

AGENDA
Library Board Meeting
Wednesday, January 26, 2022
Library
6:00 p.m.

Roll Call of Members

Public Presentation to or discussion with the Board

Disposition of Minutes of Previous Meeting – November & December 2021

City Financial Report – November and December 2021

Action on Bills

Progress and Service Report of the Director

Unfinished Business

Community Center Updates

New Business

Update job descriptions with new pay scale

Adjourn

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
Monday, November 29, 2021
6:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Bob Zagozda, Donna Callender, and Delbert Settles.

Absent: Jo Chullino.

Library Director Theresa Hawkins and Assistant Director Genevieve Hawkins.

Patti called the meeting to order.

Minutes: Bonnie made the motion to accept the minutes of the October 27, 2021 meeting. Bob seconded. Motion passed.

Financial Report: Viki made the motion to approve the October city financial report. Donna seconded. Motion passed.

Action on Bills: Donna made the motion to approve the bills. Delbert seconded. Motion passed.

Librarian's Report: Viki made the motion to accept the report. Bob seconded. Motion passed.

WIFI Usage	108
Computer Usage	73
Tech Help	13
New Cards	Adult – 1 Juvenile - 1
Patron Count	742
Circulation	434
Fontenelle Forest Pass	4
Lauritzen Garden Pass	3
Zoo	3
Grab & Go	22

New from the State Library of Iowa and the Institute of Museum and Library Services:

Brainfuse HelpNow – Homework help. Writing Lab and SkillSurfer for practice tests on SAT, ACT, GED. Live online experts for veterans, job seekers, and their families. Veteran support tools, Career tools, and learning tools for help with career-enhancing academic skills. Genevieve has added the URL to the library website.

Elizabeth (Elly) Byers will start December 1, 2021, and work 16 hours a week until Tuesday, January 4, 2022.

Next Book Club meeting will be Thursday, January 6, 2022, at noon and Pam Christensen will lead the group.

Pre-school story time will be grab & go only until after the library is remodeled and the Community Center opens.

Will contact John Wallace in December to change the library open hours for January 2022.

Unfinished Business:

Community Center Update – Bob stated getting steal up in next couple of weeks. Bob will be at the next construction meeting.

New Business:

Director Wages/Vacation/Holiday: Donna made the motion for Gen's wages at \$23.50 an hour started Jan. 1, 2022. Bob seconded. Motion passed. Gen will be taking vacation Feb. 15 to 22. Library will be closed. Bob will coordinate with construction to do inside work if possible, during that time. If library is open, Elly will work, and Theresa will volunteer to help.

New Trustee Meeting Date: Bob made the motion to move the meetings to the last Wednesday of the month starting 1/1/2022. Viki seconded. Motion passed.

Budget FY 22/23: Discussion on budget. Board will meet again December 13 to review revised budget and finalize.

Viki made the motion to adjourn. Bob seconded. Motion passed.

Submitted

Viki Hawkins, Secretary

November 30, 2021

BUDGET WORKSHOP
Monday, December 13, 2021
Library
6:00 PM

Board members present: Patti, Bonnie, Viki, Delbert, Jo, and Donna.

Absent: Bob

Discussed and reviewed Library Budget: Bob submitted three proposals for wages and Theresa submitted Living Wage Calculator for Iowa. Library board proposing 3% raise for Genevieve in July and a \$1 raise and 40 hours a week for Elizabeth Byers to match up with Iowa living wage. The library board, at their discretion, may hire a new library clerk part-time at \$12.50 an hour after the Community Center opens. Add note on budget to designate \$3,000 out of library CIP for new computers.

Adjourn.

REVENUE & EXPENSE REPORT

CALENDAR 12/2021, FISCAL 6/2022

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	16,114.01	34,591.92	40,000.00	5,408.08
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES		411.20	1,900.00	1,488.80
001-410-4700	LIBRARY COUNTY CONTRIBUTI		1,236.50	1,500.00	263.50
	GENERAL TOTAL	16,114.01	36,239.62	44,600.00	8,360.38
005-410-4700	DONATIONS		370.20	1,000.00	629.80
	LIBRARY RESERVE TOTAL	.00	370.20	1,000.00	629.80
	TOTAL REVENUE	16,114.01	36,609.82	45,600.00	8,990.18
001-410-6010	SALARIES	11,019.98	48,750.06	76,000.00	27,249.94
001-410-6310	BUILDING/GROUNDS	164.24	4,572.52	12,200.00	7,627.48
001-410-6371	UTILITIES-LIBRARY	531.36	3,453.56	8,000.00	4,546.44
001-410-6373	TELEPHONE-LIBRARY	160.97	965.46	2,300.00	1,334.54
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES		1,691.91	3,000.00	1,308.09
001-410-6495	COPIER	77.18	1,510.82	2,300.00	789.18
001-410-6496	WILBOR - AUDIO AND E-BOOK		981.30	1,025.00	43.70
001-410-6506	OFFICE SUPPLIES	153.00	1,172.53	2,300.00	1,127.47
001-410-6508	POSTAGE			55.00	55.00
001-410-6601	PERIODICALS	516.82	1,364.21	650.00	714.21-
001-410-6604	COUNTY MONEY			1,500.00	1,500.00
001-410-6605	BOOKS (CITY)	323.92	3,710.99	10,000.00	6,289.01
001-410-6606	PROGRAMS		1,821.14	5,000.00	3,178.86
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	12,947.47	69,994.50	127,730.00	57,735.50
005-410-6910	LIBRARY CIP		133.84		133.84-
	LIBRARY RESERVE TOTAL	.00	133.84	.00	133.84-
112-410-6110	FICA EXPENSE	843.01	3,729.30	5,814.00	2,084.70
112-410-6130	IPERS	1,040.29	4,602.03	7,174.00	2,571.97
112-410-6150	HEALTH INSURANCE	418.08	2,455.60	13,236.00	10,780.40
112-410-6151	DENTAL INSURANCE	31.20	187.20	749.00	561.80
112-410-6153	LIFE INSURANCE	21.60	129.60	259.00	129.40
112-410-6160	WORKER'S COMPENSATION	93.46	817.60	600.00	217.60-
112-410-6170	UNEMPLOYMENT INS EXP		37.54	500.00	462.46
	EMPLOYEE BENEFITS TOTAL	2,447.64	11,958.87	28,332.00	16,373.13

REVENUE & EXPENSE REPORT

CALENDAR 12/2021, FISCAL 6/2022

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
		=====	=====	=====	=====
	TOTAL EXPENSES	15,395.11	82,087.21	156,062.00	73,974.79
		=====	=====	=====	=====

LIBRARY RESERVE BALANCE DECEMBER 2021

	<u>12/01/2021</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>12/31/2021</u>
LIBRARY RESERVE	\$ 19,472.25	--	--	\$ 19,472.25

GENERAL LEDGER HISTORY REPORT

FROM 12/01/2021 TO 12/31/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-4085		HOTEL/MOTEL TAX				18,477.91		
12/08/21		HOTEL/MOTEL TA			STATE OF IOWA	16,114.01		
					HOTEL/MOTEL TAX			
					RECEIPT #23701			

						.00	16,114.01	
001-410-6010		SALARIES						
12/03/21					PR DT: 11/26/21	3,435.37		
12/17/21					PR DT: 12/10/21	3,779.12		
12/30/21					PR DT: 12/24/21	3,805.49		

						11,019.98	.00	
001-410-6310		BUILDING/GROUNDS						
12/10/21	28	QUILL CORPORAT	21221824		70291 CLEANING SUPPLIES/LIBRARY	55.73		
12/10/21	784	PAPILLION SANI	6100926		70290 DUMPSTERS LIBRARY	58.52		
12/27/21	28	QUILL CORPORAT	21750733		70355 NITRILE DISP GLOVES	14.99		
12/27/21	346	WALLACE SIGNS	750959		70358 SIGNAGE	35.00		

						164.24	.00	
001-410-6371		UTILITIES-LIBRARY						
12/15/21	1184	BLACK HILLS	11/21		1323449 UTILITIES	104.22		
12/31/21	131	OPPD	11/21		1323460 UTILITIES	427.14		

						531.36	.00	
001-410-6373		TELEPHONE-LIBRARY						
12/15/21	767	COX BUSINESS S	11/21		1323453 INTERNET/LIBRARY	96.00		
12/17/21	767	COX BUSINESS S	12072021		70373 TELEPHONE/INTERNET	64.97		
12/23/21	767	COX BUSINESS S	12072021		70373 TELEPHONE/INTERNET	64.97		
12/23/21	767	COX BUSINESS S	12072021		70373 TELEPHONE/INTERNET	64.97		

						160.97	.00	
001-410-6495		COPIER						
12/31/21	456	GREAT AMERICAN	11/21		1323459 LIBRARY COPIER	77.18		

						77.18	.00	
001-410-6506		OFFICE SUPPLIES						
12/23/21	272	CHI HEALTH CLI	00202146-00		70369 PHYSICAL/Library Byers	153.00		

						153.00	.00	
001-410-6601		PERIODICALS						
12/17/21	84	DAILY NONPAREI	11282021		70375 PUBLICATIONS/ADMIN ACCT	516.82		
12/23/21	84	DAILY NONPAREI	11282021		70375 PUBLICATIONS/ADMIN ACCT	516.82		
12/23/21	84	DAILY NONPAREI	11282021		70375 PUBLICATIONS/ADMIN ACCT	516.82		

This was posted to the wrong acct. Will correct next month.

GENERAL LEDGER HISTORY REPORT

FROM 12/01/2021 TO 12/31/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-6601		PERIODICALS						
						516.82	.00	
001-410-6605		BOOKS (CITY)						
12/17/21	765	AMAZON	12102021	70362	CREDIT		4.67	
12/17/21	765	AMAZON	6045797810055612					
				70362	BOOKS	328.59		
12/23/21	765	AMAZON	12102021	70362	CREDIT	4.67		
12/23/21	765	AMAZON	12102021	70362	CREDIT	4.67		
12/23/21	765	AMAZON	6045797810055612					
				70362	BOOKS	328.59		
12/23/21	765	AMAZON	6045797810055612			328.59		
				70362	BOOKS	328.59		
						328.59	4.67	
112-410-6110		FICA EXPENSE						
12/03/21					PR DT: 11/26/21	262.80		
12/17/21					PR DT: 12/10/21	289.09		
12/30/21					PR DT: 12/24/21	291.12		
						843.01	.00	
112-410-6130		IPERS						
12/03/21					PR DT: 11/26/21	324.30		
12/17/21					PR DT: 12/10/21	356.75		
12/30/21					PR DT: 12/24/21	359.24		
						1,040.29	.00	
112-410-6150		HEALTH INSURANCE						
12/03/21					PR DT: 11/26/21	204.04		
12/17/21	148	WELLMARK/PAYRO 1/22	1323431		Health Ins/EOB Fees Library	10.00		
12/17/21					PR DT: 12/10/21	204.04		
						418.08	.00	
112-410-6151		DENTAL INSURANCE						
12/03/21					PR DT: 11/26/21	15.60		
12/17/21					PR DT: 12/10/21	15.60		
						31.20	.00	
112-410-6153		LIFE INSURANCE						
12/03/21					PR DT: 11/26/21	10.80		
12/17/21					PR DT: 12/10/21	10.80		
						21.60	.00	
112-410-6160		WORKER'S COMPENSATION						
12/17/21	1450	IMWCA	81462		70390 WORKERS COMP PREMIUM	93.46		
12/23/21	1450	IMWCA	81462		70390 WORKERS COMP PREMIUM	93.46		
12/23/21	1450	IMWCA	81462		70390 WORKERS COMP PREMIUM	93.46		

GENERAL LEDGER HISTORY REPORT
FROM 12/01/2021 TO 12/31/2021

ACCOUNT NUMBER		JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
112-410-6160		WORKER'S COMPENSATION					93.46	.00	
REPORT TOTALS							15,399.78	16,118.68	
TOTAL DEBITS / CREDITS									

REVENUE & EXPENSE REPORT

CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX		18,477.91	40,000.00	21,522.09
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES		411.20	1,900.00	1,488.80
001-410-4700	LIBRARY COUNTY CONTRIBUTI	1,236.50	1,236.50	1,500.00	263.50
		-----	-----	-----	-----
	GENERAL TOTAL	1,236.50	20,125.61	44,600.00	24,474.39
		-----	-----	-----	-----
005-410-4700	DONATIONS		370.20	1,000.00	629.80
		-----	-----	-----	-----
	LIBRARY RESERVE TOTAL	.00	370.20	1,000.00	629.80
		-----	-----	-----	-----
		=====	=====	=====	=====
	TOTAL REVENUE	1,236.50	20,495.81	45,600.00	25,104.19
		=====	=====	=====	=====
001-410-6010	SALARIES	6,893.87	37,730.08	76,000.00	38,269.92
001-410-6310	BUILDING/GROUNDS	554.53	4,408.28	12,200.00	7,791.72
001-410-6371	UTILITIES-LIBRARY	467.76	2,922.20	8,000.00	5,077.80
001-410-6373	TELEPHONE-LIBRARY	160.11	804.49	2,300.00	1,495.51
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES		1,691.91	3,000.00	1,308.09
001-410-6495	COPIER		1,433.64	2,300.00	866.36
001-410-6496	WILBOR - AUDIO AND E-BOOK		981.30	1,025.00	43.70
001-410-6506	OFFICE SUPPLIES	174.99	1,019.53	2,300.00	1,280.47
001-410-6508	POSTAGE			55.00	55.00
001-410-6601	PERIODICALS		847.39	650.00	197.39-
001-410-6604	COUNTY MONEY			1,500.00	1,500.00
001-410-6605	BOOKS (CITY)	558.23	3,387.07	10,000.00	6,612.93
001-410-6606	PROGRAMS	82.66	1,821.14	5,000.00	3,178.86
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
		-----	-----	-----	-----
	GENERAL TOTAL	8,892.15	57,047.03	127,730.00	70,682.97
		-----	-----	-----	-----
005-410-6910	LIBRARY CIP		133.84		133.84-
		-----	-----	-----	-----
	LIBRARY RESERVE TOTAL	.00	133.84	.00	133.84-
		-----	-----	-----	-----
112-410-6110	FICA EXPENSE	527.36	2,886.29	5,814.00	2,927.71
112-410-6130	IPERS	650.79	3,561.74	7,174.00	3,612.26
112-410-6150	HEALTH INSURANCE	416.84	2,037.52	13,236.00	11,198.48
112-410-6151	DENTAL INSURANCE	31.20	156.00	749.00	593.00
112-410-6153	LIFE INSURANCE	21.60	108.00	259.00	151.00
112-410-6160	WORKER'S COMPENSATION	132.13	724.14	600.00	124.14-
112-410-6170	UNEMPLOYMENT INS EXP	17.60	37.54	500.00	462.46
		-----	-----	-----	-----
	EMPLOYEE BENEFITS TOTAL	1,797.52	9,511.23	28,332.00	18,820.77
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REVENUE & EXPENSE REPORT

CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
		=====	=====	=====	=====
	TOTAL EXPENSES	10,689.67	66,692.10	156,062.00	89,369.90
		=====	=====	=====	=====

LIBRARY RESERVE BALANCE NOVEMBER 2021

	<u>11/01/2021</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>11/30/2021</u>
LIBRARY RESERVE	\$ 19,472.25	--	--	\$ 19,472.25

GENERAL LEDGER HISTORY REPORT

FROM 11/01/2021 TO 11/30/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
001-410-4700		LIBRARY COUNTY CONTRIBUTION					.00	
11/30/21		LIBRARY COUNTY			POTTAWATTAMIE COUNTY LIBRARY COUNTY MONEY RECEIPT #23672		1,236.50	

						.00	1,236.50	
001-410-6010		SALARIES						
11/05/21					PR DT: 10/29/21	3,449.25		
11/19/21					PR DT: 11/12/21	3,444.62		

						6,893.87	.00	
001-410-6310		BUILDING/GROUNDS						
11/10/21	784	PAPILLION SANI 6084391		70194	DUMPSTER/Library	54.24		
11/10/21	894	MIDWEST FIRE P 028366		70186	ANNUAL FIRE INSPECTION	55.00		
11/17/21	28	QUILL CORPORAT 21054837		70225	OFFICE SUPPLIES	87.52		
11/17/21	28	QUILL CORPORAT 21060852		70225	OFFICE SUPPLIES	100.16		
11/17/21	28	QUILL CORPORAT 21095737		70225	SUPPLIES-LIBRARY	65.99		
11/17/21	765	AMAZON 11102021		70212	BUILDING/GROUNDS	191.62		

						554.53	.00	
001-410-6371		UTILITIES-LIBRARY						
11/08/21	1184	BLACK HILLS 10/18/21	1323398		UTILITIES	37.45		
11/20/21	131	OPPD 11/1/21	1323409		UTILITIES	430.31		

						467.76	.00	
001-410-6373		TELEPHONE-LIBRARY						
11/10/21	767	COX BUSINESS S 10/24/21	1323401		INTERNET/Library	96.00		
11/17/21	767	COX BUSINESS S 11072021	70214		TELEPHONE/INTERNET	64.11		

						160.11	.00	
001-410-6495		COPIER						
11/20/21	456	GREAT AMERICAN 30358074			LIBRARY COPIER	109.33		
11/20/21	456	GREAT AMERICAN 30358074			AP CHECK VOIDED	109.33-		
					LIBRARY COPIER			

						.00	.00	
001-410-6506		OFFICE SUPPLIES						
11/01/21	28	QUILL CORPORAT 20488949	70144		SUPPLIES-LIBRARY	174.99		

						174.99	.00	
001-410-6605		BOOKS (CITY)						
11/17/21	765	AMAZON 11102021	70212		SUPPLIES-LIBRARY OFFICE SUPPLI	47.68		
11/17/21	765	AMAZON 11102021	70212		SUPPLIES-LIBRARY BOOKS	510.55		

GENERAL LEDGER HISTORY REPORT

FROM 11/01/2021 TO 11/30/2021

ACCOUNT NUMBER DATE ACCT NO	JOB/PO NAME	ACCOUNT TITLE INVOICE NO	CHECK NO REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
001-410-6605		BOOKS (CITY)				
				558.23	.00	
001-410-6606		PROGRAMS				
11/17/21	765 AMAZON	11102021	70212 SUPPLIES-LIBRARY PROGRAMS	82.66		
				82.66	.00	
112-410-6110		FICA EXPENSE				
11/05/21			PR DT: 10/29/21	263.86		
11/19/21			PR DT: 11/12/21	263.50		
				527.36	.00	
112-410-6130		IPERS				
11/05/21			PR DT: 10/29/21	325.61		
11/19/21			PR DT: 11/12/21	325.18		
				650.79	.00	
112-410-6150		HEALTH INSURANCE				
11/05/21			PR DT: 10/29/21	204.04		
11/17/21	508 AETNA BEHAVIORI	E0254929	70211 EAP SERVICES	8.76		
11/19/21			PR DT: 11/12/21	204.04		
				416.84	.00	
112-410-6151		DENTAL INSURANCE				
11/05/21			PR DT: 10/29/21	15.60		
11/19/21			PR DT: 11/12/21	15.60		
				31.20	.00	
112-410-6153		LIFE INSURANCE				
11/05/21			PR DT: 10/29/21	10.80		
11/19/21			PR DT: 11/12/21	10.80		
				21.60	.00	
112-410-6160		WORKER'S COMPENSATION				
11/10/21	1450 IMWCA	81141	70175 WORKERS COMP PREMIUM	93.46		
11/10/21	1450 IMWCA	82201	70175 WORKERS COMP PREMIUM	38.67		
				132.13	.00	
112-410-6170		UNEMPLOYMENT INS EXP				
11/01/21	155 IA WORKFORCE D	9/21	1323437 UNEMPLOYMENT/Library	17.60		
				17.60	.00	

GENERAL LEDGER HISTORY REPORT
FROM 11/01/2021 TO 11/30/2021

ACCOUNT NUMBER		JOB/PO	ACCOUNT TITLE						NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		DEBITS	CREDITS	ENDING BAL
<hr/>									
REPORT TOTALS							=====		
			TOTAL DEBITS / CREDITS				10,689.67	1,236.50	

**CITY OF CARTER LAKE
JOB SPECIFICATION**

JOB TITLE: Library Clerk
DEPARTMENT: Library
IMMEDIATE SUPERVISOR: Library Director

NATURE OF WORK: Shall possess general office and computer skills. Must be able to work independently; and with the public assisting patrons with information and services. Must be able to work Saturdays and some evenings. Other Requirements: Dependable transportation, able to lift up to 35 lbs., able to stoop, kneel, crouch, reach, lift, grasp and handle repetitive motions.

EDUCATION STANDARDS: Must be at least 18 years old, or have a High School diploma/G.E.D.
Prefer experience in working with the public, especially children.

RESPONSIBILITIES OF POSITION: Responsible for the circulation desk and library operations including collecting fees for services such as copies, computer printouts, faxes and laminating. Checks library materials in and out, shelving materials and performs other duties as assigned by the Library Director or the Library Board.

The Library Clerk is hired by the Library Board and is evaluated for merit 90 days after hire and in October for merit review by the Library Director. Starting salary range is \$16.00 - \$17.00 commensurate with experience. Will receive yearly raises as set by the Library Board of Trustees.

This form provides a general description of job duties. Its' not intended to define the limits of job duties performed by the employee.

Adopted 03-16-12
Amended 9-27-2021

**EDWARD F. OWEN MEMORIAL LIBRARY
JOB DESCRIPTION**

JOB TITLE: Library Program Coordinator

DEPARTMENT: Library

IMMEDIATE SUPERVISOR: Library Director

NATURE OF WORK: Works under the general direction of the Library Director. Must be able to plan, develop, schedule, coordinate and promote all library programs for children and adults. Performs public desk duties that include general office duties and collecting fees. **Must be able to work Saturdays and some evenings.** Other Requirements: Dependable transportation, able to lift up to 35 lbs., able to stoop, kneel, crouch, reach, lift, grasp and handle repetitive motions.

EDUCATION STANDARDS: Must have work experience and general knowledge of business and office practices that include clerical and computer work. Ability to set priorities and work with frequent interruptions. Ability to adapt to changing situations. Ability to communicate clearly, concisely, orally and in writing, including formal communications and making presentations. Ability to work with the public is essential.

RESPONSIBILITIES OF POSITION: Plans, coordinates and implements weekly programs that identify library initiatives including but not limited to pre-school, school age, teen, young adult, and adult objectives, and community events. Identify programs of interest to our community in the areas of art, history, travel, music and other categories. Contract with the performer/presenter, promote, budget, and host programs throughout the year. Set-up and cleanup program space, and ensure that both performer/presenter and patrons have a pleasant experience. Coordinate desired media announcements and signage for all events. Support and promote the Library at community events and assist with public relation promotions and events. Be present for, and set-up for all programs scheduled. Provide timely and accurate program reports monthly to the Library Director. Attend State Library of Iowa sponsored online continuing education classes relevant to programming. Keep current with library and programming trends. Utilize technologies that support public programs, i.e. Library website, Facebook, and other social and print formats. Responsible for the circulation desk and library operations including collecting fees for services such as copies, computer printouts, faxes and laminating. Checks library materials in and out, shelving materials and performs other duties as assigned by the Library Director or the Library Board.

The Library Program Coordinator is a part time hourly position hired by the Library Director and evaluated 90 days after hire and in November for merit review by the Library Director. Starting salary range is \$16.00 to \$18.00 commensurate with experience. Will receive yearly raises as set by the Library Board of Trustees. The Library Program Coordinator is a part-time hourly position.

This form provides a general description of job duties. Its' not intended to define the limits of job duties performed by the employee.

Adopted 1-27-2014
Updated 8/30/2021

**EDWARD F. OWEN MEMORIAL LIBRARY
JOB DESCRIPTION**

JOB TITLE: Assistant Library Director

DEPARTMENT: Library

IMMEDIATE SUPERVISOR: Library Board of Trustees

NATURE OF WORK: Works under the general direction of the Library Board of Trustees, performs administrative duties that include assisting/directing in the daily operation of the library. Assumes the duties of the Library Director in his/her absence. Shall possess the required skills, abilities and knowledge of the principles and practices of modern library administration. Must be able to plan, develop and coordinate all programs and services of a municipal public library. Other Requirements: Dependable transportation, able to lift up to 35 lbs., able to stoop, kneel, crouch, reach, lift, grasp and handle repetitive motions.

EDUCATION STANDARDS: Five years of experience in public library work. Must be certified within 2 years of hire with the completion of Public Library Management 1 and 2 and keep certification current according to the In Service to Iowa Public Library Standards – 15 Continuing Education (CE) classes per year. Must have work experience and general knowledge of business and office practices that include clerical and computer work. Proficient in library operating computer systems, particularly data storage and retrieval systems, WORD, EXCEL, PUBLISHER, HTML or other library operating applications. Ability to set priorities and work with frequent interruptions. Ability to work with the public is essential.

RESPONSIBILITIES OF POSITION: Assists in the daily operation and running of the library; including providing reference assistance to library patrons, compiling daily, monthly, and yearly statistical reports, checking library materials in and out for circulation, shelving books, cataloging library material and yearly weeding of materials. Registers patrons, records data and issues patron cards. Enters acquisition information into database and maintains online catalog. Participates in the preparation of the library annual budget and manages non-personal expenditures including library and custodial supplies and equipment and services for building repairs. Oversees all contractual services and operations and inspects building and grounds for safety compliance. Recommends the hiring, disciplining and firing of any additional employees. Manages library operations and attends Library Board Trustee meetings in the absence of the Director. Reviews and approves recommendations by library patrons and/or revisions to library policies or programs; submits recommendations to the Director and Library Board for final approval. Participates in formulating policies on book selection, service programs, publicity and public relations. Participates in updating and amending library policies, procedures and techniques. Assists with the preparation and submission of local, state and federal surveys and reports. Performs all duties within the scope of this classification.

The Assistant Library Director is hired by the Library Board and is evaluated at 60 and 90 days after hire and in November for merit review by the Library Board. Starting salary range is \$18.00 to \$21.00 commensurate with experience. Will receive yearly raises as set by the Library Board of Trustees and upon completion of all management and certification requirements. The Assistant Library Director is a full time hourly position with benefits.

This form provides a general description of job duties. Its' not intended to define the limits of job duties performed by the employee.

Adopted 2-13-2017
Amended 9-28-2020

EDWARD F. OWEN MEMORIAL LIBRARY

JOB DESCRIPTION

JOB TITLE: Library Director
DEPARTMENT: Library
IMMEDIATE SUPERVISOR: Library Board of Trustees

NATURE OF WORK: Shall possess required skill, abilities and knowledge of principles and practices of modern library administration. Thorough knowledge of books and authors and of the selection of books and other appropriate library materials; ability to plan, develop and coordinate activities, programs and services of a municipal public library; must have the ability to supervise all paid and volunteer staff and set work schedules; must be able to establish and maintain an effective working relationship with the Library Board, City Departments, the City Council and with the public; must be able to efficiently and effectively administer the library; must have the ability to communicate ideas in both oral and written form. . Must be able to plan, develop and coordinate all programs and services of a municipal public library. Other Requirements: Dependable transportation, able to lift up to 35 lbs., able to stoop, kneel, crouch, reach, lift, grasp and handle repetitive motions

EDUCATION STANDARDS: Certified in Public Library Management 1&2 or a college degree or courses as it relates to Library Science, at least 10 years or more of library experience with certification required after two years of hire. Knowledgeable in business and office practices to include clerical and computer work. Ability to work with the public is essential.

RESPONSIBILITIES OF POSITION: Prepares Library Board agenda with the cooperation of the Library Board President. Submits monthly reports to the Board. Develops the annual Library budget proposal for review by the Library Board and participates in its presentation to municipal officials. Expends funds within established procedure. Develops and submits the library's policies and long-range goals and objectives to the Library Board for review, approval, and update. Implements policies and long-range goals and objectives as established by the Board. Plans and directs the development of new library services. Supervises all paid and volunteer staff and sets work schedules. Coordinates all library public relations activities. Promotes usage of library services at any public functions. Responsible for the selection and purchase of materials for addition to the library collection and purchases materials necessary for the running of the library. Pays bills in a timely manner with the Library Board's approval; maintains certification as required by the State Library by attending continuing education classes and conferences; coordinates with the Iowa Regional Libraries and other agencies for services. Attends all Library Board meetings and attends City Council meetings as requested. Assists patrons of the library when requesting information or services. Maintains library files and records as required by law. Prepares the Library Board agenda and maintains a record of the proceedings of each meeting. Prepares reports for the Library Board, City Council and State Library or other reports required by law. Is responsible for the daily operation and running of the library, including providing reference assistance to library patrons, compiling daily, monthly, and yearly statistical reports, checking in and out, shelving books, cataloging all library materials and yearly weeding of materials. Maintains a petty cash fund; and collects monies for services such as copies, computer printouts, faxes, and laminating.

The Library Director is hired by the Library Board and is evaluated at 60 and 90 days after hire and in October for merit review by the Library President and Vice President, followed by approval of the Library Board in November. The Library Director position is a full-time hourly position with benefits. Starting salary range is \$25.00 to \$28.50 commensurate with experience.

This form provides a general description of job duties and does not define the limits of job duties performed by the employee.

Adopted 1-27-2014
Amended 9-27-2021