

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

Governmental Body : Van Meter Public Library

Date : Wednesday, February 15<sup>th</sup> 2017

Time/Place : 7:00 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
5. Discussion Items
  - a. Review of the Library Director job description
  - b. Review of the Library Director application/screening process
  - c. Review of the job posting for the Director position.
  - d. Review the assistant's hours & potential library hours during transition.
  - e. FY17-18 budget cuts and budget amendment.
6. Action Items
  - a. Resignation of current Director.
  - b. Proposed Library Director job description.
  - c. Proposed application/screening process for the Library Director position.
  - d. Proposed method for posting for Library Director position.
  - e. Proposed changes in assistant and/or library hours.
7. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, September 28, 2015. 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 \_\_\_; Lacy \_\_\_; Seefeld \_\_\_; Durflinger \_\_\_; Maguire \_\_\_;

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.

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.

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Agenda Item #5 - Discussion Items

- a. Review of the Library Director job description.

- b. Review of the Library Director application/screening process and related documents.

**City of Van Meter Library Director**

This pre-screening form will be used to assist with the interview process and selection of finalists. **Be thoughtful with your answers, using full, albeit brief and direct sentences.** When finished, please return this document via email as a Word file. Do not save it as a PDF.

**Most Relevant Experience**

**INSTRUCTIONS:** When filling out the first table, please refer to the position you've held that you consider **most relevant to the Van Meter position.** Place your comments in the right hand column below. You will notice example answers in the right hand column. Please delete those and substitute your information.

<b>Candidate 1</b>	<b>Most Relevant Experience</b>
<b>Name</b>	John Doe
<b>Title</b>	Library Director (example)
<b>Organization</b>	City of Oakdale, California (example)
<b>Reported to</b>	City Manager or Library Board
<b>Number of direct reports</b>	1
<b>Total Number of Employees in the organization</b>	1
<b>Tenure in position (Date started to finish)</b>	
<b>Budget Responsibility</b>	Prepare and submit operating budgets to Library Board/City Manager
<b>Budget Amount</b>	\$250K
<b>Population of Community</b>	

How many years to you think you would be willing to work for the City provided it is a positive environment?

- 

**Brief Work History starting with most recent**

<b>Years</b>	<b>Title</b>	<b>Location</b>	<b>Population</b>	<b>Total Staff</b>
<i>2005-Present</i>	<i>Library Director</i>	<i>Snow Township, WI</i>	<i>12,000</i>	<i>8</i>
<i>Etc.</i>				

**Education**

<b>Years Attended</b>	<b>Name of University</b>	<b>Location</b>	<b>Degree Received</b>
<i>2008-2012</i>	<i>University of St Thomas</i>	<i>St. Paul, MN</i>	<i>MBA</i>
<i>2002-2006</i>	<i>U of Minnesota</i>	<i>Mpls. MN</i>	<i>BA History</i>

**Describe your 2-3**

**Most significant professional accomplishments**

- **Example:** *Engineers award for 2007 bridge replacement over train track (\$2 Million project with no City Money – used grants and money from BP Settlement)*
- 
- 

**Budgeting Experience**

Please indicate in the table below, your history with budgeting (the italic represents an example)

Place	Budget Amount	Authority or Role
City of Seevastople	\$750K Library Department Budget	Made recommendation to City Administrator/Library Board
City of Durock	\$25K Young Adult Programs	Made recommendations to Library Director

**Finance Skills**

In the table below please indicate your competency level using the following ranking scale

- 0: None:
1. Low: Understand the concepts but never worked directly with this
  2. Competent: Understand the concepts and worked directly with in this area
  3. Expert: Understand the concepts, has worked directly in this area, provides innovation and oversight

Skill Area	Rank 0-3	Comments Please provide information below to provide some reasoning to support your score
Fund Raising	3	Worked with the Petersburg, Al Library Foundation to raise \$3,000 for to support the summer reading program.
Grant Writing	3	Successfully secured \$5,000 in grant funding to add digital literacy training to the Durock Public Library’s schedule of programs.

**Note: Areas where skill development in finance is needed**

- Are there areas where you need development to be competent in a Library Director’s role in finance?
- 

**Core Competencies**

Competency Scale

1. Minimal – Understand the basic concepts but not implementation
2. Fair – Understand the concepts and can see the strategic role
3. Competent – Can see the strategic role and have direct management experience in this area
4. Highly Competent – Expert in this area.

Skill Area	Rank 1-4	Comments Please provide 1-2 sentences below to provide some reasoning to support your score.
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Experience in strategic planning and implementation		
Experience with Patron Management		
Experience working collaboratively with other units of government		
Experience with Program Development and Implementation		
Understanding of Library Collection/Circulation Management Techniques		
Record of involvement in professional and community organizations		
Background in public relations activities and experience in working with the media.		
Experience in Project Management		
Experience working with a Board of Directors/Trustees		

**Human Resource Experience**

Please highlight your Human Resource Experience in the following areas:

- Staff development and performance evaluation
  - i.
- Organization Development
  - i.

**Writing Assignments**

**What are some ways Libraries should prepare for the future?**

Please describe in 150 words or less.

**Leadership Example**

Please describe in 150 words or less, a time when you demonstrated confidence as a leader.

**Why Van Meter?**

Please read the following: ***Organization Culture:** Van Meter has accomplished many major projects and plans to continue looking for innovation and development in future efforts. The Board will expect the Director to run the affairs of the Library in accordance with the City’s overall strategic goals and believes the right Director will be instrumental in planning the future direction for the Library. The City staff is highly functional, well educated, and is expecting the Library Director to continue, and enhance, a collaborative environment where information is shared and ideas are encouraged. Individual departments exhibit dedication and pride in their work.*

Please describe in 150 words or less, how Van Meter fits into what you seek as a Library Director.

**Management Style**

What well known leader do you admire that reflects how you approach management (150 words or less).

Current or most recent compensation overview	
Current salary and incentives	\$
% of health coverage covered by employer	%
Current vacation days earned per year	
Other	

**Background**

If you have ever been released or asked to resign from a professional position, please describe the **Circumstances of the departure(s)**. Are there any issues from the past that the Library Board should be aware of? (DUI, Bankruptcy, Foreclosure, Civil Law Issues). 99% of these types of issues have very little impact on one's candidacy if they are known to the Board upfront. It becomes problematic if you were hired for the position and the Board or community find out about it. At that point you would be subject to possible disciplinary action, up to and including termination.



**City of Van Meter Application For Employment**

PLEASE PRINT OR TYPE  
 Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the City of Van Meter.

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_

Address Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_) \_\_\_\_\_ Social Security \_\_\_\_\_

Have you ever been employed by the City of Van Meter before?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

Date available to begin work \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary

Driving license number: (license is an essential job function) \_\_\_\_\_ State \_\_\_\_\_

**Educational Background** IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	YEAR OF GRADUATION	MAJOR COURSE OF STUDY
HIGH SCHOOL			
COLLEGE		MAJOR	DEGREE
OTHER			

**Employment History**  
 Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	( )
IMMEDIATE SUPERVISOR AND TITLE	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
REASON FOR LEAVING	HOURLY RATE / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	( )
IMMEDIATE SUPERVISOR AND TITLE	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
REASON FOR LEAVING	HOURLY RATE / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	( )
IMMEDIATE SUPERVISOR AND TITLE	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
REASON FOR LEAVING	HOURLY RATE / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	( )
IMMEDIATE SUPERVISOR AND TITLE	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
REASON FOR LEAVING	HOURLY RATE / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		

**Skills and Qualifications**  
 Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References**

NAME	TELEPHONE	YEARS KNOWN
( )	( )	
( )	( )	

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION, OR ANY OTHER INFORMATION SUBMITTED DURING THE SELECTION PROCESS WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE CITY OF VAN METER'S SERVICE WHENEVER IT IS DISCOVERED.

I GIVE THE CITY OF VAN METER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE CITY OF VAN METER AND ITS REPRESENTATIVES FOR SERVING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND IT IS THE CITY OF VAN METER'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY, LEGAL WORK AUTHORIZATION, SUBMIT TO A CRIMINAL BACKGROUND CHECK AND BE FINGERPRINTED.

IF I AM HIRED, I UNDERSTAND THAT I MAY RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE CITY OF VAN METER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE CITY OF VAN METER OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

THE CITY OF VAN METER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE CITY OF VAN METER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applicant Review Process**

	A	B	C	D	E	F	G	H
1	First	Last	Cover Letter	Resume	Application	Certified	Library Experience	Education
2	Clair	Danes	X	X		IL	3	M.S Library Science, B.A. English/Literature
3	Henry	Graves	X	X		IA	15	M.A. Library Science, B.A. History
4	Jane	Fonda	X	X		KY	11	M.S. Library Science, B.A. Sociology
5								

	A	B	C	D	E	F	G	H	I
1	First	Last	Address 1	Address 2	City	State	Zip	Phone	Email
2	Clair	Danes	318 Main Street	Apt 1	Des Moines	IA	50135	#####	applicant@apply.com
3	Henry	Graves	26 South 6th St	Apt. B	Oxford	IA	52140	#####	applicant@apply.com
4	Jane	Fonda	410 S 5th	Apt. 4	Versailles	KY	40356	#####	applicant@apply.com

## Closed Session Request Form

<<<DATE>>>

<<<APPLICANT ADDRESS>>>

Van Meter Public Library  
PO Box 160  
Van Meter, IA 50261

Dear Van Meter Library Board of Trustees:

In order to protect my reputation, I respectfully request that you take the necessary steps to consider my appointment as Library Director in closed session pursuant to Chapter 21.5 (1) (i) of the Iowa Code with, or without, me present.

Sincerely,

<<<APPLICANT SIGNATURE>>>

<<<APPLICANT NAME PRINTED>>>

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### Pre-screening Interview Questions

1. Resume/Qualifications Review.
  - a. Identify gaps in work history
  - b. Confirm graduation/degrees/certifications
2. Do you have any additional skills or experiences that you did not include in your resume that we should know about?
3. Can you provide us with a sample or demonstration of your best work?
4. Why do you want to work for us?
5. What do you know about the job and our City?

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### **SEMI FINALIST INVITATION**

Dear APPLICANT,

Congratulations on being selected to advance into the semi-finalist phase of the Van Meter, Library Director Search! Please read through this *entire email* as it will be helpful to you.

To move forward in the process we ask that you do a few things: (a) fill out a summary screening form; (b) send us a letter requesting your candidacy be reviewed in closed session, (c) complete the City of Van Meter standard employment application, and (d) interview with the semi-finalist committee.

**The remainder of the search will follow this format:**

- 1) Semi-finalist Phase
  - a. Invited applicants return pre-screening materials (attached) by 12:00p.m. (Midnight) on Tuesday, March 10, 2015.
  - b. Conduct initial Skype/FaceTime interviews with the Semi-finalist committee
- 2) Finalist phase
  - a. Contact references/conduct background checks on finalists
  - b. Invite 2-3 semi-finalists to the full board for interviews
- 3) Hiring Phase
  - a. Board offers an employment agreement to the successful candidate
  - b. Employment Accepted
  - c. Fingerprints taken and criminal history done as a condition of hire
  - d. Successful candidate begins work

The following are times that the Semi-finalist Committee has established to conduct the initial interviews. These will be scheduled on a first-come, first serve basis. Please reply indicating your preference from the following times to interview by Skype/FaceTime:

**Wednesday, March 11:**

5:30p.m. - 6:00p.m.

6:15p.m. - 6:45p.m.

7:00p.m. - 7:30p.m.

**Thursday, March 12:**

5:30p.m. - 6:00p.m.

6:15p.m. - 6:45p.m.

7:00p.m. - 7:30p.m.

**Some FAQ's**

- I. ***Why fill out a summary form and application? Isn't my resume and cover letter enough?*** The Board will be reviewing two or three semi-finalists. Every applicants' resume is put together a little different. The summary form puts all information in the same format for the Board so they can easily review your candidacy. There are also a number of areas the City has identified that they hope to see in candidates. The summary form is an opportunity for you to address those areas and get your story out. The form is also used to evaluate your writing style, messaging, and grammar (In other words, your ability to communicate in writing). Finally, the standard employment application is important because it provides us with an understanding of how you are able to adapt the presentation of information and it provides us with a standard release to contact your references and conduct a background check should you become a finalist.
- II. ***How many people applied?*** 11
- III. ***With how many people are you conducting semi-finalist interviews?*** 5
- IV. ***How many finalists will be presented to the Library Board?*** 2-3
- V. ***Will my name become public?*** Only in the event you are offered the position, or if you tell a friend.

Thank you,



**Agenda to Interview and Hire**

**-NOTICE OF A PUBLIC MEETING-**  
**Governmental Body: Van Meter Public Library Board**  
**Date of Meeting: <<<DAY of WEEK>>>, <<<MONTH DAY, YEAR>>>**  
**Time/Place of Meeting: <<<TIME>>> p.m. – Veterans Reception Center, 910 Main Street**

*Note: This is a special meeting of the Van Meter Public Library Board of Trustees in order to interview Library Director finalists and take action on a resolution to hire.*

Agenda:

- 1. Call to Order.
- 2. Approval of Agenda.
- 3. Library Director Candidate Interview(s) - Closed Session(s) –pursuant to Iowa Code 21.5(1)(i).
- 4. Action on a proposed resolution approving the employment of a library director candidate.
- 5. Adjourn.

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**Resolution #2017-\_\_**

*“A Resolution Approving the Employment of \_\_\_\_\_ as the Director of the Van Meter Public Library”*

Whereas, Chapter 22 of the Van Meter Code of Ordinances enumerates the Powers and Duties of the Van Meter Library Board of Trustees, including to “direct and control all affairs of the Library,” and “to employ a librarian,” and

Whereas, the President of the Library Board appointed a committee to review applications and present finalists to the full Board, and

Whereas, the committee has presented \_\_\_\_\_ as a finalist based on a structured search and initial interview process, and

Whereas the full Library Board of Trustees has met with and interviewed \_\_\_\_\_, now

Therefore be it resolved that the Library Board hereby determines that \_\_\_\_\_ has the qualifications necessary to provide the Van Meter Public Library with librarian services and a direction that the Board finds desirable, further

It is resolved that the Library Board hereby approves the employment of \_\_\_\_\_ as the Library Director further,

It is resolved that \_\_\_\_\_ shall earn an hourly rate of \$\_\_\_\_ and shall receive benefits consistent with the employee compensation policies of the City of Van Meter which the Library Board recognizes may be amended by the City Council from time to time.

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

- c. Review of the job posting for the Director position.

**Short Blurb:**

“The Van Meter Public Library is seeking applicants for the position of Library Director. Qualified applicants should possess, at a minimum, a bachelor degree in Library Science, Education, Public Administration, or a closely related field. The successful candidate must be a self-starter, collegial, and able to demonstrate strong leadership skills. Public Library Director Certification through the State Library of Iowa is preferred at the time of hire and is required within the first year of service. Starting salary is \$30,000-\$40,000 per year plus generous benefits including IPERS. Those qualified are encouraged to submit a cover letter and resume to [publicservicerecruiting@consultant.com](mailto:publicservicerecruiting@consultant.com).”

**Announcement:**

The City of Van Meter (population 1016) is now accepting applications and resumes for the position of Public Library Director. Salary Range: \$30,000-\$40,000 annually. The position is open until filled. Applications and resumes must be emailed to [publicservicerecruiting@consultant.com](mailto:publicservicerecruiting@consultant.com).

**Community Profile**

The City of Van Meter, Iowa is located in Dallas County, Iowa, the seventh fastest growing county in the nation according to the US Census Bureau. Van Meter offers a rural setting with quick access to urban amenities just 10 minutes away in West Des Moines and Waukee. A great place to live and work, Van Meter is proud of its quality school system and abundant recreational opportunities. The Van Meter Community School District offers small class sizes and a robust technology program. Van Meter is within easy access to Interstate 80 and Interstate 35. The Des Moines international airport is located within 18 miles. The picturesque Raccoon River Valley offers an attractive residential setting.

**Education**

The Van Meter School District is a nationally recognized comprehensive K-12 school located on a single campus. A community highlight, the K-12 campus offers students the unique opportunity to interact and learn with students of varying ages. The collaborative multigrade-level learning environment creates positive student experiences with older role models. The school also offers a variety of programs to help meet each student’s needs. Offering a Talented and Gifted (TAG) program as well as a Reading Lab program to help classroom teachers differentiate the learning supports for students. Teachers also have regular common team time to use data and collaborate around instructional practices. Teachers are constantly learning and improving the strategies they use to meet the needs of their learners.

**Recreation**

The City of Van Meter offers quick access to the greater Dallas County region’s many miles of hiking, biking, and water trails. The City maintains two parks one with a disk golf course and the other with easy access to the Public Library and free high speed internet access. The City and the School together operate a youth rec complex offering soccer, baseball and softball fields. The city has several active athletic associations providing youth programs for use of the complex and related athletic activities.

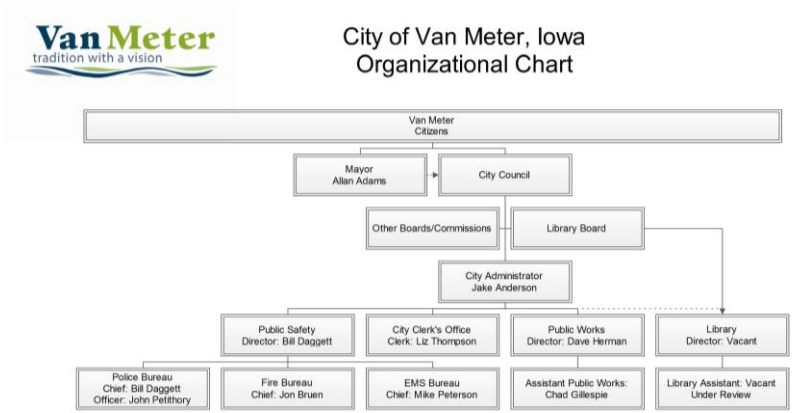
**Organizational Culture**

The City of Van Meter is a chartered city with a Mayor-Council/

Administrator form of government. The Mayor and five City Councilmembers are elected at-large and each serves alternating four-year terms.

The professional staff is headed by the City Administrator and a talented team of both full and part-time employees, which includes the City Clerk, Public Works Director, Assistant Public Works Director, Police Chief, and Library Director.

The City strives to offer a progressive, proactive, community-centered government. The staff is tightknit, dedicated, and well-educated. The new Library Director is a member of the City’s management team and should be prepared to find their place in the organization and community while seeking ideas on, program implementation and service styles. Management personnel encourages open lines of communication throughout all departments.



**Position Priorities**

1. Develop and maintain effective working relationships.
2. Provide structure, vision, and leadership for library services.
3. Identify and address situations needing clean up and draft any necessary policy proposals.
4. Organize a capital campaign to raise funds for the construction of a new public library.

**Desired Qualifications**

The requirements listed below are representative of the knowledge, skill and/or ability required of the employee. Above all else, the individual must demonstrate maturity, leadership, common sense and organizational fitness. If previously in the military service with any branch of the armed services, has received at least a general discharge under honorable conditions.

**Education**

A bachelor’s degree in library science, education, public administration or related field. A master’s degree is preferred.

**Language Ability**

Ability to establish and maintain effective working relationships with the public, Library Board, City Council, City employees, vendors and other agencies. Ability to read, analyze and interpret Iowa statues, local ordinances, policies, procedures, general business periodicals, professional journals, and other government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability

to effectively present information and respond to questions from boards/commissions, and the general public.

### **Mathematical Skills**

Ability to apply concepts of mathematics as needed.

### **Cognitive Demands**

Knowledge of library policies and practices, reports and rules. Ability to define problems, collect data, establish facts and draw valid conclusions. Other skills that apply include strong verbal and written communication skills; knowledge of the library profession; excellent organizational skills; ability to think creatively and to be flexible; genuine enthusiasm for public service; basic knowledge of office equipment; keyboard, word processing and database search; strong skills; basic knowledge of budgeting and accounting; eagerness to learn; basic knowledge of sound personnel practices; cooperative personality, good problem-solving skills; accuracy with details; and basic people skills; strong time management skills; public speaking skills.

Ability to use the following tools and resources: network computer including keyboard, monitor, mouse, and printer; general office equipment, such as calculator, copy machine, writing utensils, and files; wide variety of printed material such as correspondence, reports, Code of Ordinances, budget printouts, personnel policy manual, communication equipment such as telephone, fax machine, audiovisual equipment, and e-mail.

### **Environment Adaptability**

*The work is generally performed in an office environment. However, the work will expose the employee to visual strain, highly unpleasant social situations, irregular work hours, and significant work place pressure.*

### **Physical Demands**

This position does require extended periods of standing and sitting. Short periods of, reaching, balancing, stooping, kneeling, crouching, and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 50 pounds

- 
- d. Review the assistant's hours & potential library hours during transition.

Current Assistant Hours:

Monday 10-4 (6hrs)

Tuesday(Even) 12-7pm (7hrs)

Tuesday(Odd) 10-2pm (4hrs)

Wednesday 12-7pm (7hrs)

Saturday(Odd) 10-1pm (3hrs)

Discussion of possible changes to those hours.

e. FY17-18 budget cuts and budget amendment.

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
182-410-6010 WAGES - FULL TIME	28,501.36	38,018.30	40,000.00	20,288.15	<u>38,000.00</u>
182-410-6020 WAGES - PART TIME	5,337.00	4,366.34	10,500.00	5,277.26	<u>10,500.00</u>
182-410-6030 WAGES - SEASONAL/TEMP	.00	.00	.00	.00	<u>.00</u>
182-410-6210 DUES	80.00	143.00	200.00	130.00	<u>200.00</u>
182-410-6215 PROGRAMMING	.00	1,978.36	1,500.00	651.72	<u>1,500.00</u>
182-410-6220 SUBSCRIPTION	.00	948.44	800.00	746.24	<u>800.00</u>
182-410-6230 TRAINING	.00	100.00	150.00	18.45	<u>150.00</u>
182-410-6311 OPERATION & MAINTENANCE	894.50	451.97	400.00	189.14	<u>400.00</u>
182-410-6371 UTILITIES	1,374.88	1,264.93	1,500.00	601.22	<u>1,500.00</u>
182-410-6373 TELEPHONE/COMMUNICATIONS	587.96	630.26	600.00	294.79	<u>600.00</u>
182-410-6408 INSURANCE	.00	.00	.00	.00	<u>.00</u>
182-410-6419 TECHNOLOGY	.00	.00	.00	.00	<u>.00</u>
182-410-6424 COMMUNITY INTERSET	876.47	972.00	700.00	139.69	<u>1,200.00</u>
182-410-6499 OTHER CONTRACTUAL SERV	1,977.00	4,424.31	2,000.00	1,780.00	<u>2,000.00</u>
182-410-6502 LIBRARY MATERIALS	2,858.84	5,929.49	4,000.00	2,655.58	<u>5,000.00</u>
182-410-6506 OFFICE SUPPLIES	1,523.83	2,259.39	1,500.00	1,193.17	<u>2,500.00</u>
182-410-6511 MEMORIAL MATERIALS	.00	.00	.00	.00	<u>.00</u>
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**BUDGET WORKSHEET**  
**CALENDAR 12/2016, FISCAL 6/2017**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
LIBRARY TOTAL	44,011.84	61,486.79	63,850.00	33,965.41	<u>64,150.00</u>
182-910-6910 TRANSFERS OUT	.00	.00	.00	.00	_____
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TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	_____
=====	=====	=====	=====	=====	
LIBRARY TRUST FUND TOTAL	44,011.84	61,486.79	63,850.00	33,965.41	<u>64,150.00</u>
=====	=====	=====	=====	=====	
=====	=====	=====	=====	=====	
TOTAL EXPENSES	44,011.84	61,486.79	63,850.00	33,965.41	<u>64,150.00</u>
=====	=====	=====	=====	=====	

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
182-410-4440 STATE GRANTS	611.73	581.75	600.00	.00	<u>600.00</u>
182-410-4470 LIBRARY SERVICE	3,703.67	3,702.85	3,500.00	.00	<u>3500.00</u>
182-410-4705 DONATIONS - LIBRARY TRUST	990.95	1,758.00	.00	594.09	<u>500.00</u>
182-910-4830 TRANSFERS IN	82,575.00	55,050.00	59,550.00	27,525.00	<u>59,550.00</u>
182-950-4300 INTEREST	2.10	.87	.00	.00	<u>.00</u>
=====	=====	=====	=====	=====	
LIBRARY TRUST FUND TOTAL	87,883.45	61,093.47	63,650.00	28,119.09	<u>64,150.00</u>
=====	=====	=====	=====	=====	
*****	*****	*****	*****	*****	
TOTAL OF ALL REVENUE	87,883.45	61,093.47	63,650.00	28,119.09	<u>64,150.00</u>

Agenda Item #6 - Action Items

- a. Resignation of current Director.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed changes to the job description?

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



01/31/2017

Dear Library Board and City Officials:

Please accept this letter as notice of my resignation from the position of Library Director at the Van Meter Public Library. My tentative last day of employment will be Tuesday, February 28th, 2017. This was a difficult decision to make, but for many months now I have been dealing with some very difficult family dilemmas and health issues. After much consideration I believe it is in the best interests of myself, and the library, to leave at this time.

Many more adventures are in store for this library, and with the transformation it has gone through I am confident there will be very little hardship in finding a wonderful person fill the role of director. I have enjoyed the challenges this position has brought me and the opportunity to cultivate relationships with all the wonderful people of this community. I shall miss you all greatly.

Sincerely,

Dorothy Knight

- 
- b. Proposed Library Director job description.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed changes to the job description?

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



- c. Proposed application/screening process for the Library Director position.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed changes to the application/screening process?

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

- d. Proposed method for posting for Library Director position.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed changes to the job posting?

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

- e. Proposed changes in assistant and/or library hours.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed changes to the assistant and/or library hours?

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

#### Agenda Item #8 – 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.