



President: Rachel Backstrom (2023)
Vice President:
Secretary: Megan Warwick (2023)
Member: Andrew Kendall (2023)
Member: Shannon McClintock Miller (2025)

Van Meter Public Library Board of Trustees

Date: March 22, 2023 Time: 6:00 PM

Our Mission: The mission of the Van Meter Public Library is to provide materials and services that support and encourage lifelong learning and love of literature.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Consent Agenda
 - A. Minutes of February 15, 2023 Meeting
 - B. February Financials
 - C. March Claims
5. Introduction of new board member
6. Trustee terms
7. Director Working Part-time Hourly
3. Director search update and next steps with interview process
9. Reports
 - A. Director's Report
 - B. President's Report
10. Adjourn

Regular Board Meeting

Place: Van Meter Public Library (505 Grant Street)

Schedule

- Apr 19, 2023 Chapter Seven Trustee Handbook
Review ByLaws
Director's Annual Evaluation
- May 17, 2023 Chapter Eight Trustee Handbook
Approve dates of next FY Board Meetings
- June 21, 2023 Chapter Nine Trustee Handbook
Review Community Outreach Policy
- July 19, 2023 Chapter Ten Trustee Handbook
Elect Officers
Submit annual report to City Council
See VM Code 22.09
- Aug 16, 2023 Chapter Eleven Trustee Handbook
Review Bulletin Board Policy
- Sept 20, 2023 Chapter Twelve Trustee Handbook
Review Collection Development Policy
- October 18, 2023 Chapter Thirteen Trustee Handbook
Review Mission & Values Policy
- November 13, 2023 Chapter Fourteen Trustee Handbook
Review Circulation Policy
Review First Draft of FY25 Budget
- December 13, 2023 (moved to second Wednesday) Chapter
Approve FY25 Budget (submit to Council by Jan 10)
Fifteen Trustee Handbook
Board Self-Assessment

Van Meter Public Library

2/15/2023 Board Meeting Minutes

On February 15th 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:00pm by President Backstrom.

In attendance were McCombs, Warwick, Backstrom, Kendall, and Miller. Nancy Studebaker was also in attendance.

President Backstrom asked for an approval for the agenda, McCombs motioned, Miller seconded. Passed unanimously.

President Backstrom reviewed the consent agenda; Warwick motioned to approve the consent agenda, Miller seconded; passed unanimously.

Discussion Items:

Final FY24 Budget Request was presented by Backstrom. Discussion was held.

Comp Time Policy & Director's exempt/non-exempt status was presented by Backstrom. Discussion was held.

Director Performance Check-in was presented by Backstrom. Discussion was held.

Director's Resignation and Hiring New Director was presented by Backstrom.

Discussion was held.

Action Items:

McCombs motioned to approve the budget request. Miller seconded, passed unanimously.

McCombs motioned to keep the Director's status as exempt. Kendall seconded, passed unanimously.

A Director's report was given. Discussion was held.

A President's report was given. Discussion was held.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, Miller seconded. Passed unanimously. Adjourned at 7:04 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, March 22nd at 6:00pm.

FISCAL YEAR 2023	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
Expenses: City Budget for Library		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
FICA - City Portion	\$ 4,500.00	\$ 392.81	\$ 434.29	\$ 688.79	\$ 452.00	\$ 447.92	\$ 434.27	\$ 479.14	\$ 369.31	\$ -	\$ -	\$ -	\$ -	\$ 3,698.53
IPERS - City Portion	\$ 5,100.00	\$ 472.57	\$ 519.92	\$ 822.75	\$ 539.97	\$ 534.87	\$ 520.00	\$ 579.90	\$ 417.20	\$ -	\$ -	\$ -	\$ -	\$ 4,407.18
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 113.60	\$ 38.06	\$ -	\$ -	\$ -	\$ -	\$ 1,059.34
Total	\$ 10,800.00	\$ 1,014.76	\$ 1,105.87	\$ 1,663.20	\$ 1,143.63	\$ 1,134.45	\$ 1,105.93	\$ 1,172.64	\$ 824.57	\$ -	\$ -	\$ -	\$ -	\$ 9,165.05

Expenses: Library Budget	FY22 Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Wages FT	\$ 62,500.00	\$ 3,384.62	\$ 3,257.69	\$ 5,204.21	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62					\$ 28,769.62
Wages PT	\$ 13,000.00	\$ 1,750.13	\$ 2,419.20	\$ 3,799.44	\$ 2,523.90	\$ 2,470.50	\$ 2,292.00	\$ 2,878.50	\$ 1,442.96					\$ 19,576.63
Programming	\$ 5,500.00	\$ 606.39	\$ 349.70	\$ 200.03	\$ 420.55	\$ 366.93	\$ -	\$ 297.34	\$ 82.11					\$ 2,323.05
Subscriptions	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Training	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Operating & Maintenance	\$ 400.00	\$ -	\$ -	\$ 11.18	\$ -	\$ -	\$ -	\$ 339.98	\$ -					\$ 351.16
Utilities	\$ 1,900.00	\$ 82.30	\$ 100.92	\$ 103.73	\$ 86.05	\$ 64.65	\$ 101.39	\$ 208.69	\$ 147.15					\$ 894.88
Telephone	\$ 800.00	\$ 52.79	\$ 52.79	\$ 53.62	\$ 53.17	\$ -	\$ 106.34	\$ 52.79	\$ 53.47					\$ 424.97
Technology	\$ 6,000.00	\$ 1,122.81	\$ 222.66	\$ 222.67	\$ -	\$ 232.81	\$ 227.74	\$ 688.28	\$ 1,091.92					\$ 3,808.89
Other Contractual Services	\$ 1,400.00	\$ -	\$ 1,209.01	\$ 12.87	\$ 35.12	\$ -	\$ -	\$ 27.03	\$ 9.01					\$ 1,293.04
Library Materials	\$ 10,500.00	\$ 1,415.79	\$ 1,185.07	\$ 1,146.53	\$ 611.66	\$ 1,611.63	\$ 418.60	\$ 449.11	\$ 760.93					\$ 7,599.32
Office Supplies	\$ 3,000.00	\$ 301.40	\$ 140.68	\$ 939.08	\$ -	\$ 121.94	\$ -	\$ 63.95	\$ 5.12					\$ 1,572.17
Total	\$ 105,200.00	\$ 8,716.23	\$ 8,937.72	\$ 11,693.36	\$ 7,115.07	\$ 8,253.08	\$ 6,530.69	\$ 8,390.29	\$ 6,977.29	\$ -	\$ -	\$ -	\$ -	\$ 66,613.73

Revenue: Library Budget	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
State Funding (Enrich Iowa Programs)	\$ 1,300.00	\$ 4,974.20	\$ -	\$ -	\$ -	0	\$ 1,408.93	\$ 311.23	\$ -					\$ 6,694.36
County Funding	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	0	\$ 13,000.00	\$ -	\$ -					\$ 13,000.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ 15.99	\$ 160.00	\$ -					\$ 175.99
Transfers In	\$ 91,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,000.00					\$ 91,000.00
Other	\$ -	\$ 4,974.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 4,974.20
Total	\$ 105,300.00	\$ 4,974.20	\$ -	\$ -	\$ -	\$ -	\$ 14,424.92	\$ 471.23	\$ 91,000.00	\$ -	\$ -	\$ -	\$ -	\$ 110,870.35

Treasurer's Report		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Library Building Ending Balance (051)		\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34				
Library Trust Ending Balance (182)		\$ (2,360.62)	\$ (6,324.14)	\$ (18,017.50)	\$ (25,132.57)	\$ (33,385.65)	\$ (25,491.42)	\$ (33,410.48)	\$ 50,612.23				
Total		\$ 13,317.72	\$ 9,354.20	\$ (2,339.16)	\$ (9,454.23)	\$ (17,707.31)	\$ (9,813.08)	\$ (17,732.14)	\$ 66,290.57	\$ -	\$ -	\$ -	\$ -

REVENUE & EXPENSE REPORT

CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4470	LIBRARY SERVICE	.00	.00	.00	.00
001-410-6010	WAGES - FULL TIME	.00	.00	.00	.00
001-410-6020	WAGES - PART TIME	.00	.00	.00	.00
001-410-6150	GROUP INSURANCE	.00	.00	.00	.00
001-410-6210	DUES	.00	.00	.00	.00
001-410-6230	TRAINING	.00	.00	.00	.00
001-410-6311	OPERATION & MAINTENANCE	.00	.00	.00	.00
001-410-6371	ELECTRIC/GAS	.00	.00	.00	.00
001-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	.00	.00
001-410-6408	INSURANCE	.00	.00	.00	.00
001-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
001-410-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00
001-410-6499	OTHER CONTRACTUAL SERVICES	.00	.00	.00	.00
001-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	.00	.00	.00	.00
051-410-4440	STATE GRANTS	.00	.00	.00	.00
051-410-4705	DONATIONS	.00	.00	.00	.00
051-410-4710	REIMBURSEMENTS	.00	.00	.00	.00
051-410-6220	SUBSCRIPTION	.00	.00	.00	.00
051-410-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00
051-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
051-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00
112-410-6110	FICA - CITY PORTION	369.31	3,698.53	4,500.00	801.47
112-410-6130	IPERS - CITY PORTION	417.20	4,407.18	5,100.00	692.82
112-410-6150	GROUP INSURANCE	38.06	1,059.34	1,200.00	140.66
112-410-6160	WORKMAN'S COMP	.00	.00	.00	.00
112-410-6161	UNEMPLOYMENT	.00	.00	.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00
182-410-4440	STATE GRANTS	.00	6,694.36	1,300.00	5,394.36-
182-410-4470	LIBRARY SERVICE	.00	13,000.00	5,000.00	8,000.00-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	175.99	.00	175.99-
182-410-6010	WAGES - FULL TIME	3,384.62	28,769.62	47,320.00	18,550.38
182-410-6020	WAGES - PART TIME	1,442.96	19,576.63	31,000.00	11,423.37
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00
182-410-6215	PROGRAMMING	82.11	2,323.05	5,000.00	2,676.95
182-410-6220	SUBSCRIPTION	.00	.00	300.00	300.00
182-410-6230	TRAINING	.00	.00	500.00	500.00
182-410-6311	OPERATION & MAINTENANCE	.00	351.16	400.00	48.84
182-410-6371	UTILITIES	147.15	894.88	1,500.00	605.12
182-410-6373	TELEPHONE/COMMUNICATIONS	53.47	424.97	800.00	375.03
182-410-6408	INSURANCE	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	1,091.92	3,808.89	5,500.00	1,691.11
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	9.01	1,293.04	1,400.00	106.96
182-410-6502	LIBRARY MATERIALS	760.93	7,599.32	10,000.00	2,400.68
182-410-6506	OFFICE SUPPLIES	5.12	1,572.17	1,500.00	72.17-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00

REVENUE & EXPENSE REPORT

CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
182-410-4440	STATE GRANTS	.00	6,694.36	1,300.00	5,394.36-
182-410-4470	LIBRARY SERVICE	.00	13,000.00	5,000.00	8,000.00-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	175.99	.00	175.99-
182-410-6010	WAGES - FULL TIME	3,384.62	28,769.62	47,320.00	18,550.38
182-410-6020	WAGES - PART TIME	1,442.96	19,576.63	31,000.00	11,423.37
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00
182-410-6215	PROGRAMMING	82.11	2,323.05	5,000.00	2,676.95
182-410-6220	SUBSCRIPTION	.00	.00	300.00	300.00
182-410-6230	TRAINING	.00	.00	500.00	500.00
182-410-6311	OPERATION & MAINTENANCE	.00	351.16	400.00	48.84
182-410-6371	UTILITIES	147.15	894.88	1,500.00	605.12
182-410-6373	TELEPHONE/COMMUNICATIONS	53.47	424.97	800.00	375.03
182-410-6408	INSURANCE	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	1,091.92	3,808.89	5,500.00	1,691.11
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	9.01	1,293.04	1,400.00	106.96
182-410-6502	LIBRARY MATERIALS	760.93	7,599.32	10,000.00	2,400.68
182-410-6506	OFFICE SUPPLIES	5.12	1,572.17	1,500.00	72.17-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00
182-910-4830	TRANSFERS IN	91,000.00	91,000.00	90,000.00	1,000.00-
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00
		=====	=====	=====	=====
	DIFFERENCE	84,022.71	44,256.62	8,920.00-	53,176.62-
		=====	=====	=====	=====
		=====	=====	=====	=====
	PROOF	84,022.71	44,256.62	8,920.00-	53,176.62-
		=====	=====	=====	=====

TREASURER'S REPORT
CALENDAR 2/2023, FISCAL 8/2023

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051	LIBRARY BUILDING FUND	15,678.34	.00	.00	.00	15,678.34
Report Total		15,678.34	.00	.00	.00	15,678.34

TREASURER'S REPORT
CALENDAR 2/2023, FISCAL 8/2023

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	33,410.48-	91,000.00	6,977.29	.00	50,612.23
Report Total		33,410.48-	91,000.00	6,977.29	.00	50,612.23

Van Meter City Board and Commission Application

From time to time, the City finds itself with vacancies on the various volunteer boards and commissions that assist with carrying out the business of the City and direction of the City Council. Please use this form to apply to any board or commission that you would be interested in serving on. The City will maintain responses for up to a year and should a vacancy exist, applicants will be contacted for consideration.

Email *

oelkelm@gmail.com

Which board/commission are you interested in serving on? *

- ☐ Board of Adjustment - 5 year term (residency required)
- ☐ Park and Recreation Board - 5 year term (no more than 3 members shall live outside of the City)
- ☐ Planning and Zoning Commission - 5 year term (residency required)
- ☒ Library Board of Trustees - 6 year term (only 1 member shall not be a resident of the City)
- ☐ Van Meter Community Betterment Committee - volunteer basis
- ☐ Van Meter Public Safety Advisory Board - volunteer basis

Name *

Lisa Oelke

Address *

706 pleasant st

Occupation *

Analyst

How long have you lived in Van Meter? *

18 years

List any other boards/commissions you have served on in Van Meter or other communities. *

None

List any additional civic activities *

Volunteered for several school activities and After Prom. Volunteered for other kid related programs including Racoon River Days

Describe why you are interested in serving on a City board or commission. *

I love books and literacy is critical to the community in many ways.

What knowledge, skills, or experience do you possess that would qualify you for appointment to the board or commission for which you are applying? *

I love books, believe in the public library as part of the community.

Use this space for any additional comments or relevant information.

This application is considered public record and will be kept on file for one year. You will be contacted should any vacancies exist on any board or commission.

For additional ways to get involved, contact City Hall at info@vanmeteria.gov

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Google Forms

Library Director's Job Description

The Director is responsible for all aspects of library operations and functions, for advocating for the library at all times, and meeting the requirements of the Library Board, the community, the staff, and local and state government.

1. Qualifications for the Directorship of the Library:

Must obtain Director Endorsement from the State Library of Iowa within the first two years of employment.

Master's Degree in Library Science or Library & Information Science, or any related field such as Education, Public Administration, or Business

Consideration will be given to candidates who possess the following:

- I. A Bachelor's degree in Library Science, Information Science, Education, Public Administration, Business or any related field.
 - II. 3-5 years of experience working in a public library or another library institution.
- a. Demonstrates commitment to the mission and philosophy of public library service.
 - b. Demonstrates high skill level at using a wide range of resources including print and non-print materials, computerized databases, internet sources, digital communications, ILS systems, and other library sources and related hardware.
 - c. Excellent customer service and communication skills, orally in person and over the telephone as well as in writing using electronic devices and handwritten (in English.)
 - d. Excellent leadership and organizational skills.
 - e. Able to prioritize, make independent decisions, and exercise discretion with patrons and staff.
 - f. Able to research and leverage cutting edge technologies to better serve public needs.
 - g. Able to work in a dynamic library environment, and work with the public to provide excellent services and programs.
 - h. Able to supervise and motivate other library staff and volunteers, listen carefully, take instructions, and learn procedures quickly.
 - i. Able to work effectively with library trustees, elected officials, and community groups.
 - j. Flexible when necessary, does whatever procedure is needed to be done
 - k. Knowledge of non-profit foundations, endowment growth, and experience seeking and obtaining philanthropic or public funding is a plus.
 - l. Physical conditions: essential and marginal functions may require maintaining a physical condition necessary for sitting and/or standing for prolonged periods of time, bending/stooping, and moderate lifting/reaching.

2. Monthly & Long-Range Management Duties

General

- Maintains and cultivates contact with the general community, the public, schools, teachers, other libraries, city employees, state and regional library associations, and other professional organizations.
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.

- Prepares accurate reports, such as: Open Access, Interlibrary loan, Annual State Library Survey, Accreditation applications, E-Rate, and others, and files with appropriate agency before deadlines.
- Attends professional meetings, workshops, and classes to keep abreast of developments in the library field.
- Works in compliance with Iowa Public Library standards and submits annual statistical surveys to the State Library of Iowa and Dallas County Library Association.

Board and City Council Relations

- Report to the board, which has the legal responsibility for governing the library and hiring the library's director.
- Organize and prepares monthly meeting agenda in consultation with the Board President, addressing any current problems, concerns, or projects related to the library.
- Prepares financial reports, circulation reports, report of monthly activities/events, and other documents necessary to the meeting as part of a packet and sends them to Library Board and City Council.
- Posts notices of meetings on local city news boards and on the website in accordance with the Iowa Open Meeting Laws.
- Attends all Library Board and Committee meetings except when officially excused by the President.
- Acts as executive secretary to the Board & provide administrative support.
- Formulates and recommends policies for Board approval and implementation.
- Assist with and promote orientation and continuing education for Board members.

Public & Patron Relations

- Advocate for and promote the library through a variety of venues.
- Respond to the unique needs of the community as the demography dictates.
- Work with Library board, volunteers, library users, as well as educational and other non-profit organizations.
- Establish and maintain effective working relationships with local schools, local agencies, civic and community groups, the general public, and news media.
- Represent the library when speaking before community, civic, and other groups regarding the objectives and activities of the library.
- Establish and maintain effective communications through news releases, emails, newsletters, blogs, website, etc.
- Manage and write the Library's section of the City Newsletter.
- Manage/edit the Library's webpages, keeping information and links up-to-date.
- Create marketing and promotional items for library programs and services.
- Monitor public perceptions of the library and its services.
- Participate as a member in appropriate civic or service organizations.

Project, Facility, and Service Planning

- Conducts a Community Survey at least every five years.
- Continually evaluates the effectiveness of library services in relation to changing needs of the community and develops short-range plans to meet those needs.
- Anticipates future needs for library services to develop long-range plans.
- Assists in the planning, implementation, and evaluation of long and short term goals and objectives.
- Prepares and edits library policies and procedures.

Finance

- Develop and prepare an annual library budget and present it to the Library Board for consideration, and then to the City Council upon Board approval.
- Prepare monthly and yearly financial reports on budget accounts, receipts, and endowment funds for the Board.
- Make or supervise expenditures of library funds, and track expenditures and revenues in relation to budget management.

- Prepare Purchase Orders for Board approval and subsequent processing and payment by the City.

Personnel

The Director shall be responsible for all aspects of personnel management, including:

- Recruiting and interviewing candidates for open positions.
- Hiring, firing, annual evaluations, and promotions for all staff.
- Providing effective management of personnel and providing corrective training to ensure high quality performance.
- Promoting and supporting staff development and certification.
- Schedule, organize, and supervise work operations.
- Establish and maintain effective working relationships with superiors, subordinates, and officials of other agencies.
- Recruit, oversee and train adult and teen volunteers.

3. Daily Library Operation & Management Duties

Circulation & Reference

- Provides reference and reader's advisory services to patrons of all ages.
- Knowledge of standard principles and practices of library reference interview techniques, information retrieval and reader's advisory.
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Circulates library materials & answers reference questions.
- Researches complex questions.
- Uses a variety of computer databases, electronic resources and computer software packages.
- Has access to and maintains the integrity of confidential customer information.
- Interprets policy and explains procedures to the public.
- Responds to customer concerns and complaints and conducts conflict resolution.
- Works on preparation and presentation of programs and services for all ages. This may include reading for book clubs, telling stories, preparing crafts, preparing materials, and interacting closely with children of all ages and adults.
- Answers reference questions & requests for materials using local materials, SILO, or Regional libraries.
- Recommends books for patrons' use from the library's collection.

Collection & Materials

- Develops, selects, and maintains the adult, teen, and children's collections including print, non-print, and electronic resources.
- Selects and orders materials in accordance with the library's selected vendors, approved budget, and materials selection policies.
- Performs copy cataloging and original cataloging of MARC records, following AACR2 and RDA standards, entering new acquisitions into the library's database and the State of Iowa SILO database.
- Prepares materials for circulation by barcoding, labeling, covering and applying preservation techniques to materials as needed before being placed into circulation.
- Performs collection weeding and deaccessioning materials from the ILS, following collection development policies.
- Maintains accurate inventory of the collection by ensuring proper category and status updates of materials.
- Performs book repair, artwork replacement, and other preservation procedures.
- Applies archival and preservation techniques to historical special collection materials.
- Creates and edits collection development policies.

Facility Maintenance

- Ensures safe and clean conditions for patrons by performing or delegating cleaning tasks including, but not limited to: vacuuming, mopping, sanitizing, dusting, sweeping, etc.
- Ensure facilities are stocked with appropriate materials, such as toilet paper, tissues, paper towels, cleaning supplies, etc.
- Maintains inventory of various office supplies, such as labels, tape, pens, paper, etc.
- Contacts appropriate City Staff or vendors in a timely manner for equipment and building repairs.
- Takes appropriate action in emergency situations to ensure safety of the library building, materials, users, and surrounding grounds.
- Develops policies and procedures for disaster planning.

Information Technology

- Works on technology projects designed to organize online information to make it more accessible and useful to the public.
- Able to learn to use current hardware and software and perform basic maintenance.
- Utilize Microsoft Office products and provide instruction on their use to patrons.
- Operate the Apollo Integrated Library System and become an expert with its functions.
- Use and instruct others to use the copier machine, printers, and other hardware in the library, and perform simple maintenance of equipment.
- Instruct patrons on computer and internet technologies.
- Develop/update instruction manuals and trouble-shooting guides.
- Provides technical support to patrons and staff including computer troubleshooting, software, and equipment.

Programming & Outreach

- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by young adults and adults, including but not limited to, films and special events, reading clubs, story hours, and school and community outreach.
- Prepares community analysis and conducts surveys regarding current and future programming needs and evaluates effectiveness of programs making revisions as needed.
- Actively seeks program presenters and exhibitions on a variety of subjects.
- Researches, writes and acquires grants to support library programming.
- Promotes programs by producing publicity releases, flyers, and monthly calendar.
- Effectively use social media and other related tools to promote programs.
- Develops partnerships with the community to provide programs and services.
- Continue current programs based on attendance and reception and plan new programs.
- Works with other community entities to provide programming and outreach services to adults, teens, and children.

Last updated February 2021



FROM: Nancy Studebaker

TO: Van Meter Public Library Board

RE: Director's schedule beginning March 27

I am writing to request that until June 1 or such time as a new Director is working at the library (whichever comes first), my position as Director be treated as part-time hourly. I am asking to be paid at a rate of \$22.87. I understand that all benefits will end at the close of my final full-time pay period (which I would expect to be March 26).

It is my intention to work the following- if we still do not have a Director by the second week of April then I will continue with a similar schedule as the week of April 3. This will allow me to continue to coach Spencer, submit claims for payment, place orders for supplies as needed and other duties that must be maintained.

	Nancy	Spencer
Thursday, March 23, 2023	Noon - 5	Noon - 7
Friday, March 24, 2023	10 - 5	10 - 5
Saturday, March 25, 2023	10 - 3	Off
Sunday, March 26, 2023	Off	Off
Monday, March 27, 2023	5 - 6:30	10 - 5
Tuesday, March 28, 2023	5 - 6:30	Noon - 7
Wednesday, March 29, 2023	CLOSED	CLOSED
Thursday, March 30, 2023	Off	Noon - 7
Friday, March 31, 2023	Off	10 - 5
Saturday, April 1, 2023	10 - 3	Off
Sunday, April 2, 2023	Off	Off
Monday, April 3, 2023	3:30 – 4:30	10 - 5
Tuesday, April 4, 2023	Off	Noon - 7
Wednesday, April 5, 2023	CLOSED	CLOSED
Thursday, April 6, 2023	3:30 – 4:30	Noon - 7
Friday, April 7, 2023	CLOSED	CLOSED
Saturday, April 8, 2023	10 - 3	Off
Sunday, April 9, 2023	Off	Off

NSB