistant Library Director is below the highest level of a multi-level series. In the Director's absence, the Assistant Library Director serves as the Library Director.

ESSENTIAL FUNCTIONS:

Reasonable accommodations to enable individuals with disabilities to perform essential functions are available.

- Acts as Director in the absence of the Director.
- Attends all board meetings and assists with monthly and annual statistical reports.
- Provides essential library services such as reference, circulation, and readers' advisory.
- Coordinates collection management and technical services.
- Coordinates programming and outreach.
- Assists with budget creation and management.
- Solicits donations and writes grants as necessary.
- Participates in appropriate continuing education activities and professional organizations as requested.
- Responsible for hiring, scheduling, evaluating, and managing all part-time staff. Assists with the management of full-time staff, including hiring and scheduling.
- Manages the social media presence of the Library.

QUALIFICATIONS:

- Current principles and practices of library science.
- Firm knowledge of the organization and operation of the library.
- Stays updated on state and federal library legislation.
- Current principles and practices of social media.
- Knowledge of BISAC and cataloging.
- Knowledge of selection tools for library materials in existing formats.
- Knowledge of programming and outreach.
- Awareness of current social, cultural, and archival topics and trends.
- Knowledge of budgeting, fundraising, and grant writing.

- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

SKILLS AND ABILITIES:

- Ability to supervise and train; ability to delegate authority and responsibility.
- Ability to work a flexible schedule that includes day, night, and weekend hours, including hours outside of regularly scheduled time.
- Ability to maintain a safe and comfortable atmosphere for staff and patrons, including dealing with disruptive or inappropriate behavior.
- Ability to interact with local dignitaries, community members, and visitors tactfully and diplomatically.
- Ability to identify and respond to community and organization issues, concerns, and needs.
- Ability to prepare and present public presentations.
- Ability to establish and maintain effective working relationships with those contacted during work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology for communication, data gathering, and reporting.
- Ability to speak, write, and understand Spanish preferred.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education:	High School graduation or equivalent G.E.D. and Bachelor's Degree in library science or related field, or comparable experience.
Experience:	At least three years of library experience and two years of supervisory experience.
Preferred Education/Training:	Master's in library science or related field.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian's Certificate or ability to obtain within one year of hiring.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SUPERVISORY RESPONSIBILITY:

The Assistant Library Director manages all part-time staff and volunteers and assists with managing full-time staff.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate their employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Agenda Item – Assistant Library Director Wages and Benefits

CONTEXT:

I have budgeted for base salary of \$52,000. The City pays out sick leave at the end of each year, which would add \$1,602 to the total annual salary. The total annual salary would be \$53,602.

I would also like to offer to “front-load” two weeks of vacation for the position.

BUDGET IMPACT:

This is already budgeted for.

OPTIONS:

1. Offer the budgeted salary
2. Offer less than the budgeted salary

STAFF RECOMMENDATION:

Option 1.