

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
May 17, 2023, at 7 pm:**

West Liberty Public Library Lower Level Meeting Room

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Closed Session: Director Evaluation**
 - 2. Set Director Goals for FY24**
 - 3. Set Director Wage for FY24**
- IX. New Business**
 - 1. Review Job Descriptions**
 - 2. Set wages for staff FY24**
 - 3. Friends of the Library Charitable Fund Request**
- X. Adjourn Meeting**

Next meeting Wednesday, June 21 at 7 pm.

West Liberty Public Library Minutes

Date: March 22, 2023| **Time:** 7:00 pm

Present at Meeting: Board members Richard Brand, Ken Brooks, Vanessa Espinoza, Maria Lugo, Larry Miller, Samuel Morel, and Shannon Schneider, along with Director Allie Paarsmith, Children’s Librarian Kelli Brommel, Friends of the Library President Virginia Miehe, and Teen Advisory Board member Vanessa Burke.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brooks, Second by Brand, 6-0
- III. Approval of Minutes**
- IV. Public Discussion:**
 - A. None
- V. Financial Report:** Motion by Brand, Second by Schneider, 6-0
- VI. Director’s Report:** Given by Paarsmith
 - A. Annual Report**
 - B. Staff Report:** Kelli Brommel
 - 1. Early Learning Kits
 - 2. Teen Advisory Board (TAB) will be working on gardening projects
 - 3. TAB will plan to take babysitting classes and be available to watch children while parents participate in How to Talk to Kids program
 - 4. Chess is popular with many students
 - 5. Presented tentative Summer Reading Calendar
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. None
- IX. New Business:**
 - A. FY24 Calendar** Motion by Espinoza, Second by Lugo, 6-0
 - B. Bridges Agreement Renewal** Motion by Brand, Second by Morel, 6-0
- X. Adjourn Meeting:** Motion by Brand, Second by Brooks, 6-0

West Liberty Public Library Minutes

Date: April 19, 2023 | **Time:** 7:00 pm

Present at Meeting: Library Board Members Ken Brooks, Vanessa Espinoza, Maria Lugo, Larry Miller, Samuel Morel, and Shannon Schneider, along with Director Allie Paarsmith, City Council Representative Josh Shiltz, and TAB members Vanessa Burk and Mya Elizondo.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brooks, Second by Lugo, 5-0
- III. Approval of Minutes**
- IV. Public Discussion:**
 - A. None
- V. Financial Report:** Motion by Espinoza, Second by Morel, 5-0
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. Members gave updates and highlights about the library training from Tuesday night.
- VIII. Old Business:**
 - A. Set Director Evaluation for May**
 - a. Remove "Personal Appearance" section from evaluations
 - B. FY24 Budget**
 - a. Motion to amend library board's budget and accept the city's budget by Brooks, Second by Morel, 5-0
- IX. New Business:**
 - A. Policy Review: Mission, Vision, Strategic Planning Policy** Motion to approve revisions by Morel, Second by Espinoza, 5-0
 - B. Policy Review: Privacy and Confidentiality Policy** Motion to approve revisions by Lugo, Second by Morel, 5-0
 - C. Community Assessment: West Liberty Community Opportunities for Public Library Social Work** Motion to receive the assessment and submit it to City Council by Brooks, Second by Lugo, 5-0
- X. Adjourn Meeting:** Motion by Schneider, Second by Morel, 5-0

Library Director's Report

May 2023

Agenda:

Today we go into a closed session to discuss the Director's Evaluation. After the closed session, we will state the Director's goals for FY24 and set the Director's wage for FY24. We will then review job descriptions and set FY24 wages for staff. The Friends also have a request regarding the WLPL Charitable Fund.

Building and Technology:

We have had Shana Stuart of SLStuart Consulting at the Library to conduct the Space Needs Assessment. We should be receiving that report before the end of June.

IAMU Regional Safety Coordinator Sandy Jordan also evaluated the building from a safety perspective. She will also provide a written report, but two major issues need immediate attention. The fire escape in the Juvenile Fiction section consists of two egress windows. The window well is covered by steel grating to prevent falling; however, the grate is too heavy for a child to lift. We will need to explore fencing options, but in the meantime, I am looking for a lightweight grate that will still prevent falls. On Sandy's recommendation, I have also contacted the contractor for the meeting room project to find out how we can permanently unlock the doors to the meeting room/video game room closet to act as a second fire exit for the Juvenile Fiction section. We will then need to purchase appropriate safety signage. Sandy will be creating a written report of the other issues and priorities.

My next step is to arrange for someone to inspect the mechanical systems of the building. Given the past issues with the building, that inspection worries me the most. I have emailed City Manager Lee Geertz for her advice on whom we should contact, but I am open to suggestions.

This work is to develop a more robust and specific capital improvement plan. This building has a long history, and we need to honor the investment our community has made with careful planning and implementation, but we need to adapt to the current needs of our patrons and staff.

Staff and Volunteers:

Staff evaluations are complete. Our team works hard to serve our community; please show your appreciation with kind words and patronage. We all love seeing people using the Library and engaging with the materials we carefully research and the events we carefully plan.

The Library and the Friends will host an open house for the All School Reunion in July, a Loteria event at the Picnic in the Park, and face painting for Ragbrai. Proceeds from those events will go towards the West Liberty Public Library Charitable Fund. Profits from the book sale were \$1,145.75. Nine new Friends signed up at the sale, and many renewed their memberships.

Collections and Materials:

We added 83 books and 2 DVDs to the collection in April and withdrew 377 books. Our circulation was 998. Circulation by type was five audiobooks (abnormally high), 604 books, 275 computers, 52 DVDs, 28 uses of the creative space, 2 video games, and four kits.

Finances:

Due to additional transitions at City Hall, we did not receive our financial reports in time for this meeting. I will be reconciling those before the end of the month so we can see where we are financially before the end of the fiscal year. The updates to the system at City Hall should significantly improve the financial workflow, and they should be returning to normal staffing levels soon.

We did receive the Dollar General Adults Literacy grant, which was Ali's first time as the principle writer for a grant. We have not received information about how much we were given, but I'm sure that will be coming shortly.

Programming and Outreach:

In March, we had a total of 246 attendees and 17 programs. This is down from the month before, which I am attributing to the increase in youth activities and the nice weather.

Kelli is launching a Reading Buddy program for the Summer Reading Program. I have included the letter we are distributing to parents of younger children in the community. We are also entirely prepared for the rest of Summer Reading, so I have included the calendars in this report.

Parents of young kiddos,

Your family is invited Wednesday, May 31 at 3:00pm to a reading buddy start-up event. Teens and tweens who are interested in reading to younger children have also been invited to come. The idea behind this meeting is that the older kids can read to the younger kids throughout the summer, but it can be equally helpful when younger kids read or "read" to older kids. By "read," I mean looking at pictures and telling the story, reciting a memorized story from a familiar book, sometimes even spotting a few known words and letters. Hopefully some positive community connections will be made and children of all ages will find support in reaching their summer reading goals.

We look forward to seeing you there!

Thank you!

Kelli Brommel, Youth Services Librarian, West Liberty Public Library

kbrommel@wpl.org

Find us at www.wpl.org, Facebook, Instagram and Twitter.

Padres de niños pequeños,

Su familia está invitada el miércoles 31 de mayo a las 3:00 p. m. a un evento de puesta en marcha de compañeros de lectura. Los adolescentes y preadolescentes que estén interesados en leerles a los niños más pequeños también han sido invitados a asistir. La idea detrás de esta reunión es que los niños mayores puedan leerles a los niños más pequeños durante el verano, pero puede ser igualmente útil cuando los niños más pequeños leen o "leen" a los niños mayores. Por "leer" me refiero a mirar imágenes y contar la historia, recitar una historia memorizada de un libro familiar, a veces incluso detectar algunas palabras y letras conocidas. Con suerte, se establecerán algunas conexiones positivas con la comunidad y los niños de todas las edades encontrarán apoyo para alcanzar sus metas de lectura de verano.

Esperamos verlos allí!

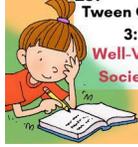
¡Gracias!

Kelli Brommel, Bibliotecaria de Servicios Juveniles, Biblioteca Pública de West Liberty

kbrommel@wpl.org

Encuéntrenos en www.wpl.org, Facebook, Instagram y Twitter.

2023 SUMMER READING PROGRAM - JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <p>Adults All Ages Age 9-12 yrs</p>	<p>Little's 0-PreK Grades K-4th Grades 5-12th</p>			<p>1. Adult Storytime: ANCIENT & NEW w/ Tracy Chipman 2:00pm Silent Reading Club 5:30pm</p>	<p>2.</p>	<p>3.</p> 
<p>4. Community Clean-Up Library Lawn 2:00pm</p>	<p>5. </p>	<p>6. Family Storytime Many Voices 11:30am</p>	<p>7. Summer Reading Sign up Event 3:00pm</p>	<p>8. The Page Turners book club meeting 12pm/6pm</p>	<p>9. </p>	<p>10. Summer Reading Sign-up Event Nichols-2:00pm Atalissa-4:00pm</p>
<p>11. Tween Comix Club 3:00pm Well-Versed Poet Society 4:30pm</p>	<p>12. Summer Door Signs 5:00pm TAB meeting 4:30pm</p>	<p>13. Insect Zoo Story & Exhibit 11:00am</p>	<p>14. Virtual Author Talk Niki Smith, The Golden Hour 2:00-3:00pm</p>	<p>15. Virtual Author Talk Angeline Bouley Firekeeper's Daughter 4:00-5:00pm</p>	<p>16. </p>	<p>17. </p>
<p>18. Tween Comix Club 3:00pm Well-Versed Poet Society 4:30pm</p>	<p>19. Read to a dog (Canela) 11:00am Blackout Poetry 2:00pm</p>	<p>20. Family Storytime Ready to Write 11:30am</p>	<p>21. Mikayla Oz Magician 1:00pm board meeting 7pm</p>	<p>22. Make a Smashbook 4:00pm</p>	<p>23. Friday Evening Concert w/ Eliza Escalante 5:00pm</p>	<p>24. </p>
<p>25. Tween Comix Club 3:00pm Well-Versed Poet Society 4:30pm</p> 	<p>26. Mermaid Storytime With Eliza 11:30am Short Stories for Busy People book club meeting 12pm/6pm</p>	<p>27. Mermaid Scavenger Hunt (all day)</p>	<p>28. Little Mermaid Interactive Movie Experience 4:00pm</p>	<p>29. Michelle Berns Seashells 2:30pm</p>	<p>30. </p>	

SPONSORS
Hills Bank, MidWest One Bank, Shanghai Restaurant, West Liberty Foods, Fred's Feed & Supply, Friends of the Library

2023 PROGRAMA DE LECTURA DE VERANO - JUNIO

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
 <p>Adultos Todas las edades años 9-12 de edad</p>	<p>Pequeños 0-PreK Grados K-4 Grados 5-12th</p>			<p>1. Cuentos para adultos: ANTIGUO Y NUEVO con Tracy Chipman 2:00pm Club de lectura silenciosa 5:30pm</p>	<p>2.</p>	<p>3.</p> 
<p>4. Limpieza comunitaria Césped de la Biblioteca 2:00 pm</p>	<p>5. </p>	<p>6. Cuentos en familia Muchas voces 11.30 am</p>	<p>7. Evento de inscripción para la Lectura de Verano 3:00 pm</p>	<p>8. Reunión del club de lectura The Page Turners 12pm/6pm</p>	<p>9. </p>	<p>10. Evento de inscripción para la Lectura de Verano Nichols-2:00pm Atalissa-4:00pm</p>
<p>11. Club Tween Comix 3:00pm Bien-Versos Sociedad de Poetas 4:00 pm</p>	<p>12. Carteles de verano 5:00 pm TAB reunión 4:30pm</p>	<p>13. Zoo de insectos Cuento y exhibición 11:00am</p>	<p>14. Charla virtual de autor Niki Smith La Hora Dorada 2:00-3:00pm</p>	<p>15. Charla virtual de autor Angeline Bouley La hija del bombero 4:00-5:00pm</p>	<p>16. </p>	<p>17. </p>
<p>18. Club Tween Comix 3:00pm Bien-Versos Sociedad de Poetas 4:00 pm</p>	<p>19. Leer a un perro (Canela) 11:00 am Poesía a oscuras 2:00pm</p>	<p>20. Cuentos en familia Listos para escribir 11:30am</p>	<p>21. Mikayla Oz Mago 1:00pm reunión de la junta 7pm</p>	<p>22. Crear un Smashbook 4:00pm</p>	<p>23. Concierto del viernes por la noche con Eliza Escalante 5:00pm</p>	<p>24. </p>
<p>25. Club Tween Comix 3:00pm Bien-Versos Sociedad de Poetas 4:00 pm</p> 	<p>26. Sirenita Cuentos con Eliza 11:30am Historias cortas para gente ocupada reunión del club del libro 12pm/6pm</p>	<p>27. Sirena Búsqueda del tesoro (todo el día)</p>	<p>28. La Sirenita Película interactiva Experimente 4:00pm</p>	<p>29. Michelle Berns Conchas 2:30pm</p>	<p>30. </p>	

SPONSORS
Hills Bank, MidWest One Bank, Shanghai Restaurant, West Liberty Foods, Fred's Feed & Supply, Friends of the Library

2023 SUMMER READING PROGRAM - JULY

FIND YOUR VOICE

- Adults
- All Ages
- Age 9-12 yrs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<ul style="list-style-type: none"> ■ Adults ■ All Ages ■ Age 9-12 yrs 	<ul style="list-style-type: none"> ■ Littles 0-PreK ■ Grades K-4th ■ Grades 5-12th 					
2. Tween Comix Club 3:00pm Well-Versed Poet Society 4:30pm	3. Read to a dog (Morgan) 11:00am Sea Glass Art 5pm	4. CLOSED	5. Paper Cup Telephone 11:30am	6. Make tiny art for the Tiny Art Show 1:00pm Silent Reading Club 5:30pm	7.	8.
9. Tiny Art Show & Tiny Reception 4:00pm	10. Michell Berns Butterfly Program 2:30pm TAB meeting 4:30pm	11. Family Storytime Colorful Party 11:30am	12. Encanto Interactive Movie Experience 4:00pm	13. The Page Turners book club meeting 12pm/6pm	14.	15. All Class Reunion Open House 9am-10:30am
16. LIBRARY CLOSED FOR Picnic in the Park: Loteria	17. Paint Chip Poetry 3:00pm	18. Family Storytime Wordless Wonders 11:30am	19. Balloon Word Scramble 3:00pm	20. Will Stuck: Choose Your Own M.E.S.S. 4:00pm	21.	22.
23.	24. Short Stories for Busy People book club meeting 12pm/6pm	25. Family Storytime Animal Voices 11:30am	26. Lego-fy Yourself 3:00pm	27.	28.	29. RAGBRAI: Face Painting
30. TURN IN READING LOGS!	31.	PRIZE DRAWING WINNERS WILL BE ANNOUNCED ON AUGUST 4!				

2023 PROGRAMA DE LECTURA DE VERANO - JULIO

FIND YOUR VOICE

- Adultos
- Todas las edades
- años 9-12 de edad

DOMINGO	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SABADO
<ul style="list-style-type: none"> ■ Adultos ■ Todas las edades ■ años 9-12 de edad 	<ul style="list-style-type: none"> ■ Pequeños 0-PreK ■ Grados K-4 ■ Grados 5-12th 					
2. Club Tween Comix 3:00pm Bien-Versos Sociedad de Poetas 4:00 pm	3. Leer a un perro (Morgan) 11:00am Arte en vidrio de mar 5pm	4. Cerrado	5. Teléfono de vasos de papel 11:30am	6. Haz arte diminuto para la Muestra de Arte Minúsculo 1:00pm Club de lectura silenciosa 5:30pm	7.	8.
9. Pequeña exposición de arte & Recepción Tiny 4:00pm	10. Michell Berns Programa Mariposa 2:30pm Reunión del TAB 4:30pm	11. Cuentos en familia Fiesta de colores 11:30am	12. Encanto Experiencia de Película interactiva 4:00pm	13. Reunión del club de lectura The Page Turners 12pm/6pm	14.	15. Reunión de toda la clase Día de puertas abiertas 9am-10:30am
16. biblioteca cerrada por picnic en el parque: Lotería	17. Poesía de los desconchones de pintura 3:00pm	18. Cuentos en familia Maravillas sin palabras 11:30am	19. Sopa de letras con globos 3:00pm	20. Will Stuck: Elige tu propio M.E.S.S. 4:00pm	21.	22.
23.	24. Historias cortas para gente ocupada reunión del club del libro 12pm/6pm	25. Cuentos en familia Voces de los animales 11:30am	26. Conviértete en un Lego 3:00pm	27.	28.	29. RAGBRAI Pintura de caras
30. ENTREGAR REGISTROS DE LECTURA	31.	LOS GANADORES DEL SORTEO SE ANUNCIARÁN EL 4 DE AGOSTO!				

CLOSED SESSION

Action Form- Director's Evaluation (Goalsetting)

History:

By this meeting, the Director and Board President will have met to discuss the evaluations submitted by the rest of the Trustees. We will use this time to reflect on the evaluation, previous goals set, and goals for FY24.

Budget Impact:

No immediate impact.

Options:

Review goals for FY23

Set goals for FY24.

Action Form- Director Goals for FY24

History:

We will now restate the goals developed in closed session for the record.

GOALS

Action Form- Set Director Wage for FY24

History:

My current salary is \$49,189.40; however, parental leave brought that down to \$46,814.95 in calendar year 2022. This is in line with what other library directors of our size library are being paid but far below the other department heads in our City. The chart below shows I made \$14,500 less than the next lowest-paid department head this past calendar year.

DEPARTMENT	SALARY FOR 2022
POLICE	\$74,242.73
EMS	\$61,364.74
LIBRARY	\$46,814.95
PARKS AND REC	\$74,017.00
CITY HALL: CITY MANAGER	\$101,619.20
CITY HALL: CITY CLERK	\$83,915.01
WATER	\$72,512.09
WASTEWATER	\$86,611.97
ELECTRIC	\$98,382.28
PUBLIC WORKS	\$73,408.96

The City Manager asked me what my salary should be, and I said \$60k. That amount has been added to our full-time wage budget line for FY24. This would still make me the lowest-paid City department head, but it would begin to close the gap.

This increase would be a 25% salary increase, significantly higher than our cost-of-living increase (3%) or our merit increase range (0-5%).

Budget Impact:

\$60k total salary for the Library Director has already been built into the FY24 Budget.

Options:

Set salary at \$60k or form a committee to discuss another option.

Staff's Recommended Action:

Set salary at \$60k.

Action Form-Review Job Descriptions.

History:

Job description review is being built into the Board's annual calendar for the month of May. Each year after evaluations, we will review the job descriptions and approve any changes that need to be made. Currently, the City will continue to use the format of our current job descriptions. I find them to be verbose and unwieldy, but I believe we can shorten them down to 1 and a half pages.

Budget Impact:

None.

Options:

Review the job descriptions, approve any proposed and discussed changes OR propose additional changes and table the approval until June.

Staff's Recommended Action:

Approve any proposed or discussed changes.

CITY OF WEST LIBERTY, IOWA

Adult Services Library Specialist

DATE: Adopted 2020; Reviewed 5/2023

CLASSIFICATION: Non-exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

Under the direction of the Library Director, this employee is responsible for providing reference/circulation and readers' advisory services, participating in collection development and management, planning and presenting programs and community outreach, reporting on statistics and budget spending, and supervising part-time staff. ~~Specific responsibilities will be assigned by the Library Director.~~ The Library Director will assign specific responsibilities on the basis of based on experience, skills, ~~and specific~~ needs of the department, and number of hours worked.

DISTINGUISHING CHARACTERISTICS:

The ~~Public Relations Library Specialist~~ Adult Services Library Specialist is a level below the highest level of a multi-level series. The Adult Services Library Specialist is accountable for the performance and operation of the Adult Services Department within the Library. ~~The Adult Services Library Specialist reports to the Library Director.~~

ESSENTIAL FUNCTIONS:

~~Employer may make r~~ Reasonable accommodations to enable individuals with disabilities to perform ~~the~~ essential functions are available.

- Provides reference/circulation services with an emphasis on adult patrons.: ~~working as needed at the circulation desks using both print and automated resources, answering communications, and developing a thorough knowledge of reference/circulation tools and techniques.~~
- Provides readers' advisory services with an emphasis on adult collections.: ~~maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials; maintains an awareness of current topics and trends in materials. Emphasis on materials for adults.~~
- Maintains and promotes the Adult Collections.
- Plans, leads, promotes, and evaluates adult programming and outreach. : ~~develops and maintains a knowledge of the needs and interest of adults; develops a balanced variety of programs that promote or explain library resources; establishes relationships with relevant community organizations and services; regularly evaluates the efficacy of outreach and programs.~~
- Collects statistics and monitors budgets for the Adult Services Department.: ~~provides Adult Department statistics to the Director as needed; keeps an itemized record of materials purchased for the Adult Department; makes purchase requests in a timely fashion; solicits donations and grants to extend adult services.~~
- Solicits donations and writes grants as necessary.
- Participates in appropriate continuing education activities and professional organizations as requested.

- Trains and supervises staff and volunteers as assigned.
- Manages the social media presence of the Library.

QUALIFICATIONS:

- Current principles and practices of library science.
- Firm knowledge of organization and operation of the library.
- Stays updated on state and federal library legislation.
- Current principles and practices of social media.
- Books, authors, and book classification.
- Knowledge of adult and general audience literature.
- Knowledge of programming and outreach for adults.
- Awareness of current social, cultural, and archival topics and trends.
- Knowledge of budgeting, fundraising, and grant writing.
- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

SKILLS AND ABILITIES:

- ~~Ability to work with variety, change, and interruptions~~
- ~~Ability to communicate clearly, sufficient to exchange or convey information and to receive work direction, both orally and in writing.~~
- ~~Ability to work effectively with patrons, coworkers, supervisors, and others~~
- ~~Ability to follow library policies and procedures~~
- ~~Ability to work independently and productively~~
- ~~Ability to develop and use effectively reference/circulation skills and practices~~
- ~~Ability to exercise good judgment and use of critical thinking skills.~~
- Ability to supervise and; train, ~~and evaluate staff~~; ability to delegate authority and responsibility.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- ~~Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.~~
- ~~Ability to provide excellent customer service.~~
- ~~Ability to work with diverse socio-economic, cultural and ethnic backgrounds of people.~~
- ~~Ability to communicate and develop positive relationships with community members.~~
- Ability to create an atmosphere for programs that results in a pleasant, positive learning experience, including dealing with disruptive or inappropriate behavior.
- Ability to interact with local dignitaries, community members, and visitors with tact and diplomacy.
- Ability to identify and respond to community and organization issues, concerns and needs.
- Ability to prepare and present public presentations.
- ~~Ability to develop and administer goals, objectives, and procedures.~~
- ~~Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.~~
- ~~Ability to interpret and apply federal, state, and local policies, laws and regulations.~~
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.

Ability to speak, write, and understand Spanish preferred.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D. and Bachelor's Degree majoring in library science or related field.

Experience: At least one year related experience.

Preferred Education/Training: Master's Degree majoring in library science or related field.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian's Certificate or ability to obtain within 1 year of hiring.

ESSENTIAL PHYSICAL ABILITIES:

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

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

SUPERVISORY RESPONSIBILITY:

The Public Relations Library Specialist supervises the Library Assistant(s), Library Shelver(s), and manages volunteers.

POSITION TYPE AND EXPECTED HOURS OF WORK:

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

DISCLAIMER:

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

SIGNATURES:

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

Employee _____ Date _____

~~CITY OF WEST LIBERTY, IOWA~~

Circulation/IT Library Specialist

DATE: Adopted 2020; Reviewed 5/2023

CLASSIFICATION: Non-Exempt **DEPARTMENT:** Library

JOB DESCRIPTION:

Summary/Objective

Under the direction of the Library Director, this employee ~~is responsible for providing~~ provides reference/circulation and readers' advisory services, oversees technology needs, manages the ILS and OPAC, implements patron-related services, and supervises part-time staff. ~~Specific responsibilities will be assigned by the Library Director.~~ The Library Director will assign specific responsibilities on the basis of based on experience, skills, ~~and specific~~ needs of the department, and number of hours worked.

DISTINGUISHING CHARACTERISTICS:

The Circulation/IT Library Specialist is a level below the highest level of a multi-level series. The Circulation/IT Library Specialist is accountable for the performance and operation of the patron-related services and Library-owned technology, including the ILS and OPAC. ~~The Circulation/IT Library Specialist reports to the Library Director.~~

ESSENTIAL FUNCTIONS:

~~Employer may make r~~Reasonable accommodations to enable individuals with disabilities to perform the essential functions are available.

- ~~● Provides reference/circulation services.:- working as needed at the circulation desks using both print and automated resources, answering communications, and developing a thorough knowledge of reference/circulation tools and techniques.~~
- ~~● Provides readers' advisory services.:- maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials; maintains an awareness of current topics and trends in materials.~~
- Manages Interlibrary Loan workflows.
- Oversees technology needs and maintenance.:- maintains local servers, patron and staff computers, and various other devices; manages the creative space; participates assessment, planning, and delivery of technological improvements; troubleshoots IT problems, provides support for new hardware and software, and trains staff on new technologies.
- Manages the ILS and OPAC.:- administers, maintains, and supports Koha; provides expertise and works with staff to develop discovery and access strategies; creates reports as requested; troubleshoots problems with Koha and escalates issues to vendors as needed; trains staff on relevant modules of Koha.
- Develops and implements patron-related services.:- assists with the establishment and implementation of circulation services and workflows; compiles circulation and usage statistical reports; trains and supervises circulation staff; oversees the processing of overdue notices and resolves disputes with patrons concerning lost and damaged items.

- Participates in appropriate continuing education activities and professional organizations as requested.
- Trains and supervises staff and volunteers as assigned.

QUALIFICATIONS:

- Current principles and practices of library science.
- Firm knowledge of the organization and operation of the library.
- Stays updated on state and federal library legislation.
- ~~Awareness of current social, cultural, and educational topics and trends.~~
- ~~Books, authors, and book classification.~~
- ~~Modern office procedures, methods, and computer equipment.~~
- Firm knowledge of database management, and network and system administration.
- English usage, spelling, grammar, and punctuation. Spanish preferred.

SKILLS AND ABILITIES:

- ~~Ability to work with variety, change, and interruptions~~
- ~~Ability to communicate clearly, sufficient to exchange or convey information and to receive work direction, both orally and in writing.~~
- ~~Ability to work effectively with patrons, coworkers, supervisors, and others~~
- ~~Ability to follow library policies and procedures~~
- ~~Ability to work independently and productively~~
- ~~Ability to develop and use effectively reference/circulation skills and practices~~
- ~~Ability to exercise good judgment and use of critical thinking skills.~~
- Ability to supervise and; ~~train, and evaluate staff~~; ability to delegate authority and responsibility.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- ~~Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.~~
- Ability to provide excellent customer service.
- ~~Ability to work with diverse socio-economic, cultural and ethnic backgrounds of people.~~
- ~~Ability to develop and administer goals, objectives, and procedures.~~
- ~~Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.~~
- ~~Ability to interpret and apply federal, state, and local policies, laws and regulations.~~
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.
- Ability to speak and understand Spanish preferred.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education:	Graduation from High School or equivalent G.E.D. and <u>a</u> Bachelor's Degree majoring in library science or related field; <u>or comparable experience</u>
Experience:-	At least two years related experience.
Preferred Education/Training:	Master's Degree majoring in library science or related field.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian’s Certificate or ability to obtain within 1 year of hiring.

ESSENTIAL PHYSICAL ABILITIES:

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

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

SUPERVISORY RESPONSIBILITY:

The Circulation/IT Library Specialist supervises the Library Assistant(s), Library Shelver(s), and volunteers.

POSITION TYPE AND EXPECTED HOURS OF WORK:

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

DISCLAIMER:

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SIGNATURES:

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

Employee _____ Date _____

CITY OF WEST LIBERTY, IOWA

Library Assistant

DATE: Adopted 2020; Reviewed 5/2023

CLASSIFICATION: Non-exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

Under the direction of the ~~Library Director~~Librarian/Library Specialist(s), this employee is responsible for providing reference/circulation and readers' advisory services, ~~copy cataloging~~, and book processing. Specific responsibilities will be assigned by the Library Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

DISTINGUISHING CHARACTERISTICS:

The Library Assistant ~~is~~ ~~Technical Services~~ under the supervision of the Librarian/Library Specialist(s) and the Library Director, ~~and the Librarian/Library Specialist(s)~~.

ESSENTIAL FUNCTIONS:

~~Employer may make r~~Reasonable accommodations to enable individuals with disabilities to perform ~~the~~ essential functions are available.

- Provides reference/circulation services: ~~working as needed at the circulation desks using both print and automated resources, answering communications, and developing a thorough knowledge of reference/circulation tools and techniques.~~
- Provides readers' advisory services: ~~maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials.~~
- ~~Performs copy cataloging: uses various resources to complete basic descriptive records for materials.~~
- Processes materials for circulation: ~~prepares materials for circulation as instructed.~~
- Assists with program development and implementation as needed: ~~develops programs for all age groups with the approval of the Library Director and relevant Library Specialist; assists with the implementation of programs for all age groups; develops and maintains a knowledge of local interests and wider trends in programming and events.~~
- Participates in appropriate continuing education activities and professional organizations as requested.
- Trains ~~and supervises~~ staff and volunteers as assigned.

QUALIFICATIONS:

- ~~Firm~~ knowledge of the organization and operation of ~~the~~ libraries.
- ~~Current principles and practices of library science.~~
- ~~State and federal library legislation.~~
- ~~Books, authors and book classification.~~
- Knowledge of Mmodern office procedures, methods, and computer equipment.
- Awareness of current social, cultural, and educational topics and trends.
- English usage, spelling, grammar, and punctuation required. Ability to speak and understand Spanish preferred.

SKILLS AND ABILITIES:

- Ability to learn library procedures readily.
- Ability to learn quickly and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- ~~Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.~~
- ~~Working with diverse socio-economic, cultural and ethnic backgrounds of patrons and staff.~~
- ~~Ability to understand and follow moderately complex oral and written instruction.~~
- ~~Skill in self-motivation and organization.~~
- ~~Skill in oral and written communication.~~
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- ~~Some knowledge of major fields of learning, comprising the social sciences, natural sciences and humanities.~~
- ~~Utilizing computer technology used for communication, data gathering and reporting.~~
- Some knowledge of basic reference sources.
- Some knowledge of basic arithmetic skills.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- ~~Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the public, etc. sufficient to exchange or convey information and to receive work direction.~~

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D, or working towards-

Experience: At least one year of related experience is preferred.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian's Certificate or ability to obtain within 1 year of hiring.

ESSENTIAL PHYSICAL ABILITIES:

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

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

SUPERVISORY RESPONSIBILITY:

~~May supervise Shelving Assistant(s) and volunteers at times.~~ None.

POSITION TYPE AND EXPECTED HOURS OF WORK:

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

DISCLAIMER:

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

SIGNATURES:

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

Employee _____ Date _____

CITY OF WEST LIBERTY, IOWA

Library Director

DATE: 11/2020; Reviewed: 5/2023

CLASSIFICATION: Exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

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

DISTINGUISHING CHARACTERISTICS:

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

ESSENTIAL FUNCTIONS:

~~Employer may make r~~Reasonable accommodations to enable individuals with disabilities to perform ~~the~~ essential functions are available.

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

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

QUALIFICATIONS:

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

SKILLS AND ABILITIES:

- ~~Ability to plan, organize, direct, and coordinate the work of lower level staff.~~
- ~~Ability to select, supervise, train, and evaluate staff.~~
- Ability to delegate authority and responsibility.
- ~~Ability to collaborate.~~
- Ability to manage the operations, services, programs, and activities of the library.
- ~~Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace, and interaction with staff and public.~~
- ~~Ability to work with diverse socio-economic, cultural, and ethnic backgrounds of patrons and staff.~~
- Ability to identify and respond to community and organization issues, concerns, and needs.
- ~~Ability to analyze the community's needs for library services and programs.~~
- ~~Ability to develop and administer goals, objectives, and procedures.~~
- ~~Ability to prepare and administer large and complex budgets.~~
- Ability to analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- ~~Ability to interpret and apply federal, state, and local policies, laws, and regulations.~~
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.
- ~~Skill in communication, including interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.~~

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D. and Bachelor's Degree majoring in library science or related field.

Experience: At least two years of increased responsibility within a public library.

Preferred Education/Training: Master's Degree majoring in library science or related field.
Administrative and supervisory experience desired.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian's Certificate required.

ESSENTIAL PHYSICAL ABILITIES:

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

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

SUPERVISORY RESPONSIBILITY:

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

POSITION TYPE AND EXPECTED HOURS OF WORK:

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

DISCLAIMER:

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SIGNATURES:

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

Employee _____ Date _____

CITY OF WEST LIBERTY, IOWA

Youth Services Librarian ~~Specialist~~

DATE: Adopted 8/19/20, Reviewed 5/2023

CLASSIFICATION: Non-exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

Under the direction of the Library Director, this employee is responsible for providing reference/circulation and readers' advisory services, participating in collection development and management, planning and presenting programs and community outreach, reporting on statistics and budget spending, and supervising part-time staff. ~~Specific responsibilities will be assigned by the Library Director.~~ The Library Director will assign specific responsibilities on the basis of based on experience, skills, ~~and specific~~ needs of the department and number of hours worked.

DISTINGUISHING CHARACTERISTICS:

The Youth Services Librarian ~~Specialist~~ is a level below the highest level of a multi-level series. The Youth Services Librarian ~~Specialist~~ is accountable for the performance and operation of the Youth Services Department within the Library. ~~The Youth Services Library Specialist reports to the Library Director.~~

ESSENTIAL FUNCTIONS:

~~Employer may make r~~Reasonable accommodations to enable individuals with disabilities to perform ~~the~~ essential functions are available.

- Provides reference/circulation services with an emphasis on youth patrons. ~~working as needed at the circulation desks using both print and automated resources, answering telephones, and developing a thorough knowledge of reference/circulation tools and techniques.~~
- Provides readers' advisory services with an emphasis on youth collections. ~~maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials; maintains an awareness of current topics and trends in materials. Emphasis on materials for youth.~~
- Maintains and promotes the Children's and Young Adult Collections.
- Plans, leads, promotes, and evaluates youth programming and outreach. ~~develops and maintains a knowledge of the needs and interests of children and youths; develops a balanced variety of programs that promote or explain library resources; establishes relationships with relevant community organizations and services; regularly evaluates the efficacy of outreach and programs.~~
- Collects statistics and monitors budgets for the Youth Department. ~~provides Youth Department statistics to the Director as needed; keeps an itemized record of materials purchased for the Youth Department; makes purchase requests in a timely fashion; solicits donations and grants to extend youth services.~~
- Solicits donations and writes grants as necessary.

- Participates in appropriate continuing education activities and professional organizations as requested.
- Trains and supervises staff and volunteers as assigned.

QUALIFICATIONS:

- Current principles and practices of library science.
- Firm knowledge of organization and operation of the library.
- Stays updated on State and federal library legislation.
- ~~Books, authors, and book classification.~~
- ~~Knowledge of children's and young adult literature.~~
- ~~Knowledge of programming and outreach for youth.~~
- Knowledge of child development and literacy instruction for youth.
- ~~Awareness of current social, cultural, and educational topics and trends.~~
- ~~Knowledge of budgeting, fundraising, and grant writing.~~
- ~~Modern office procedures, methods, and computer equipment.~~
- ~~English usage, spelling, grammar, and punctuation.~~
- ~~Principles of supervision, training, and performance evaluation.~~

SKILLS AND ABILITIES:

- ~~Ability to work with variety, change, and interruptions~~
- ~~Ability to communicate clearly, sufficient to exchange or convey information and to receive work direction, both orally and in writing.~~
- ~~Ability to work effectively with patrons, coworkers, supervisors, and others~~
- ~~Ability to follow library policies and procedures~~
- ~~Ability to work independently and productively~~
- ~~Ability to develop and use effectively reference/circulation skills and practices~~
- ~~Ability to exercise good judgment and use of critical thinking skills.~~
- Ability to supervise and, train, and evaluate staff; ability to delegate authority and responsibility.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- ~~Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.~~
- ~~Ability to provide excellent customer service.~~
- ~~Ability to work with diverse socio-economic, cultural and ethnic backgrounds of people.~~
- ~~Ability to communicate and develop positive relationships with children.~~
- Ability to create an atmosphere for programs that results in a pleasant, positive learning experience including dealing with disruptive or inappropriate behavior.
- ~~Ability to motivate children to read.~~
- ~~Ability to identify and respond to community and organization issues, concerns and needs.~~
- ~~Ability to analyze the children's needs for library services and programs.~~
- Ability to prepare and present public presentations.
- Ability to develop and administer goals, objectives, and procedures.
- ~~Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.~~
- ~~Ability to interpret and apply federal, state, and local policies, laws and regulations.~~
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.

- Ability to speak, write, and understand Spanish preferred.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D. and Bachelor’s Degree majoring in library science or related field or comparable experience.

Experience: At least one-two years related experience.

Preferred Education/Training: Master’s Degree majoring in library science or related field.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian’s Certificate or ability to obtain within 1 year of hiring.

ESSENTIAL PHYSICAL ABILITIES:

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

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

SUPERVISORY RESPONSIBILITY:

The Youth Services Library Specialist supervises the Library Assistant(s), Library Shelver(s), and volunteers.

POSITION TYPE AND EXPECTED HOURS OF WORK:

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

DISCLAIMER:

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SIGNATURES:

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Employee _____ Date _____

Action Form-Set staff wages for FY24

History:

One of the major duties of the Board outlined in our Ordinance and Bylaws is to set the salaries and benefits for the library’s personnel. We have not always been consistent or responsive with wage adjustments, so we are working to add this to our annual review process.

In 2021, the City adopted a pay-for-performance wage matrix. Our Personnel Committee has determined that that wage matrix is more complicated than it needs to be. Their recommendation was to simplify the evaluation process down to a 0-3 score and a 0-5% wage increase based on the total score of the evaluation.

TOTAL SCORE	PERCENT INCREASE
0-8.25	0%
8.25-16.5	3%
16.5-24.75	4%
24.75-33	5%

I have outlined the wages for the staff below, with the first column being just the merit increase and the second column being COL plus merit. The City has recently been using 3% as the base cost of living increase annually. The Board needs to decide whether the merit increases are in addition to the 3% or if the cost-of-living increase is built into the merit increase.

STAFF	MERIT-ONLY	COL+MERIT
BROMMEL, KELLI	\$17.98	\$18.49
GAONA, ISABELLA	\$15.60	\$16.05
GUERRERO, SERGIO	\$15.60	\$16.05
LARA, CATHERINE	\$15.60	\$16.05
MCPMAHON, TIM	\$23.62	\$24.30
NARVAEZ, JOHAMY	\$15.75	\$16.20
OEPPING, ALI	\$16.69	\$17.17
SEHGAL, MEENU	\$15.60	\$16.05

Budget Impact:

These raises were not built into the final FY24 budget we submitted because we did not have this matrix created; however, budget amendments are much more manageable than hiring and training new staff.

Options:

Approve the staff wages as a merit-only increase or a cost-of-living plus merit increase. Either raise would take effect July 1, 2023.

Staff’s Recommended Action:

My recommendation is to approve the cost-of-living plus merit increase. Cost-of-living raises should be automatically applied to wages, and anything they earn by doing their jobs well is deserved.