

**\*NOTICE OF PUBLIC MEETING\***

Governmental Body : Van Meter Public Library

Date : November 15<sup>th</sup>, 2017

Time/Place : 6:00 PM – Van Meter Public Library, 505 Grant St.

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

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
  - a. Minutes
  - b. Claims
  - c. Stats
  - d. Finances
5. Discussion Items
  - a. Decide on RFP submissions, with Public Safety
  - b. Confidentiality of Library Records Policy
  - c. Begin budget discussion for Fiscal Year 2017-2018
6. Action Items
  - a. Vote on architectural firms to interview
7. Director's report
8. President's report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock PM on Wednesday, November 15<sup>th</sup>, 2017. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Backstrom \_\_\_; Freeman \_\_\_; Durflinger \_\_\_; Maguire \_\_\_; Devick \_\_\_;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Agenda Item #4 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Library Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Agenda Item #5 - Discussion Items

- a. Decide on RFP submissions, with Public Safety
- b. Confidentiality of Library Records Policy
- c. Begin budget discussion for Fiscal Year 2017-2018

Agenda Item #6 - Action Items

- a. Vote on architectural firms to interview

Agenda Item #7 – Director's report

Agenda Item #8 – President's report

Agenda Item #9 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.  
Sample Language: The meeting is adjourned. Thank you.

Van Meter Public Library

Library Board Minutes – 10/23/17

The Van Meter Public Library Board met on Monday, October 23<sup>rd</sup>, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:01 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, and Amanda Durflinger; Rachel Devick and Erin Freeman were absent. Also in attendance were George Lawson, Barb Phillips, Megan Alexander, and Suzanne Lindaman.

Having no emergency additions, President Backstrom asked for a motion to approve the Agenda. Moved by Durflinger, supported by Maguire. Passed unanimously.

After reviewing the Consent Agenda, President Backstrom asked for a motion to approve the Consent Agenda. Moved by Durflinger, supported by Maguire. Passed unanimously.

George Lawson reviewed the Building Program he created, and it was discussed. Board education will be e-mailed to the Board of Trustees by the Director. The Library contribution to Van Meter's sesquicentennial was discussed, and a cookbook will be compiled from community members.

Durflinger made a motion to accept the change in the By-Laws for the Library Board of Trustees regular meeting time changed to the third Wednesday of the month. The motion was seconded by Maguire and approved by all. Durflinger made a motion to accept the Collection Development Policy reviewed in the September meeting, seconded by Maguire and approved by all.

The Library Director's report was given.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Durflinger, supported by Maguire. Passed unanimously. Adjourned at 7:03 p.m.

Van Meter Public Library  
**Circulation Summary**

Transactions 10/1/2017 through 10/31/2017, VMPL

***Totals for This Period***

Checked out	402
Checked in	403
Renewed	77
Used in-library	23
Fines and charges	(\$7.99)
Payments collected	\$0.00
Ledger adjustments	\$0.00

***As of 11/7/2017, 2:08 pm***

Materials checked out	377
Materials overdue	131
Patrons overdue	41

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 10/1/2017 through 10/31/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Sunday	01-Oct-2017							
Monday	02-Oct-2017	17	29	4				
Tuesday	03-Oct-2017	7	17	1				
Wednesday	04-Oct-2017	28	18	5	1			
Thursday	05-Oct-2017							
Friday	06-Oct-2017							
Saturday	07-Oct-2017	7	17	1				
Sunday	08-Oct-2017							
Monday	09-Oct-2017	24	9	3	5			
Tuesday	10-Oct-2017	18	5	4				
Wednesday	11-Oct-2017	7	11	4				
Thursday	12-Oct-2017	31	29	1				
Friday	13-Oct-2017	16	15	1	1			
Saturday	14-Oct-2017	2	3					
Sunday	15-Oct-2017							
Monday	16-Oct-2017	35	28	10	9			
Tuesday	17-Oct-2017	3	10		1			
Wednesday	18-Oct-2017	14	5					
Thursday	19-Oct-2017	1	17					
Friday	20-Oct-2017	21	12	3	1			
Saturday	21-Oct-2017	5	3	1				
Sunday	22-Oct-2017							
Monday	23-Oct-2017	8	32	7				
Tuesday	24-Oct-2017	19	17	3	3			
Wednesday	25-Oct-2017	13	30	7				
Thursday	26-Oct-2017	43	25	5		-7.99		
Friday	27-Oct-2017	23	16	8				
Saturday	28-Oct-2017	7	2					
Sunday	29-Oct-2017							
Monday	30-Oct-2017	23	30	6	2			
Tuesday	31-Oct-2017	30	23	3				
<b>Totals</b>		<b>402</b>	<b>403</b>	<b>77</b>	<b>23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BUDGET REPORT**  
**CALENDAR 10/2017, FISCAL 4/2018**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	2,661.75	10,585.75	27.86	27,414.25
182-410-6020	WAGES - PART TIME	10,500.00	773.41	3,141.29	29.92	7,358.71
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	284.48	624.59	312.30	424.59-
182-410-6215	PROGRAMMING	1,500.00	111.52	211.95	14.13	1,288.05
182-410-6220	SUBSCRIPTION	800.00	.00	378.96	47.37	421.04
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	50.00	12.50	350.00
182-410-6371	UTILITIES	1,500.00	101.70	475.11	31.67	1,024.89
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	124.13	482.56	80.43	117.44
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	1,000.00	.00	.00	.00	1,000.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	.00	.00	2,000.00
182-410-6502	LIBRARY MATERIALS	5,000.00	972.19	3,034.45	60.69	1,965.55
182-410-6506	OFFICE SUPPLIES	2,500.00	96.36	2,441.49	97.66	58.51
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	64,150.00	5,125.54	21,426.15	33.40	42,723.85
	PROOF	64,150.00	5,125.54	21,426.15	33.40	42,723.85

**G/L EXPENSE HISTORY REPORT**  
**FROM 10/2017 TO 10/2017**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 4/2018 TO 4/2018)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
182-410-6010		WAGES - FULL TIME		
10/06/17	PR0866			PR DT: 10/01/17 1,354.50
10/20/17	PR0870			PR DT: 10/15/17 1,307.25
		ACCOUNT TOTAL		2,661.75
182-410-6020		WAGES - PART TIME		
10/06/17	PR0866			PR DT: 10/01/17 364.68
10/20/17	PR0870			PR DT: 10/15/17 408.73
		ACCOUNT TOTAL		773.41
182-410-6210		DUES		
10/16/17	AP1190	DEMCO	6189423	27216 LIB SUPPLIES 165.67
10/16/17	AP1190	DEMCO	6195853	27216 LIB SUPPLIES 118.81
		ACCOUNT TOTAL		284.48
182-410-6215		PROGRAMMING		
10/16/17	AP1190	SYNCB/AMAZON	102017	27258 LIB SUPPLIES 111.52
		ACCOUNT TOTAL		111.52
182-410-6371		UTILITIES		
10/16/17	AP1190	MIDAMERICAN ENERGY	102017	27243 GAS/ELEC 101.70
		ACCOUNT TOTAL		101.70
182-410-6373		TELEPHONE/COMMUNICATIONS		
10/16/17	AP1190	CENTURY LINK	102017	27207 LIB PHONE LINE/FD FAX LINE 49.30
10/16/17	AP1190	WELLS FARGO CC	102017	27267 CREDIT CARD EXPENSES 74.83
		ACCOUNT TOTAL		124.13
182-410-6502		LIBRARY MATERIALS		
10/16/17	AP1190	SYNCB/AMAZON	102017	27258 LIB MATERIALS 865.69
10/16/17	AP1190	MONTICELLO PUBLIC LIBRARY	102017	27244 BOOKS/DVD 58.00
10/16/17	AP1190	JESUP PUBLIC LIBRARY	102017	27231 BOOKS 10.00
10/16/17	AP1190	THOMPSON PUBLIC LIBRARY	102017	27260 BOOK 8.50
10/16/17	AP1190	IDA GROVE PUBLIC LIBRARY	102017	27223 BOOKS & DVDS 10.00
10/16/17	AP1190	IDA GROVE PUBLIC LIBRARY	1020172	27223 BOOKS & DVDS 20.00
		ACCOUNT TOTAL		972.19
182-410-6506		OFFICE SUPPLIES		
10/16/17	AP1190	OFFICE DEPOT	9642392580	27249 LIB SUPPLIES 13.38
10/16/17	AP1190	OFFICE DEPOT	9642395540	27249 LIB SUPPLIES 39.98
10/16/17	AP1190	CULLIGAN	VMLIB1017	27213 WATER/RENTAL 43.00
		ACCOUNT TOTAL		96.36



**G/L EXPENSE HISTORY REPORT**  
FROM 10/2017 TO 10/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 4/2018 TO 4/2018)	AMOUNT		
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	

REPORT TOTAL

=====

5,125.54

**G/L REVENUE HISTORY REPORT**  
**FROM 10/2017 TO 10/2017**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 4/2018 TO 4/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4440	STATE GRANTS		
10/23/17	RM4205 STATE OF IOWA	23298 Library State	89.25
	ACCOUNT TOTAL		----- 89.25
182-410-4705	DONATIONS - LIBRARY TRUST		
10/04/17	RM4162 HALF PRICE BOOKS	23058 LIBRARY DONATIO PROFIT FROM SELLING BOOKS	18.00
10/13/17	RM4188 VM VISITOR FESTIVAL	23165 LIBRARY DONATIO COMMITTEE DONATION	128.00
10/24/17	RM4211 HALF PRICE BOOKS	23301 LIBRARY DONATIO SALE OF BOOKS	18.00
	ACCOUNT TOTAL		----- 164.00
	REPORT TOTAL		=====
			253.25

**TREASURER'S REPORT**  
**CALENDAR 10/2017, FISCAL 4/2018**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	42,794.22	253.25	5,125.54	.00	37,921.93
Report Total	42,794.22	253.25	5,125.54	.00	37,921.93

**REVENUE REPORT**  
**CALENDAR 10/2017, FISCAL 4/2018**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	89.25	934.65	155.78	334.65-
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	164.00	2,694.61	538.92	2,194.61-
182-910-4830	TRANSFERS IN	49,050.00	.00	.00	.00	49,050.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	53,650.00	253.25	3,629.26	6.76	50,020.74
		=====	=====	=====	=====	=====
	PROOF	53,650.00	253.25	3,629.26	6.76	50,020.74
		=====	=====	=====	=====	=====

**TREASURER'S REPORT**  
CALENDAR 10/2017, FISCAL 4/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	10,634.34	.00	.00	.00	10,634.34
Report Total	10,634.34	.00	.00	.00	10,634.34

# Van Meter Public Library Director's Report

November 2017

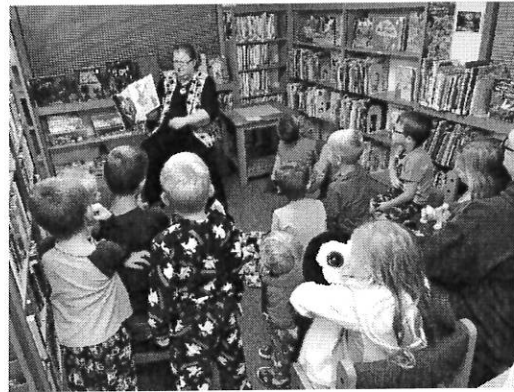
## October Statistics

- Visitors – 582
- Programs – 13
- Programming attendance – 133
- Outreach programs – 141
- Computer usage – 103
- Wireless usage – 39
- Reference questions – 91
- Fax/Scan – 4
- Copy/Print – 19
- Library checkouts – 479
- Materials borrowed from other libraries – 6
- Materials loaned to other libraries – 4
- E-books & e-audiobooks usage – 84

## Activities

- Building project
  - Six Request for Proposals received
- Outreach
  - Paid a visit to the school to sign up the 7<sup>th</sup> and 8<sup>th</sup> graders for library cards, specifically for e-books and audiobooks through Bridges, and will add instruction on database research
  - Daycares
    - Visit University Kids every week
    - Kids Care every other week
- Survey
  - 77 people participated
  - Plan to make it an annual survey
- Past programming
  - Author Rebecca Fjelland Davis visited the school and library on November 9<sup>th</sup>. We had 6 people attend!
  - Dallas County Conservationist program on November 15<sup>th</sup>

- Our first Tuesday evening Nighty-Night Story Time had 25 people and on Beggar's Night we had 12, and last Tuesday 10 people. Our Special Saturday Story Time had 7 people last weekend. If we look at outreach and programming attendance for October, we exceeded 270.



- Upcoming programming
  - Special Saturday Story Time for December is a showing of The Polar Express
  - Dallas County Conservationist program on December 13<sup>th</sup>
  - Harry Potter and the Prisoner of Azkaban Interactive Movie for Tweens and Teens on December 27<sup>th</sup>

# November 2017 Bills

DATE PAID	COMPANY	AMOUNT
11/8/2017	Century Link - phone service	\$49.41
11/8/2017	Amazon	\$875.18
11/8/2017	George Lawson - consulting	\$3,000.00
11/8/2017	Barnes & Noble - books	\$43.18
11/8/2017	Bloomfield Public Library - book	\$20.00
11/8/2017	Culligan	\$32.60
11/8/2017	Office Depot	\$119.29
11/8/2017	Hawkins Memorial Library - books	\$20.00
11/8/2017	Stuart Library Foundation	\$20.00
11/8/2017	Ida Grove Public Library - book	\$10.00
11/8/2017	Wells Fargo Credit Card - postage	\$64.94
11/8/2017	Taste of Home - book	\$13.48



# Local Size C Library Comparisons

## Population

- Dallas Center – 1,623
- De Soto – 1,050
- Granger – 1,244
- Slater – 1,489
- Van Meter – 1,016

## City Income/City Income Per Capita

- Dallas Center – \$104,103/\$64.14
- De Soto – \$57,380/\$54.65
- Granger – \$97,400/\$78.30
- Slater – \$97,421/\$65.43
- Van Meter – \$55,000/\$54.18

## Collection

- Dallas Center – 22,274
- De Soto – 13,360
- Granger – 10,883
- Slater – 16,267
- Van Meter – 14,424

## Registered Patrons

- Dallas Center – 2,642
- De Soto – 764
- Granger – 1,301
- Slater – 991
- Van Meter – 1,105

## Wages – Director

- Dallas Center – \$17.04
- De Soto – \$16.12
- Granger – \$13.50
- Slater – \$17.30
- Van Meter – \$15.75



City of Van Meter, Iowa

Employee Compensation and Classification Plan

August 2017

## **Executive Summary**

Consistent with the proposal that was accepted by the City Council at the May 18, 2017 City Council meeting this plan has been developed with two primary goals. The first was to ground employee compensation in an analysis of the established positions, the work performed by the incumbents, and the market rate for the work being done. The second goal was to recommend a policy structure so that pay is equitable within the organization and moving forward there is an objective method applied to pay adjustments.

In order to ground employee pay each employee was asked to complete a job analysis questionnaire. The questionnaires were designed to solicit as much information from the employees about their work as possible. Position descriptions were then updated based on 1) the data collected and 2) industry best practices.

Subsequently recommended policies were developed that require the classification of each positions and the establishment of pay grades. The recommended policies insist that position descriptions and classifications be updated when there is turnover and the pay reflect good stewardship of the public's funds.

To stay competitive and fair the recommended policy and pay structure takes into account 1) inflation for the cost of living, 2) market changes, 3) organizational equity, and 4) an employee's performance.

In all, the City of Van Meter has a great team of dedicated public servants who take pride in their work. They strive to deliver personalized service in an environment that increasingly insists on standardization and bureaucratic processes.

If the City Council adopts the findings and recommendations of this plan the initial cost of implementation will be \$6,666 more than the City's current system of adjusting employee pay. That cost is affordable for Van Meter and moving forward it will protect the City from political encroachments into human resource practices that create unnecessary liability and angst.

Thank you for the opportunity to present this information.

Sven Peterson  
(515) 418-8239

## 1. Analysis

This plan has been limited in scope to examine the positions of only regular full time City Employees. Further the study was limited to a review of wages only. Benefits, holidays, vacation, etc. were not included as a part of this examination.

The analysis began by collecting data from each employee. This was done through a job analysis questionnaire that each employee was asked to complete. This information was then compared to their existing job descriptions. The job descriptions were then updated, ranked against the organizational chart, and assigned a grade ranging from zero (0) to five (5).

Next the comparable cities were surveyed for wage and salary information for each position included in this study: City Administrator, City Clerk, Public Works Director, Public Works Operator, Police Chief, Police Officer, and Library Director.

Where positions were assigned the same grade their wages were blended to arrive at a "grade average" which was then the basis used to establish the grade's pay range. This approach moves the recommended policy and pay structure away from the market rates for those positions however it does achieve a certain level of equity within Van Meter's organization that is important. This equalization was applied to the Public Works Director position and Police Chief position together and to the market rates for City Clerks and Finance Officers because the JAQ's revealed that those job responsibilities are combined into a single position in Van Meter.

### a. Job Analysis Questionnaires

- i. City Administrator
  1. Duties include Management and Administration, Mission and Policy Planning, Financial Activities, Legal and Regulatory Compliance, Maximizing Efficiencies and Maintaining Relationships, and Special Projects.
  2. Position entails a high level of decision making and critical thinking.
- ii. City Clerk

1. Duties include Clerk include Payroll, Utility Billing, Newsletter Development, Bank Deposits, Accounts Payable, Issuance of Building Permits, Website and Social Media Maintenance, Maintenance of Cemetery Records, Reporting, and City Record Keeping.
  2. This positions requires a deep understanding of municipal functions and regulatory compliance.
- iii. Public Works Director
1. Duties include Water Treatment and Distribution, Wastewater Collection and Treatment, Roads Maintenance, Snow Plowing, Parks and Cemetery Maintenance, and General City Maintenance as needed.
  2. Job requires in-depth knowledge of heavy equipment, water and wastewater treatment, and historical knowledge of the community.
- iv. Public Works Operator
1. Duties include Water Treatment and Distribution, Wastewater Collection and Treatment, Utility Meter Reading, Roads Maintenance, Snow Plowing, Parks and Cemetery Maintenance, and General City Maintenance as needed.
  2. Position reports to Public Works Director.
- v. Police Chief
1. Duties include Full Management Responsibility for all Public Safety Department Services and Activities, General Law Enforcement, Criminal Investigation, Fire Suppression and Prevention, Rescue Services, Disaster Response, Code Enforcement, Emergency Management Planning, Department Budgeting, Evaluates and Implements Service and Staffing Levels, and Manages Personnel.
  2. Position requires quick decision making skills, critical thinking, ability to manage high stress situations, and problem solving.
- vi. Police Officer

1. Duties include Protection of Life within Jurisdictional Boundaries, Enforcement of Laws, Provide a Visible Presence within the Community, Crime Investigations, Attend and Testify in Court, Respond to Fires, Provide EMS support, and Intense Physical and Mental Excursion.
2. Position reports to Police Chief.

vii. Library Director

1. Duties include Administration and Supervision of the Library, Selection, Ordering and Processing of Materials and Supplies, Library Programing, Engagement of City Council and Library Board, Library Collection Management, Budgeting, Long-range Planning, and Professional Development.
2. Position reports to Library Board.

b. **Market Survey**

Selecting comparable cities for the market survey was a challenge. Typically in metropolitan areas it is important to look at cities that might hire away Van Meter's employees and consider them competitors for talent in the labor market. That is based on the assumption that as long as a higher paying position is commutable, employees will rationally sell their labor for higher pay.

That said, the size and resources of Van Meter's neighbors make them unrealistic comparables when weighing the cost to compete for labor against the the City Council's fiduciary responsibility to the taxpayers.

At the same time, Van Meter does have a need for talent and leadership. The City Council will struggle to provide quality services and leverage growth options if it compares itself to similar sized communities where there is less opportunity.

To balance those interests and move the analysis forward the following Cities were selected as comparables: Adel, Bondurant, Carlisle, Perry, Polk City, Sergeant Bluff, and Windsor Heights.

Because each comparable is larger than Van Meter, the average wage calculation is discounted by ten (10%) to establish the upper end of the pay range where 20 years of service is required by the policy. The recommended starting wage is calculated by discounting the market average by twenty (20%) percent.

Stated differently, the pay range for each grade is seventy five (80%) percent to ninety (90%) percent of the market average.

Market Survey Annualized Wages/Salaries										
City	Van Meter	Adel	Bondurant	Carlisle	Perry	Polk City	Sergeant Bluff	Windsor Heights		
Population	1016	3682	3860	3876	7702	3418	4227	4860		
GRADE										Average
7 City Administrator	\$ 90,000.00	\$ 69,628.00	\$ 131,663.00	\$ 88,441.00	\$ 95,000.00	\$ 130,260.00	\$ 101,846.00	\$ 110,000.00	\$ 102,104.75	
5 City Clerk	\$ 47,630.00	\$ 43,127.00	\$ 41,205.00	\$ 60,000.00	\$ 45,000.00	\$ 53,941.00	\$ 54,075.00		\$ 49,282.57	
5 Finance Officer		\$ 51,000.00	\$ 53,040.00		\$ 55,865.00	\$ 71,347.00	\$ 77,250.00	\$ 60,986.00	\$ 61,581.33	
3 Library Director	\$ 32,240.00	\$ 50,440.00	\$ 53,040.00	\$ 47,465.00	\$ 49,197.00	\$ 49,688.00	\$ 37,960.00		\$ 45,718.57	
6 Police Chief	\$ 58,475.00	\$ 67,972.00		\$ 79,955.00	\$ 67,701.00	\$ 80,000.00	\$ 75,000.00	\$ 88,411.00	\$ 73,930.57	
4 Police Officer	\$ 38,002.00	\$ 46,758.00		\$ 49,774.00	\$ 51,022.00	\$ 54,687.00	\$ 45,344.00	\$ 46,337.00	\$ 47,417.71	
Public Works										
6 Director	\$ 61,285.00	\$ 64,570.00	\$ 56,160.00	\$ 68,660.00	\$ 63,840.00	\$ 78,081.00	\$ 81,150.00	\$ 76,752.00	\$ 68,812.25	
Public Works										
* 2 Operator	\$ 35,360.00	\$ 38,542.00	\$ 36,691.00	\$ 39,770.00	\$ 43,056.00	\$ 44,695.00	\$ 45,718.00	\$ 46,924.00	\$ 41,344.50	

## 2. Recommendations

### a. Policy Recommendations

Upon approval and adoption of this plan the following policies are to be incorporated into the City of Van Meter's employee handbook. These policies are designed to objectively structure employee classification and compensation. Further they clearly communicate expectations to employees, prospective employees, elected officials, and the public.

#### i. Classification of Employment

1. Prior to all hiring, position descriptions must be developed and/or updated and submitted to the City Administrator for approval. All recommended hires shall be submitted by the appropriate department director to the City Administrator who shall have the discretion to reject the recommendation or forward the it to the City Council.
2. Position descriptions shall include a classification category and pay grade. Positions shall be either exempt or nonexempt and shall be placed in one of the following categories:

Regular Full-time	(RF)
Regular Part-time	(RP)
Temporary Full-time	(TF)
Temporary Part-time	(TP)
Full-time Equivalent	(FTE)
3. A pay grade matrix shall be detailed in a document separate from this policy, but is by this policy hereby adopted and shall be amended annually by resolution of the City Council.
3. An employee's pay grade, working hours, and benefits depend on the requirements of the employee's job. If an employee is promoted, transferred, or demoted, his/her pay grade, working hours, and benefits may change.



4. Newly appointed employees will normally be hired at the minimum entry pay level approved for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Administrator, and subject to council approval.
5. For non-exempt employees, overtime will be computed at 1.5 times an employee's rate of pay for hours worked in excess of 40 per week.
6. Exempt employees are not eligible for overtime.

ii. Compensation Adjustments

1. Cost of Living Adjustments

- a. The pay ranges associated with each pay grade, and subsequently each employee's salary or wage within the matrix, shall be updated annually to provide a cost of living adjustment (COLA), and to maintain the competitiveness and equity of Van Meter's compensation structure.
- b. The COLA shall be based on the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers in the Midwest for all items not seasonally adjusted. The formula for calculating the COLA shall follow this example:

Example Based on 2017 CPI-U Midwest Figures	
CPI for January of the current year	228.279
Less CPI for previous January	223.301
Equals index point change	4.978
Divided by previous period CPI	223.301
Equals (rounded to the nearest thousandths)	0.022
Result multiplied by 100	0.022 x 100
Equals percent COLA	2.2

- c. The COLA shall be calculated by the City Administrator and recommended to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year.
  - d. Employees that are on probation for either initiation or disciplinary purposes are not eligible for cost of living adjustments. If an employee is released from probation they shall receive any pay raises missed while on probation.
2. Performance Adjustments
- a. It shall be the policy of the City of Van Meter that managers address performance problems as they arise. Therefore, it is the City Council's expectation that passing the following milestones represents satisfactory performance:
    - i. Initial Probationary Period
    - ii. After 2 years of employment
    - iii. After 5 years of employment
    - iv. After 10 years of employment
    - v. After 15 years of employment
    - vi. After 20 years of employment
  - b. The the pay grade matrix shall divide the pay ranges into seven steps consistent with the milestones outlined above. (Starting wage plus six performance milestones.)
  - c. The performance milestones outlined above apply to an individual's tenure in a particular position. It should not be construed to apply to an individual's overall time as an employee of the City of Van Meter.
  - d. Employees that are on probation for disciplinary purposes are not eligible for Performance Adjustments. If an employee is released from probation they shall receive any pay raises missed while on probation.

### 3. Periodic Market Adjustments

- a. Every three years the City Administrator shall conduct a market analysis and recommend to the City Council adjustments to the salary and wage matrix to verify and maintain the equity and competitiveness of Van Meter's compensation structure.
- b. Market adjustments shall be in addition to, not in lieu of, COLA adjustments. Meaning that the City Administrator shall conduct the market analysis before applying the COLA adjustment.
- c. Employees that are on probation for either initiation or disciplinary purposes are not eligible for Market Adjustments. If an employee is released from probation they shall receive any pay raises missed while on probation.

### iii. Total Remuneration

Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or reimbursement of uniforms and official travel. Except as otherwise provided, no employee shall receive pay from the city in addition to the salary authorized for services rendered by him/her, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employee, or which he/she may undertake or volunteer to perform. Under no circumstances may city services be extended by employees in exchange for special rewards, gifts or other remuneration from someone else.

### b. **Job Description Recommendations**

The recommended job descriptions are attached as appendices to this plan.

**c. Pay Matrix Recommendations**

Grades 0 and 1 on this matrix are suggested for both temporary and part-time employees. Grade 0 is minimum wage or \$7.25/hour and Grade 1 is \$10.00/hour. Both grades are unaffected by COLA adjustments. They are offered for reference purposes only because this plan is limited in scope to only regular full time employees. It should be noted that the City does have part time employees whose compensation does not fall into either grade.

Pay Grade Ranges Pre-COLA									
GRADE	Grade Average	Start	After Probation	After 2 years	After 5 years	After 10 years	After 15 years	After 20 years	
% of Average		80%	81%	83%	85%	86%	88%	90%	
0	N/A	\$15,080.00	\$15,532.40	\$15,998.37	\$16,478.32	\$16,972.67	\$17,481.85	\$18,006.31	
1	N/A	\$20,800.00	\$21,424.00	\$22,066.72	\$22,728.72	\$23,410.58	\$24,112.90	\$24,836.29	
*2	\$ 45,394.50	\$36,315.60	\$36,769.55	\$37,677.44	\$38,585.33	\$39,039.27	\$39,947.16	\$40,855.05	
3	\$ 45,718.57	\$36,574.86	\$37,032.04	\$37,946.41	\$38,860.79	\$39,317.97	\$40,232.34	\$41,146.71	
4	\$ 47,417.71	\$37,934.17	\$38,408.35	\$39,356.70	\$40,305.06	\$40,779.23	\$41,727.59	\$42,675.94	
5	\$ 55,431.95	\$44,345.56	\$44,899.88	\$46,008.52	\$47,117.16	\$47,671.48	\$48,780.12	\$49,888.76	
6	\$ 71,371.41	\$57,097.13	\$57,810.84	\$59,238.27	\$60,665.70	\$61,379.41	\$62,806.84	\$64,234.27	
7	\$ 102,104.75	\$81,683.80	\$82,704.85	\$84,746.94	\$86,789.04	\$87,810.09	\$89,852.18	\$91,894.28	

This table is the recommended pay matrix. It is presented separately to illustrate the application of the CPI calculated COLA.

Recommended Pay Matrix										
CPI	2.2%									
GRADE	Grade Average	Start	After Probation	After 2 years	After 5 years	After 10 years	After 15 years	After 20 years		
% of Average		80%	81%	83%	85%	86%	88%	90%		
0	N/A	\$15,080.00	\$15,532.40	\$15,998.37	\$16,478.32	\$16,972.67	\$17,481.85	\$18,006.31		
1	N/A	\$20,800.00	\$21,424.00	\$22,066.72	\$22,728.72	\$23,410.58	\$24,112.90	\$24,836.29		
*2	\$ 46,393.18	\$37,114.54	\$37,578.47	\$38,506.34	\$39,434.20	\$39,898.13	\$40,826.00	\$41,753.86		
3	\$ 46,724.38	\$37,379.50	\$37,846.75	\$38,781.24	\$39,715.72	\$40,182.97	\$41,117.45	\$42,051.94		
4	\$ 48,460.90	\$38,768.72	\$39,253.33	\$40,222.55	\$41,191.77	\$41,676.38	\$42,645.60	\$43,614.81		
5	\$ 56,651.46	\$45,321.16	\$45,887.68	\$47,020.71	\$48,153.74	\$48,720.25	\$49,853.28	\$50,986.31		
6	\$ 72,941.58	\$58,353.27	\$59,082.68	\$60,541.51	\$62,000.34	\$62,729.76	\$64,188.59	\$65,647.42		
7	\$ 104,351.05	\$83,480.84	\$84,524.35	\$86,611.38	\$88,698.40	\$89,741.91	\$91,828.93	\$93,915.95		

### 3. Cost of Implementation

Based on the recommended pay matrices outlined above, the following table outlines the existing pay for Van Meter's full time regular employees, their tenure in their position, and their recommended pay. Those employees whose pay exceeds the recommendation (City Administrator) will have their wage/salary frozen until the matrix catches up with their pay.

That said, the initial cost of implementing this pay plan is \$14,652.30. The cost of the City's past practice (an across the board percentage increase) would total \$7,986. Comparatively this plan will cost an additional \$6,666.48.

Cost of Implementation							8/11/2017
GRADE	Position	Current Pay	Start Date	Years in Position	Recommended Pay	Difference	Cost of Implementation
7	City Administrator	\$ 90,000.00	11/1/2010	6.78	\$88,698.40	\$ (1,301.60)	\$ -
5	City Clerk/Finance Officer	\$ 47,630.00	9/15/2004	12.90	\$48,720.25	\$ 1,090.25	\$ 1,090.25
3	Library Director	\$ 32,240.00	5/1/2017	0.28	\$37,846.75	\$ 5,606.75	\$ 5,606.75
6	Police Chief	\$ 58,475.00	10/29/2012	4.78	\$60,541.51	\$ 2,066.51	\$ 2,066.51
4	Police Officer	\$ 38,002.00	6/5/2017	0.18	\$38,768.72	\$ 766.72	\$ 766.72
6	Public Works Director	\$ 61,285.00	11/23/1998	18.72	\$64,188.59	\$ 2,903.59	\$ 2,903.59
*2	Public Works Operator	\$ 35,360.00	1/3/2017	0.60	\$37,578.47	\$ 2,218.47	\$ 2,218.47
							<b>\$ 14,652.30</b>
							<b>\$ 7,985.82</b>
							<b>\$ 6,666.48</b>
*2	Note: The Public Works Operator position is elevated \$4,050 above the average market rate before the COLA is applied in order to cover perviously committed incentive pay for DNR water and waste water certifications.						

#### 4. Resolution Approving the Recommendations

Resolution #2017-\_\_\_\_ “A resolution approving and adopting the Van Meter employee classification and compensation plan”

WHEREAS, the Van Meter City Council has determined that it is necessary for the prudent management of the City’s human resources to objectively structure employee classification and pay, and

WHEREAS, the Van Meter City Council has asked an independent third party consultant to objectively evaluate employee pay and craft an employee classification and compensation plan, and

WHEREAS, the consultant has presented the findings of that evaluation to the City Council, now  
THEREFORE, be it resolved by the Van Meter City Council that:

- Section 1. The consultant's findings are hereby accepted and adopted.
- Section 2. The recommended policies are hereby incorporated into the City of Van Meter’s Employee Handbook.
- Section 3. The recommended job descriptions are hereby approved and adopted.
- Section 4. The recommended pay matrix is hereby approved and adopted.
- Section 5. The schedule of Employee Pay is hereby approved and adopted.
- Section 6. Repealer. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

Section 7. Severability. If any section, provision, or part of this resolution, or the policies herein adopted are invalidated, such invalidation shall not affect the validity of the resolution and/or policies as a whole.

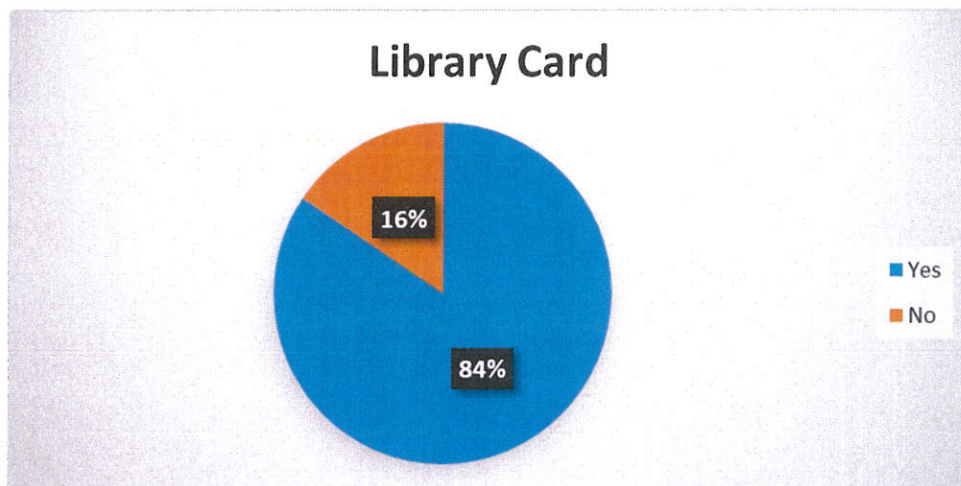
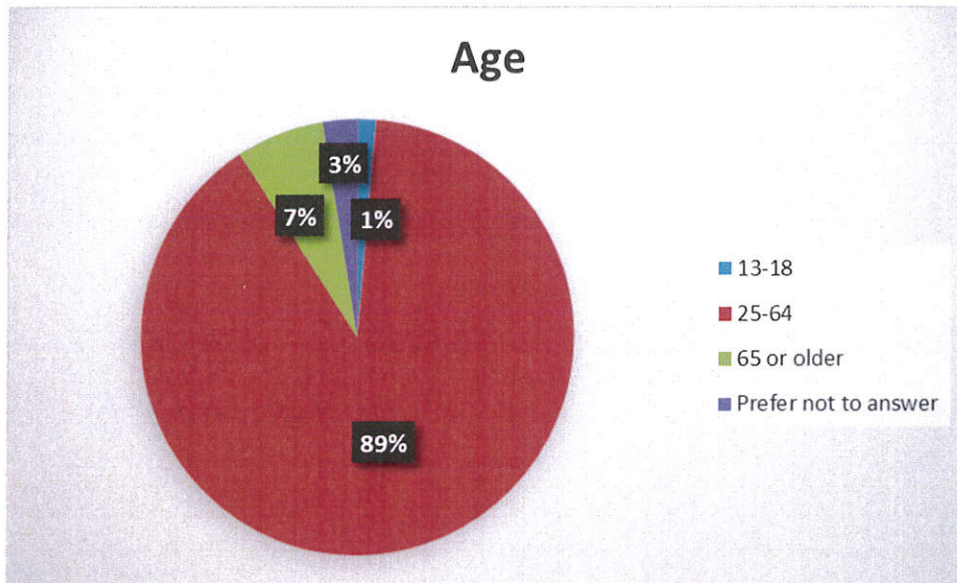
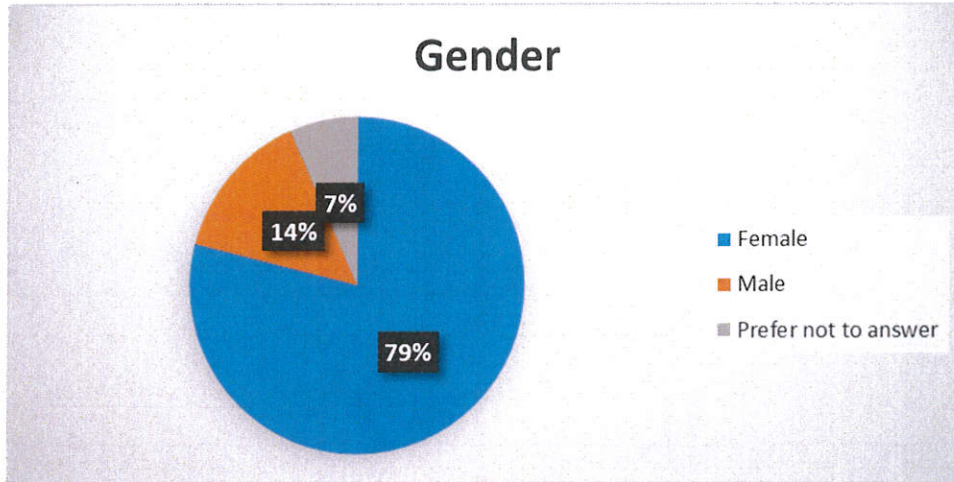
Section 8. The City Council recognizes that this resolution does not extend the plan, policies, or pay to the Library Director or Library Employees. Per Chapter 22 of the Van Meter Code that action is reserved to the Library Board of Trustees.

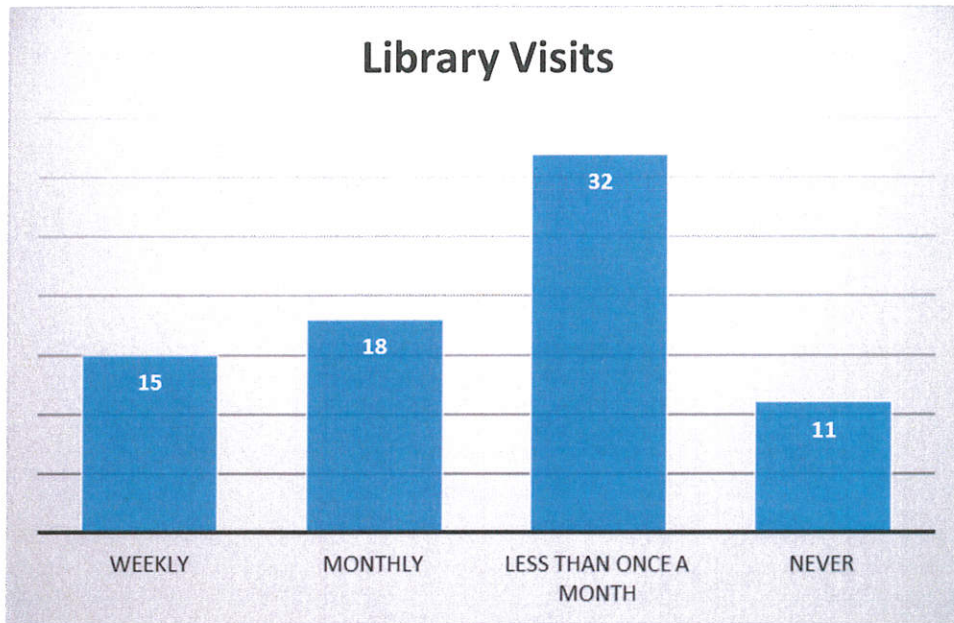
Passed and approved this \_\_\_\_ day of August 2017.

\_\_\_\_\_, Mayor                      ATTEST: \_\_\_\_\_, City Clerk



# Van Meter Public Library Survey Results





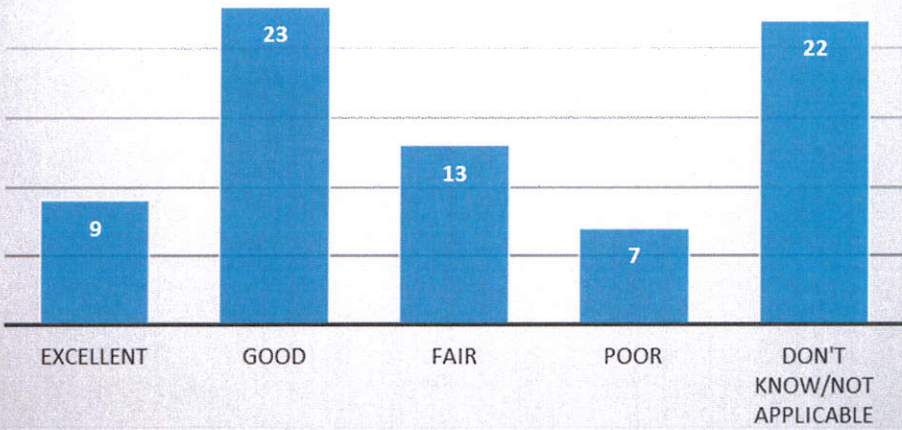
How would you rate each of the following library services?



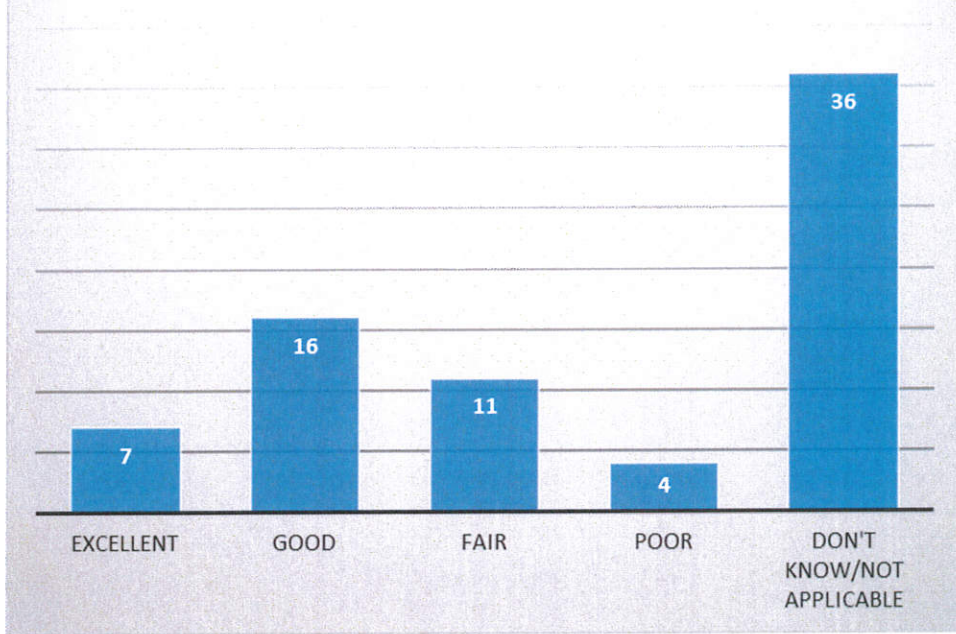
## Collection



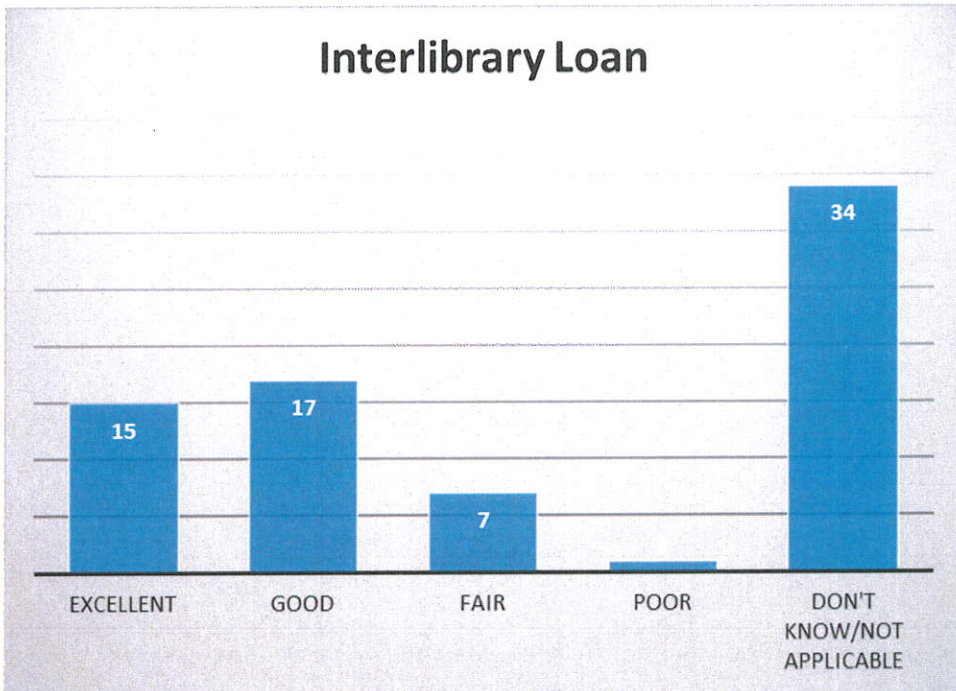
## Programming



## Online Services



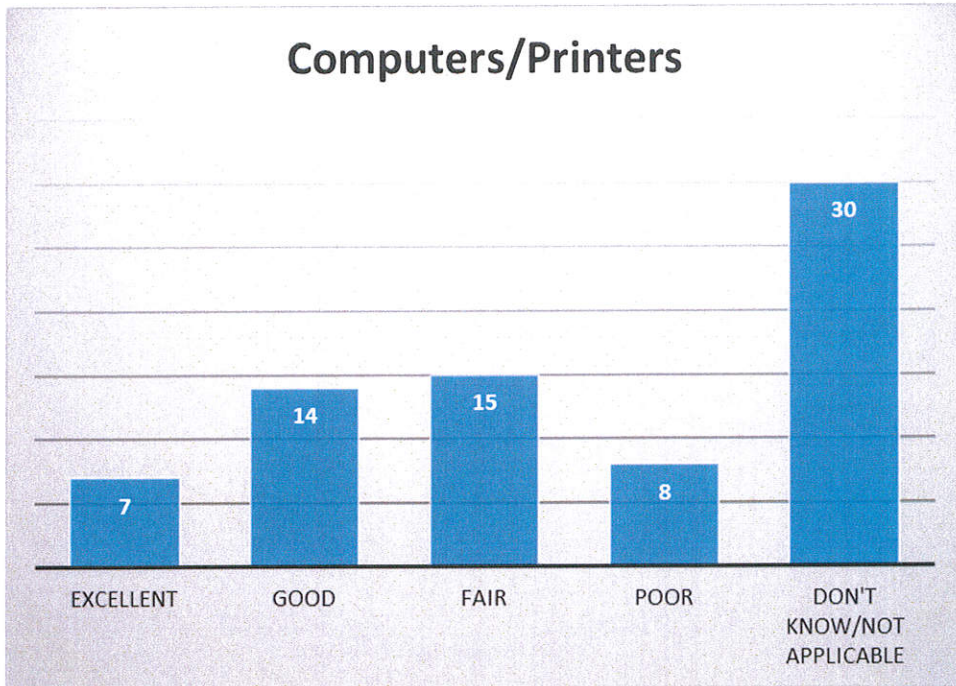
## Interlibrary Loan



## Policies



## Computers/Printers



## Internet Access



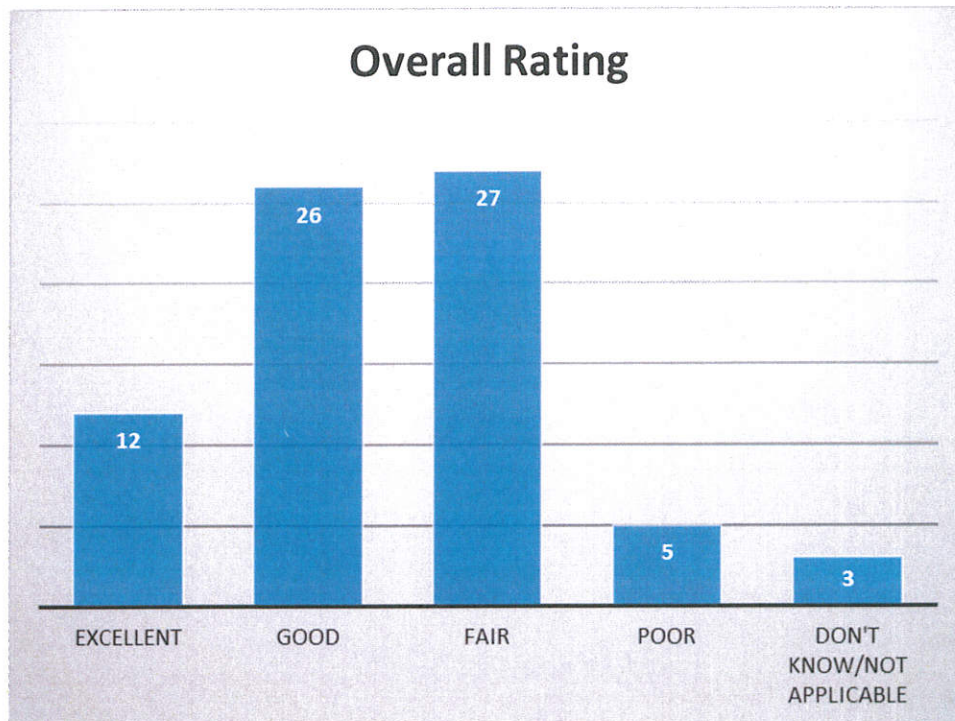
## Facilities



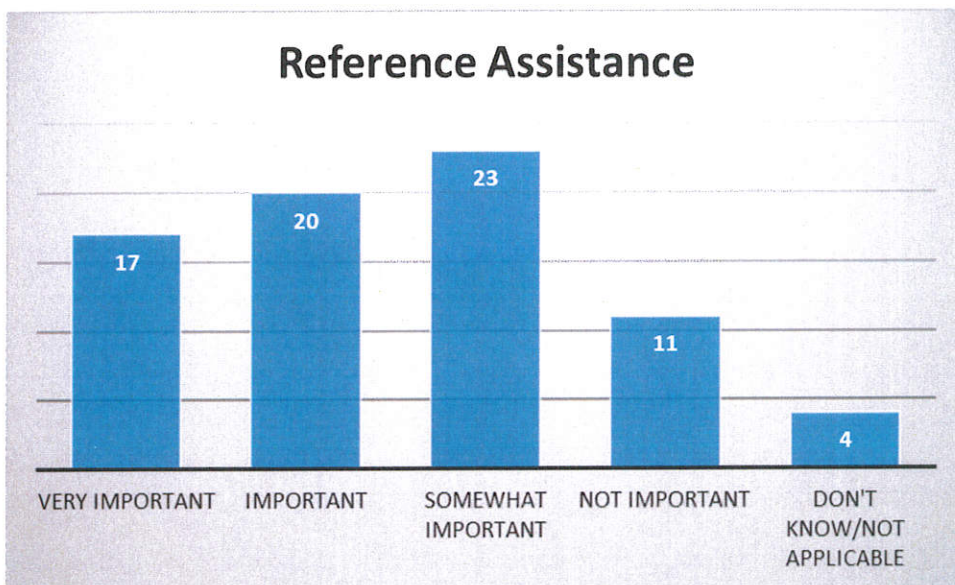
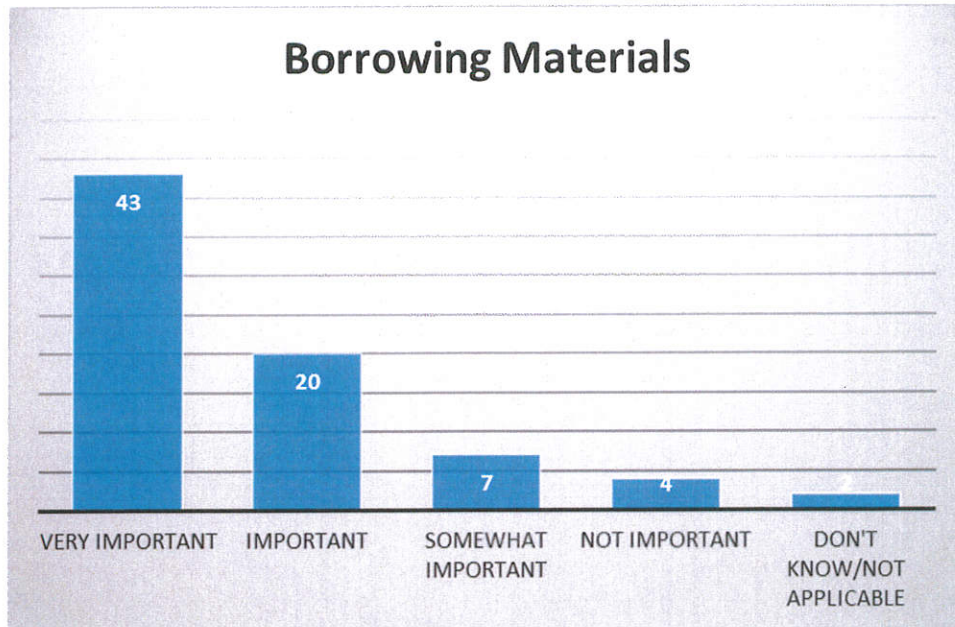
## Hours of Operation



## Overall Rating

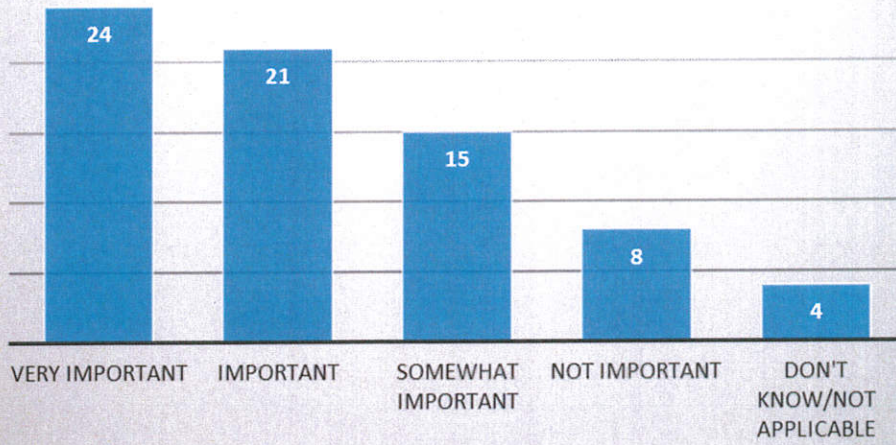


How important is each of the following library services?

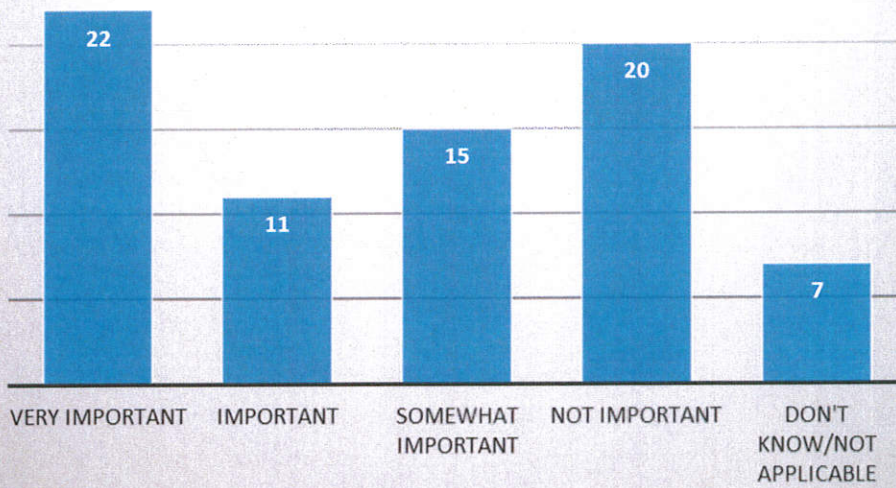




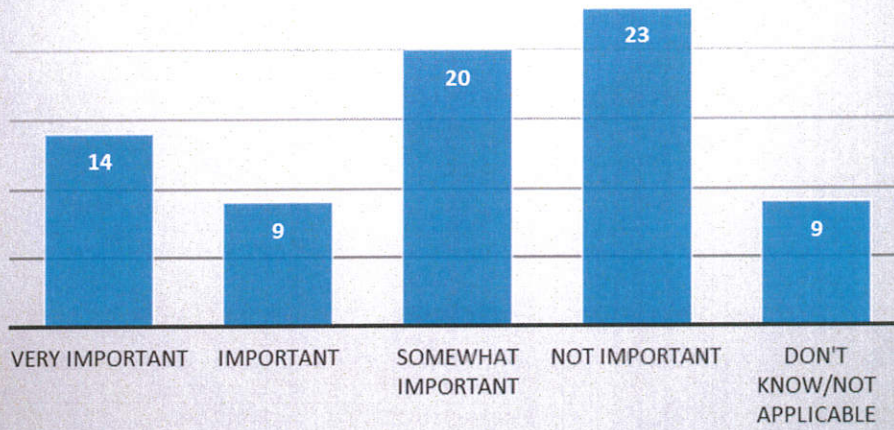
## Programs



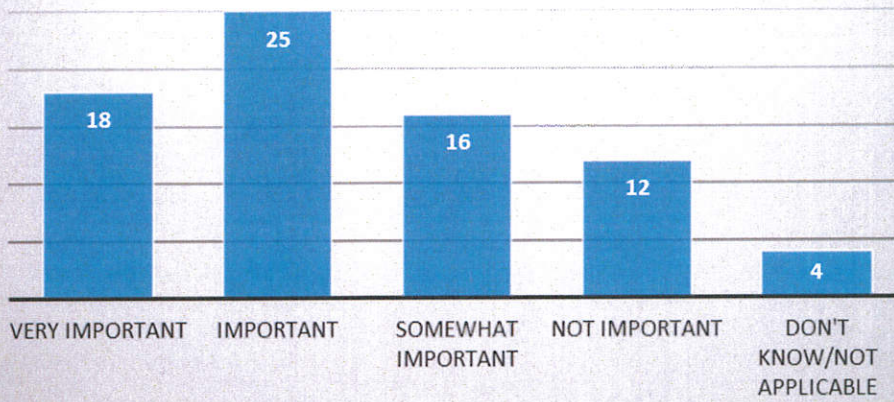
## Computers/Printers



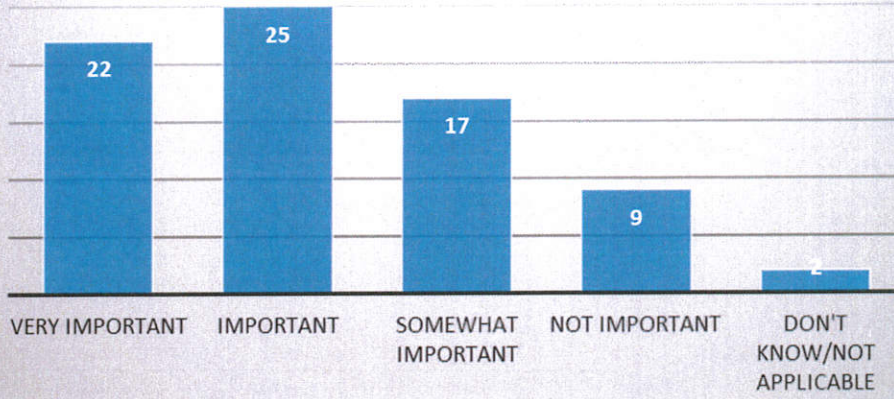
## Assistance with Computers/Printers



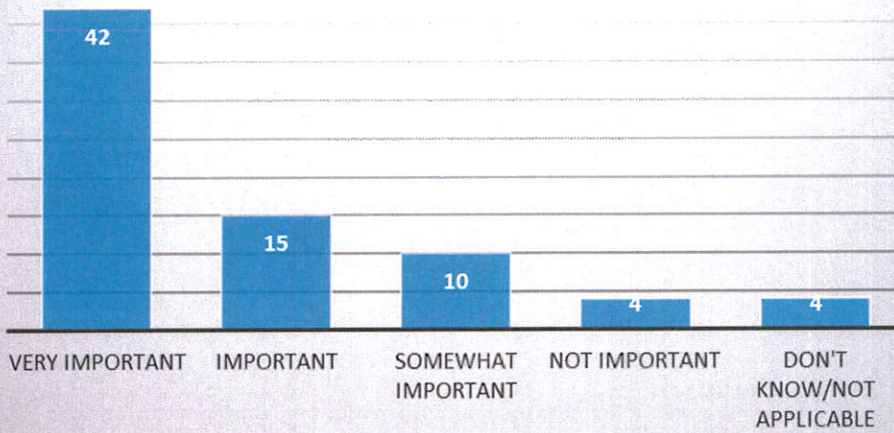
## Study Rooms/Reading Areas



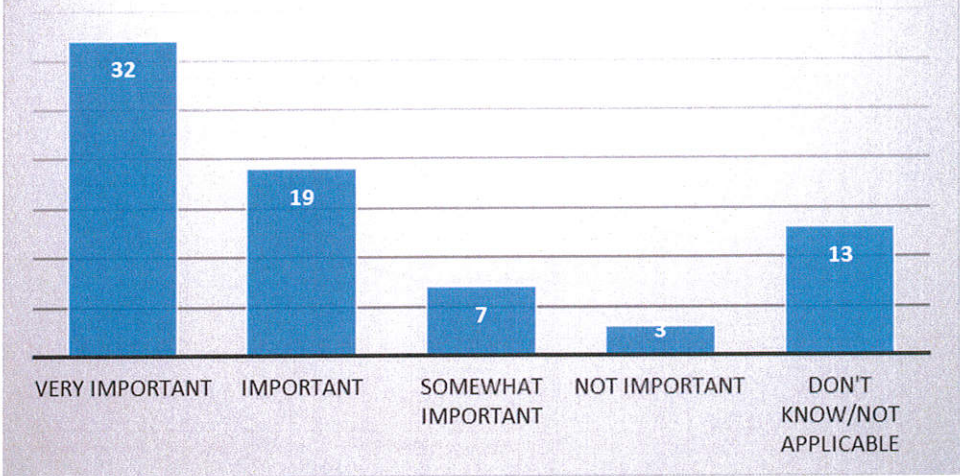
## Community Meeting Rooms



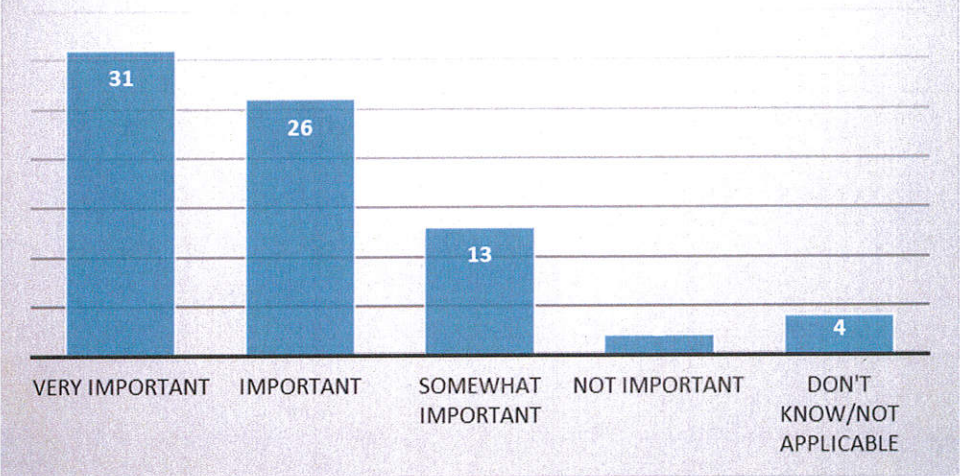
## Internet Access



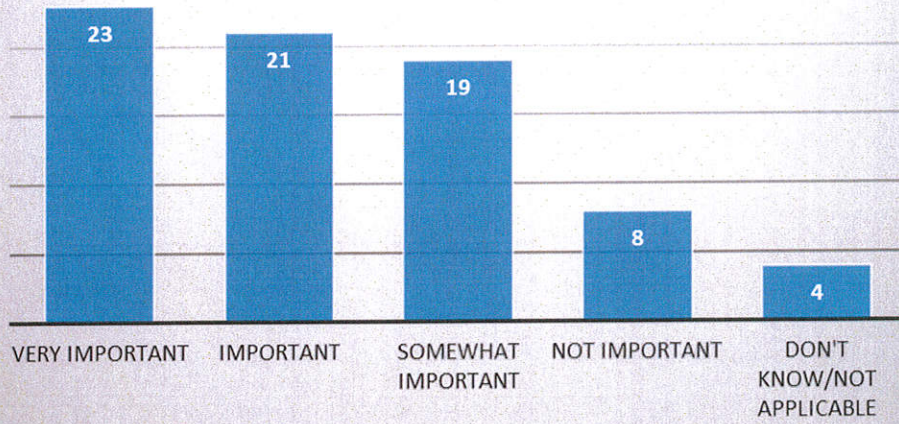
### Interlibrary Loan



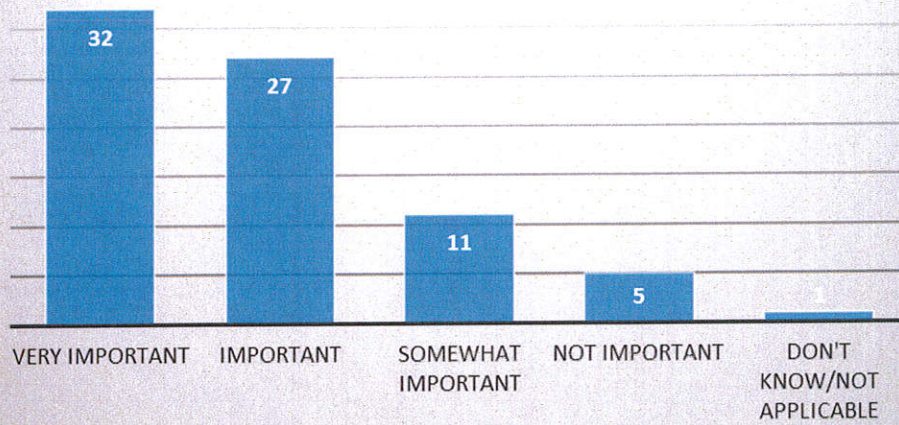
### Online Services



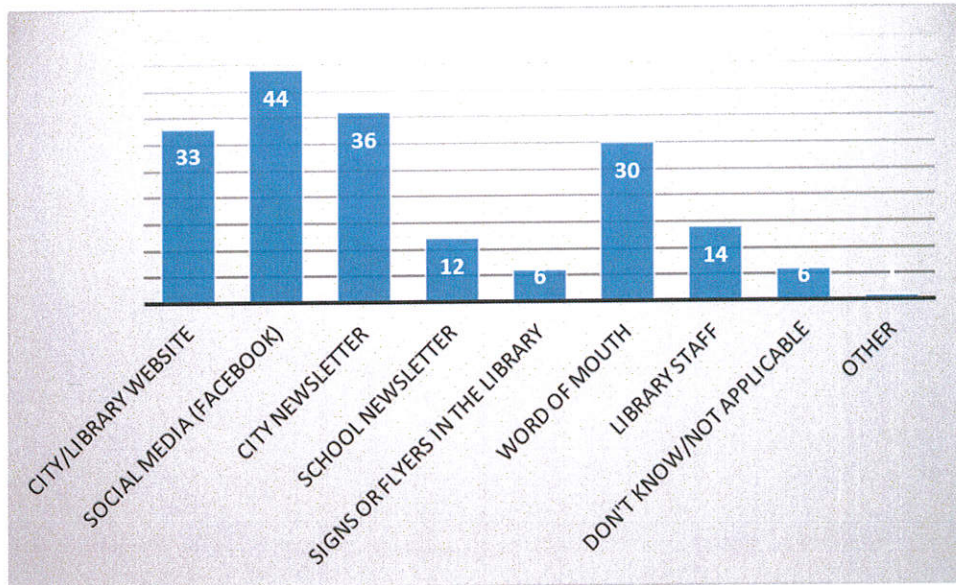
### Photocopier/Scanner/Fax



### Overall Importance of Library



## How do you typically find out about the library?



Other – “A mother’s group on Facebook”

# What do you value most about the library?

## *Open-Ended Response*

- The librarian
- It provides a space for learning and development for children and the community. Provides services and technology members of the community can't always afford to have in their home.
- My kids love story time, playing with Legos and choosing a variety of books and videos. The access to the outside park is a huge draw for our family.
- I love that I can bring my kids and they can get lost in their imaginations reading a book. Or meeting new friends.
- That we have one here
- Being able to check out a variety of books. I like to have books that I can touch and read.
- Local access
- It's importance in the community- bringing a wide variety of materials to people they might not otherwise have access to.
- When my daughter was small we went every Saturday morning. I still cherish those memories. They knew her and held books for her. Having the playground close makes it unique.
- Local
- All the chapter book and amazing movie variety.
- How kid friendly it is
- Suzanne. She is truly a wonderful person
- Suzanne
- A large variety of books available to check out.
- Available or movies & books, summer reading program
- The programs for kids and a good selection of materials.
- Having books I enjoy reading available.

- Book selection for my kids
- Our family loves the movie selections, and up to date books.
- We at least have one
- Books
- Bridges
- Electronic books and audio books
- A variety of programs for all ages to keep me connected to the community.
- The playground and group activities
- Good collection, clean, knowledgeable helpful staff
- Excellent reading material whether older titles or new.
- Educational experience for my kids.
- Sense of community, ability to check out materials
- It is like a second home away from home. Our large family of 6 goes in and finds books and movies, the kids play with the toys and puzzles and get on the computer. It's great.
- I love the storytimes and meeting other local families. I love seeing new books and classics that I can check out with my children.
- They do an amazing job of working with the limited amount of space, and they are so helpful and friendly. For being a small town library we always have the latest books and movies which is a huge plus.
- Many engaging texts that ignite a passion to read.



# How could the library or its services be improved, if at all?

*Open-Ended Response*

- Size of facility
- I feel the library and community would highly benefit from a larger building, with areas groups could meet, classes could be held, or an individual could go for a quiet place to read or do research.
- Continue to offer great programming. Our physical space needs to grow as our community grows. Would love to have a "community room" and "study/meeting rooms" in a new facility.
- We need more space, more kid activities
- You need more room
- Continue to add to the library collection.
- Larger modern space with more technology
- A new building with adequate space to bring in updated technologies and updated books/materials
- Separate the adult (computer) area and children's area. The space feels crowded. The library used to (still might) do a lot of communication through the school. If your child wasn't at VM schools or you didn't have one there is a good chance you missed events.
- Weekend/evening story times. Scannable library cards.
- Not sure
- There was someone working at the library last spring that seemed so unhappy and frustrated. She didn't seem to want to be there. I've been coming in this fall and whoever is working now seems so much nicer, happier, and has great customer service.
- Finding new material to read.
- The library needs to be modernized into more of a technology/community center with books.

- Take out the cameras and listening devices.
- More room and more materials on hand.
- Kids programs
- Larger collection of books, more storytimes/activities for kids
- Mostly through space and facility updates and the rest will follow.
- Be open more hours.
- More publicity
- More programs! Better hours.
- Currently it meets my needs
- More programs.
- More books, study rooms
- Would be nice if city facilities would use the library instead of see them as a burden.  
Library can assist with programming and education for city depts, such as advanced lifesaving classes, finance, budgeting.
- More classes/ sessions at night and weekends. More activities for kids.
- More space, bigger budget
- Maybe some extra space. It is a great place just slightly cramped.
- More room would be wonderful. I also think we can do more for storytime by adding in musical instruments and more songs/dancing.
- More space
- More space, more books, more room for programs.
- Better hours of operation.

# How does the library benefit you or the community?

*Open-Ended Response*

- The ability to provide my family with recourses within the library. Meeting facilities as well as educational material.
- It provides a service and space for education and learning, outside of school. A place for parents and kids to be able to read or check out books, and have access to a world of information they may not otherwise have access to at home.
- It's a central community gathering place! A great place to share the love of learning with my children.
- It's a place to gather, to learn, to read
- It is a convenient way to get information
- A library is a sign of a healthy thriving town. Ideally it can be a meeting place and serve as a place where the towns history can be preserved.
- Having access to materials my family wouldn't normally have access to
- Gives adults access to computers/wifi and kids a place to explore. For a growing town a library is essential to presenting the community's priority of knowledge.
- Helps with kids being able to read and hang out
- The library is a key element to our community. I hope Van Meter continues to become a great area for families to do things and having a strong library is key.
- Free libraries are America!
- Very little right now, but more if modernized.
- It gives my children a place to go and have fun without it costing a lot of money.
- Place of knowledge, meeting place, fun atmosphere, kids are welcome & respected.
- It is an equal resource accessible to any who care to take advantage regardless of income and provides great learning and entertainment resources for those looking.
- Great programs for kids

- A place to gather and, for the children of the community feel safe and have a place to go.
- Provides books and services to people who might not have it.
- Great resource
- The library is important to my family because it encourages my children to read which exposes them to new and diverse ideas.
- My kids enjoy story time, renting movies, playing on the playground
- Community gathering place, knowledge, youth support and growth
- It should be a meeting place for all ages. It should be an outreach to our community for whatever the needs are for reading, knowledge, history, learning and drawing our community together.
- Provides books.
- Access to materials and programming
- It gives us a place to wonder off to where the kids are excited to go.
- Literacy is one of the greatest things that we can teach our children. It will have the biggest impact on their lives. I feel like the library is the heart of the community- and our has some serious congestive heart failure going on. We need a revitalization if we want to be a thriving growing town, not just a collection of houses. Size also isn't 100%- it's funding. De Soto library is a prime example of that.
- It is a safe fun place to take my child, he loves activities - and crafts and reading. It benefits the community by being a good place for kids to spend time. It also helps with learning and projects
- Literacy programs to support reading.
- It is SUPPOSED to be there for the town to enjoy.