

Tentative Agenda
Drake Community Library Board of Trustees
July 22, 2020, 5:15 p.m.
Electronic Meeting
made available via Zoom from the online City Agenda Center

allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020
due to potential for spread of COVID-19

Topic: Library Board of Trustees

Time: Jul 22, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99764820076?pwd=VGk1Y0pmcjEvU1ZMc2w1Y0czQ0RUZz09>

Meeting ID: 997 6482 0076

Password: 627096

One tap mobile

+19292056099,,99764820076#,,,,0#,,627096# US (New York)

+13017158592,,99764820076#,,,,0#,,627096# US (Germantown)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 997 6482 0076

Password: 627096

Find your local number: <https://zoom.us/u/acN2PAFd1k>

This meeting will be held remotely via Zoom

A. **Members present:** ___ Elfenbein ___ Hardin ___ Hammond ___ McFee
___ Pagliai ___ Rudolph ___ Swick Other: ___ Kennett

B. **Approval of agenda –**

C. **Approval of Minutes**

1. Approval of June 24, 2020 Regular Board Meeting minutes

D. **Communications –**

1. Notification from GPCF of fiscal year end auditing process

E. **Report of Director**

1. Statistical reports for June and year ending June 30, 2020

2. Flagpole update
3. Geothermal pumps #1 & #2 replaced 7/16
4. Library service delivery during COVID update

F. Committee reports

Building and grounds –

Finance, salary and personnel –

Long range planning –

Policy –

H. Trustee report

I. Financial report and approval of bills

J. Old business

K. New Business

1. Review job descriptions for all library positions.

L. Trustee Continuing Education

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

June 24, 2020, 5:15 p.m

Electronic Meeting

made available via Zoom from the online City Agenda Center

**allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020
due to potential for spread of COVID-19**

ROLL CALL: _X_Elfenbein _X__Hardin __Hammond _X_McFee
 _X_Pagliai _X__Rudolph _X_Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:20 p.m.

APPROVAL OF AGENDA: Swick moved and Rudolph seconded approval of the agenda, noting the need to meet electronically due to COVID-19 social distancing practices.

Roll call vote: _n/a_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye__Rudolph _Aye_ Swick

APPROVAL OF MINUTES: McFee moved and Hardin seconded approval of the May 27, 2020 Regular Board Meeting minutes.

Roll call vote: _n/a_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye__Rudolph _Aye_ Swick

[Elfenbein joined meeting]

COMMUNICATIONS:

1. Endowment report for April was received from the Greater Poweshiek Community Foundation. Fund balance, as of 5/31/2020, is \$120,739.44.

REPORT OF DIRECTOR:

1. Statistical reports for April & May were reviewed. The library was closed to foot traffic and was not providing curbside delivery during this time period. Circulation statistics of physical materials reflected this. However, an overall 30% increase in electronic resources was noted. Use of the wireless connection increased nearly three-fold from April to May due to the installation of a stronger outdoor signal.

2. Delivery and Installation of a 20' flagpole is expected to occur between July 13- July 27. It will be placed at the west entrance to the parking lot.

3. A roof leak presented itself during one of the first heavy rains in June. Tears in the roof membrane were promptly patched. No further leaks have occurred at this time. Kennett is seeking quote for more permanent solution.

4. Library Assistants and Circulation Clerks were recalled to service effective June 1. Library resumed curbside delivery of materials and access to two public Internet stations on June 3. Social distancing protocols amongst staff and public are in place. Returned materials are isolated for three days prior to the check-in process. Kennett is preparing a more detailed plan for moving into Phase II of reopening. No date has been determined to begin Phase II.

COMMITTEE REPORTS:

Building & Grounds – none

Finance, Salary, & Personnel - The committee of Hardin, Rudolph, and Pagliai completed performance evaluation for Library Director Kennett. Hardin reported on the process.

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: *None.*

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Rudolph moved and Swick seconded the approval of bills payable in July. Some bills were payable from the FY20 budget.

Roll call vote: Aye_Elfenbein Aye__Hardin n/a_Hammond Aye_McFee Aye_Pagliai
 Aye__Rudolph Aye_ Swick

OLD BUSINESS:

- 1. Elfenbein moved and McFee seconded the continuation of fine-free circulation practices on a permanent basis to align with the Library’s mission of providing equitable services for all.

Roll call vote: Aye_Elfenbein Aye__Hardin n/a_Hammond Aye_McFee Aye_Pagliai
 Aye__Rudolph Aye_ Swick

NEW BUSINESS:

- 1. Meeting Room Policy was reviewed. Rudolph moved and Swick seconded approval of policy without revision.

Roll call vote: Aye_Elfenbein Aye__Hardin n/a_Hammond Aye_McFee Aye_Pagliai
 Aye__Rudolph Aye_ Swick

- 2. Special Events Policy was reviewed. McFee moved and Rudolph seconded approval of policy, in full, without revision.

Roll call vote: Aye_Elfenbein Aye__Hardin n/a_Hammond Aye_McFee Aye_Pagliai
 Aye__Rudolph Aye_ Swick

TRUSTEE CONTINUING EDUCATION: The “Board Room 2020” series of continuing education opportunities was introduced. Pagliai encouraged all trustee to take part in the series.

Swick moved for adjournment.

Meeting adjourned at 6:00 p.m.

Next meeting: July 22, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

DCL Circulation Stats by Item Types

June 2020: Year End Report FY19-20

| Item type Group | | Current | Same month | Current | Previous |
|------------------------------------------------------------|--------------------------|--------------|--------------|---------------|---------------|
| | | Month | Previous | | |
| | | Total | Year | | |
| | Book | 931 | 2,491 | 22,760 | 29,374 |
| | Special Book (7 day) | 31 | 26 | 248 | 644 |
| TOTAL ADULT BOOKS | | 962 | 2,517 | 23,008 | 30,018 |
| TOTAL YA BOOKS | YA Book | 131 | 286 | 2,323 | 3,211 |
| | | 131 | 286 | 2,323 | 3,211 |
| | Children's Book | 1,581 | 4,155 | 28,998 | 34,472 |
| TOTAL CHILDREN'S BOOKS | | 1,581 | 4,155 | 28,998 | 34,472 |
| | Paperback | 149 | 725 | 3,442 | 4,126 |
| TOTAL PAPERBACKS | | 149 | 725 | 3,442 | 4,126 |
| | Adult Audio | 24 | 144 | 1,350 | 2,156 |
| | Adult Video | 33 | 238 | 1,623 | 2,766 |
| TOTAL AUDIO/VIDEO | | 57 | 382 | 2,973 | 4,922 |
| | YA Audio | 8 | 9 | 184 | 138 |
| TOTAL YA AUDIO/VIDEO | | 8 | 9 | 184 | 138 |
| | Children's Audio | 24 | 37 | 309 | 406 |
| | Children's Video | 8 | 286 | 1,640 | 1,638 |
| TOTAL CHILDREN'S AUDIO/VIDEO | | 32 | 323 | 1,949 | 2,044 |
| | Periodicals | 21 | 70 | 610 | 900 |
| | Equipment | 2 | 2 | 3 | 9 |
| | ILL from other libraries | 7 | 56 | 426 | 542 |
| | ILL Mobius Delivery | 0 | 0 | 0 | 1 |
| | Misc. Other | 12 | 45 | 166 | 231 |
| TOTAL MISCELLANEOUS | | 42 | 173 | 1,205 | 1,683 |
| Total Physical Item Circ | | 2,962 | 8,570 | 64,082 | 80,614 |
| | Bridges eBooks | 1,002 | 597 | 8,378 | 6,663 |
| | Bridges eAudiobooks | 436 | 386 | 4,930 | 3,908 |
| | RB Digital eAudiobooks | 48 | 29 | 592 | 488 |
| | Freegal MP3 Downloads | 165 | 162 | 1,886 | 2,019 |
| | Bridges eMagazines | 72 | 4 | 437 | 203 |
| | Kanopy Streaming Video* | 190 | 190 | 2,445 | 190 |
| Total eResource Downloads | | 1,913 | 1,368 | 18,668 | 13,533 |
| *Kanopy shows 134 user accounts used during last 12 months | | | | | |
| TOTAL CIRCULATION | | 4,875 | 9,938 | 82,750 | 94,147 |

DCL Circulation Stats by Borrower Types

June 2020: Year End Report FY19-20

| Btype Group | This | Same month | | Previous YTD |
|----------------------------------|--------------|---------------|---------------|---------------|
| | Month Total | Previous Year | Current YTD | |
| Grinnell College Student | 31 | 116 | 715 | 1085 |
| Iowa Resident: DCL patron | 1,774 | 4464 | 36,714 | 47057 |
| Open Access patron | 89 | 497 | 5,085 | 6343 |
| Library Board | 33 | 22 | 411 | 283 |
| Library Page | 2 | 95 | 161 | 151 |
| Pay Card | 0 | 0 | 0 | 0 |
| Restricted Computer Patron | 0 | 0 | 0 | 0 |
| Staff (adult) | 451 | 705 | 3,967 | 4181 |
| TOTAL ADULT PATRONS | 2,380 | 5,899 | 47,053 | 59,100 |
| Bk Del (Homebound) | 22 | 143 | 1,330 | 1980 |
| Bk Del (Books in Baskets) | 5 | 644 | 2,386 | 2850 |
| TOTAL DELIVERIES | 27 | 787 | 3,716 | 4,830 |
| CLIK-Preschooler | 0 | 249 | 1,057 | 2201 |
| Kindergartner | 15 | 135 | 812 | 1008 |
| 1st Grader | 14 | 147 | 1,053 | 658 |
| 2nd Grader | 54 | 276 | 620 | 1317 |
| 3rd Grader | 37 | 103 | 688 | 834 |
| 4th Grader | 7 | 136 | 941 | 1186 |
| 5th Grader | 9 | 115 | 913 | 1016 |
| 6th Grader | 45 | 92 | 768 | 720 |
| TOTAL CHILDREN | 181 | 1,253 | 6,852 | 8,940 |
| Home School Child (discontinued) | 0 | 0 | 0 | 320 |
| Home School Provider | 176 | 360 | 3,906 | 4106 |
| Preschool Teachers | 0 | 0 | 387 | 514 |
| Teacher G-N Schools | 23 | 10 | 611 | 588 |
| Teacher Not G-N Schools | 18 | 1 | 495 | 676 |
| TOTAL EDUC. PROGRAMS | 217 | 371 | 5,399 | 6,204 |
| ILL sent to other libraries | 43 | 27 | 330 | 304 |
| LP sent to other libraries | 114 | 233 | 831 | 1236 |
| TOTAL SPECIAL LOAN | 157 | 260 | 1,161 | 1,540 |
| Total | 2,962 | 8,570 | 64,181 | 80,614 |

**DCL Other Services
June 2020: Year End Report FY19-20**

| | CURRENT MONTH | Same mo. last year | YEAR TO DATE | Previous Y.T.D |
|-----------------------------------------|------------------|-----------------------|-----------------|-------------------|
| COMPUTER USE BY PUBLIC | | | | |
| Main Area Computers | 227 | 911 | 7385 | 11201 |
| Children's Computers | 0 | 176 | 704 | 1516 |
| Little Kids Computers | 0 | 215 | 937 | 1549 |
| TOTAL COMPUTER SESSIONS | 227 | 1302 | 9026 | 14266 |
| Distinct Users This Month | 49 | 346 | | |
| Guest Logins | 15 | 176 | | |
| MEETING ROOM USE | | | | |
| Business Groups | 0 | 2 | 32 | 72 |
| Community Groups | 0 | 44 | 594 | 787 |
| Public Forums | 0 | 12 | 74 | 88 |
| Drop-In & Other Use | 0 | 35 | 331 | 510 |
| Total Groups | 0 | 93 | 1031 | 1457 |
| Business People | 0 | 12 | 269 | 802 |
| Community People | 0 | 1071 | 10931 | 14862 |
| Public Forum People | 0 | 156 | 1259 | 3051 |
| Drop-In & Other Use | 0 | 67 | 633 | 1069 |
| Total People Count | 0 | 1306 | 13092 | 19784 |
| LIBRARY PROGRAMS | | | | |
| Adult programs | 0 | 3 | 16 | 32 |
| Young Adult programs | 0 | 9 | 13 | 31 |
| Children programs | 24 | 45 | 256 | 255 |
| Total Library Programs Offered | 24 | 57 | 285 | 318 |
| Adult attendance | 0 | 60 | 400 | 638 |
| Young Adult attendance | 0 | 118 | 122 | 774 |
| Child attendance | 729 | 1637 | 5232 | 6375 |
| Total Library Program Attendance | 729 | 1815 | 5754 | 7787 |
| ARCHIVE USE | 3 | 19 | 184 | 251 |
| DOOR COUNT | 0 | 6707 | 0 | |
| WIRELESS USERS | 257 | 962 | 8753 | |
| VOLUNTEERS | | | | |
| Number of | 0 | 25 | 186 | 209 |
| Total hours | 0 | 159 | 1065 | 1445 |

Online Learning and Reference Databases

| | | | | |
|----------------------------------------|-----|-----|------|------|
| Reference Databases | | | | |
| Gale Reference Searches | 73 | 116 | 1995 | 1600 |
| Credo Reference Searches | 0 | 1 | 19 | 52 |
| Chilton Online Auto Repair | 0 | 1 | 14 | 30 |
| Reference USA Phone Directory Searches | 10 | 24 | 348 | 114 |
| Mango Language Program Sessions | 41 | 352 | 241 | 670 |
| Transparent Language Program Sessions | 0 | 7 | 12 | 221 |
| Brainfuse (replaced Learning Express) | 0 | 0 | 181 | 57 |
| Ancestry.com Searches | 215 | 69 | 2445 | 1366 |
| Heritage Quest Searches | 16 | 3 | 367 | 525 |
| Niche Tutorial Views | 108 | 243 | 1442 | 1407 |

Borrowers by Btype FY2019-20

| Btype | 2019 | | | | | | | | | | | | 2020 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
| bkdela | 24 | 24 | 24 | 24 | 24 | 25 | 26 | 26 | 26 | 26 | 26 | 26 | 26 |
| bkdelj | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| board | 8 | 8 | 9 | 10 | 10 | 10 | 10 | 7 | 7 | 7 | 7 | 7 | 7 |
| cgr1 | 61 | 62 | 45 | 47 | 48 | 49 | 49 | 49 | 50 | 50 | 50 | 50 | 51 |
| cgr2 | 77 | 79 | 61 | 62 | 62 | 62 | 62 | 62 | 62 | 62 | 62 | 62 | 62 |
| cgr3 | 126 | 114 | 82 | 80 | 81 | 82 | 82 | 83 | 83 | 83 | 83 | 83 | 83 |
| cgr4 | 125 | 106 | 114 | 116 | 117 | 118 | 119 | 120 | 120 | 120 | 120 | 120 | 120 |
| cgr5 | 147 | 122 | 108 | 108 | 109 | 110 | 110 | 111 | 112 | 113 | 113 | 113 | 113 |
| cgr6 | 148 | 114 | 123 | 125 | 125 | 126 | 126 | 127 | 128 | 128 | 128 | 128 | 128 |
| cgrk | 43 | 43 | 50 | 51 | 50 | 50 | 50 | 50 | 50 | 52 | 52 | 52 | 52 |
| clik | 80 | 84 | 42 | 48 | 49 | 49 | 50 | 52 | 52 | 52 | 52 | 52 | 53 |
| delete | 391 | 379 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| gcs | 456 | 461 | 476 | 496 | 503 | 506 | 509 | 524 | 525 | 526 | 526 | 526 | 526 |
| homesch | 52 | 55 | 56 | 56 | 57 | 57 | 57 | 57 | 57 | 57 | 57 | 57 | 57 |
| iares | 7,745 | 6,771 | 6,917 | 6,944 | 6,966 | 6,982 | 6,998 | 7,030 | 7,063 | 7,083 | 7,098 | 7,105 | 7,105 |
| ill | 475 | 475 | 475 | 477 | 478 | 480 | 481 | 483 | 484 | 486 | 486 | 486 | 486 |
| lp | 53 | 53 | 53 | 53 | 53 | 55 | 56 | 56 | 57 | 58 | 58 | 58 | 58 |
| openacc | 1,548 | 1,305 | 1,313 | 1,322 | 1,333 | 1,334 | 1,338 | 1,349 | 1,354 | 1,359 | 1,358 | 1,359 | 1,359 |
| page | 5 | 5 | 5 | 5 | 5 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| paycard | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| rstd | 22 | 22 | 22 | 22 | 22 | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 |
| seestaf | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| staff | 31 | 31 | 31 | 31 | 31 | 31 | 32 | 28 | 28 | 28 | 28 | 26 | 26 |
| teacher | 31 | 31 | 32 | 33 | 33 | 33 | 34 | 33 | 33 | 33 | 33 | 33 | 33 |
| teachot | 30 | 30 | 30 | 30 | 30 | 31 | 31 | 33 | 33 | 33 | 33 | 33 | 33 |
| teachp | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| Total | 11,717 | 10,413 | 10,107 | 10,179 | 10,225 | 10,258 | 10,288 | 10,348 | 10,392 | 10,424 | 10,436 | 10,446 | 10,446 |

Note: The monthly columns show the total count by btype at the end of each month, i.e. this is not a cumulative report. It simply shows the change in number by btype category. We do a purge of inactive borrowers about once per year, usually during the summer.

**DRAKE COMMUNITY LIBRARY
MATERIALS STOCK REPORT
FY2019-2020**

| Collection Description | Owned at beginning of FY19-20 | Net Change | Owned at end of FY19-20 |
|------------------------------------------------|--------------------------------------|-------------------|--------------------------------|
| Books on New Shelves | 954 | -38 | 916 |
| Adult Fiction | 9324 | -69 | 9255 |
| Adult Mystery | 3018 | -17 | 3001 |
| Adult Speculative Fiction | 1232 | 54 | 1286 |
| Adult Western | 393 | 0 | 393 |
| Adult Graphic Novels | 112 | 12 | 124 |
| Adult Non-fiction | 10302 | -263 | 10039 |
| Adult Biography | 1595 | -58 | 1537 |
| Adult Video/DVD | 1295 | 127 | 1422 |
| Adult Audio Materials | 1826 | 198 | 2024 |
| Adult Paperbacks | 867 | 35 | 902 |
| Large Print Books | 4338 | -229 | 4109 |
| Oversize Books | 696 | 5 | 701 |
| Parenting Materials | 331 | -5 | 326 |
| Adult Spanish Collection | 16 | 0 | 16 |
| Periodicals | 1891 | -85 | 1806 |
| Pamphlet | 753 | -71 | 682 |
| PHYSICAL ITEMS IN ADULT COLLECTION | 38943 | -404 | 38539 |
| | | | |
| Children's Non-fiction | 7026 | 145 | 7171 |
| Children's Biography | 752 | -31 | 721 |
| Children's New Fiction | 365 | -84 | 281 |
| Children's Fiction | 4143 | 393 | 4536 |
| Children's Easy Fiction | 597 | -29 | 568 |
| Reader (1st-4th Grade) | 770 | -37 | 733 |
| Beginner Reader | 571 | -571 | 0 |
| Leveled Readers | 976 | -4 | 972 |
| Picture Books | 6309 | -143 | 6166 |
| Children's Toddler Book | 519 | -21 | 498 |
| Children's Paperback | 842 | 61 | 903 |
| Children's Graphic Novels | 639 | 40 | 679 |
| Children's Audio Materials | 532 | -2 | 530 |
| Children's Video/DVD | 681 | -7 | 674 |
| Children's Puppet Kits | 8 | 0 | 8 |
| Children's Magazines | 231 | -33 | 198 |
| Children's World Language Materials | 250 | 0 | 250 |
| Children's Staff Materials | 528 | -2 | 526 |
| PHYSICAL ITEMS IN CHILDREN'S COLLECTION | 25739 | -325 | 25414 |
| | | | |

| DCL Materials Stock Report FY19-20 | | | |
|----------------------------------------------------------------|--------------------------------------|-------------------|--------------------------------|
| Collection Description | Owned at beginning of FY19-20 | Net Change | Owned at end of FY19-20 |
| Ya New Collection | 201 | -27 | 174 |
| Ya Fiction | 1712 | -109 | 1603 |
| Ya Graphic Novels | 423 | -17 | 406 |
| Ya Paperbacks | 25 | 39 | 64 |
| Ya Audio | 282 | 7 | 289 |
| Ya Magazine | 92 | -29 | 63 |
| Ya Biography | 83 | 2 | 85 |
| Ya Nonfiction | 615 | -16 | 599 |
| Ya Game | 11 | 2 | 13 |
| PHYSICAL ITEMS IN YA COLLECTION | 3444 | -148 | 3296 |
| Reference Books | 725 | -14 | 711 |
| Equipment | 13 | 0 | 13 |
| Local History Materials | 2073 | 171 | 2244 |
| Iowa State Documents | 130 | 0 | 130 |
| Microfilm | 184 | 1 | 185 |
| PHYSICAL OTHER ITEMS IN COLLECTION | 3125 | 158 | 3283 |
| Overdrive (Bridges) eBook Titles | 33501 | 32946 | 66447 |
| Overdrive (Bridges) eAudio Titles | 12145 | 1730 | 13875 |
| Overdrive (Bridges) eMagazines | 76 | -1 | 75 |
| Overdrive (Bridges) Streaming Video Titles | 196 | 459 | 655 |
| RBDigital eAudio Titles | 8040 | 509 | 8549 |
| RBDigital eBook Titles | 7 | 179 | 186 |
| Tumblebooks (Cancelled) | 1469 | -1469 | 0 |
| Kanopy Streaming Video Titles** | 34000 | -10067 | 23933 |
| ELECTRONIC TITLES* | 89,434 | 24,286 | 113,720 |
| *Does not include eBooks available through reference resources | | | |
| **Number changes on a regular basis as they add/remove titles. | | | |
| TOTAL PHYSICAL ITEMS IN COLLECTION | 71,251 | -719 | 70,532 |
| TOTAL ITEMS WE PROVIDE TO THE PUBLIC | 160,685 | 23,567 | 184,252 |

DRAKE COMMUNITY LIBRARY**RECEIPTS**

as of 06/30/20

| | Previous balance | MTD | YTD |
|--------------------------------------------------|-------------------------|-----------------|------------------|
| County tax | 15,209.50 | 6,742.50 | 21,952.00 |
| Donations (ILL, mtg room use) (LWV mtg room use) | 965.04 | 0.00 | 965.04 |
| Fines | 2,164.16 | 0.00 | 2,164.16 |
| Fees (Kellogg, Oakland Acres, Searsboro) | 3,180.00 | 2,351.10 | 5,531.10 |
| Lost materials | 366.38 | 0.00 | 366.38 |
| Photocopy | 4,703.90 | 59.17 | 4,763.07 |
| Miscellaneous (replacement cards) | 79.00 | 0.00 | 79.00 |
| Total | 26,667.98 | 9,152.77 | 35,820.75 |

| | |
|-----------------------------|----------|
| Carryover from May 30, 2020 | 75.00 |
| Plus total from June, 2020 | 9,152.77 |
| Less undeposited receipts | 75.00 |

Total recorded at City Office **9,152.77**

GIFT ACCOUNT (167 detail)

Balance as of May 31, 2020 \$ 87,564.70

RECEIPTS

| | |
|--------------------------------|---------|
| QiGong | 200.00 |
| S. Baker | 5000.00 |
| J.R. & L. Paulson | 200.00 |
| S. Larsen | 200.00 |
| T. Burkhead | 50.00 |
| Karla Lalonde Memorials | 1256.00 |
| Interest last month of FY19 | 69.00 |
| Interest thru 5/31/20 for FY20 | 581.00 |

Total Gift Revenue **\$7,556.00**

EXPENDITURES

| | |
|-------------------------------------------------------------|---------|
| S&S Electric - install wiring for wider connectivity signal | 1036.77 |
|-------------------------------------------------------------|---------|

Total Gift Expenditure **\$1,036.77**

Balance on June 30, 2020 **\$94,083.93**

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
P U B L I C A T I O N

=====PAYMENT DATES=====

=====ITEM DATES=====

=====POSTING DATES=====

UNPAID ITEMS DATES :

8/03/2020 THRU 8/03/2020

0/00/0000 THRU 99/99/9999

FUND TOTALS

| | | |
|-----|--------------------------|-----------|
| 003 | LIBRARY - GENERAL FUND | 11,390.50 |
| 167 | LIBRARY GIFTS - SPEC REV | 429.00 |
| 367 | CLNS FY 20-21 - CAP PROJ | 2,130.52 |

| | | |
|-------------|--|-----------|
| GRAND TOTAL | | 13,950.02 |
|-------------|--|-----------|

Drake Community Library, City of Grinnell, Iowa

Library Director Job Description

Job Summary: Reporting to the Library Board of Trustees, the Library Director is responsible for the overall leadership of the organization with emphasis on delivering the highest quality services while safeguarding the financial sustainability of the organization through sound business practices. The Library Director provides the leadership role in establishing strategic and financial goals that address changing methods of service delivery while responding to the needs of the community; in collaborating with City of Grinnell personnel, other leaders in the community, and the broader library community; in providing the vision to address future challenges and opportunities; in fostering an organizational climate that builds staff competencies and supports innovation; and by representing the Library as its key spokesperson and fundraiser.

Salary Range: \$70,874 - \$86,622; Full-time, Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science and/or Information Science from an American Library Association accredited institution.
2. A minimum of three years experience in a leadership position in a library setting.
3. A current Level VI Certification under the State Library of Iowa.

Essential Functions of the Position:

Working in conjunction with the Board of Trustees, the Executive Director:

1. Inspires and motivates staff to understand their role in the Library's mission and therefore ensures that all Library programs support the mission of the Library
2. Is committed to mentoring, teaching, and coaching to promote the continuous professional growth, empowerment, and involvement of all Library employees
3. Provides continuing education opportunities for staff and trustees
4. Hires all library employees and oversees all personnel matters including assigning and directing work; appraising performance; addressing complaints and resolving problems
5. Oversees all issues related to the library building in cooperation with City of Grinnell personnel
6. Works with the Library Board of Trustees to formulate library policies
7. Reports monthly to the Library Board of Trustees on all aspects of the library
8. Works with the City administration on all issues related to the library as a City department
9. Works with library staff to establish procedures for library operations
10. Evaluates the collection of adult materials in all formats, acquires and withdraws materials, and arranges and catalogs materials to provide maximum accessibility of the collection to the public

11. Provides reference assistance to the public
12. Prepares an annual budget request to the City in cooperation with the Board of Trustees
13. Oversees all library purchases and monitors budget expenditures
14. Participates with the Board of Trustees and staff in strategic planning processes including three to five year plans
15. With the assistance of the staff, develops and implements a public relations program
16. Cooperates with regional, state, and national library organizations to meet reporting requirements and participate in networking operations
17. Serves as an ex-officio member of the board of the Friends of Drake Community Library

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|----------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | | X | | |
| Standing | X | | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion | | X | | |

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| (keyboarding) | | | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances. | | | | |
| Environmental Demands: Not applicable | | | | |

07/2020

Drake Community Library, City of Grinnell, Iowa

Job Description: Assistant Director

Job Summary: Reporting to the Library Director, the Assistant Director is responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, operations, and programs. The Assistant Director assumes the duties of the Library Director in his/her absence.

The Assistant Director is also directly responsible for defining the role of the Youth Services Department in the life of the community. The Assistant Director determines the strategic direction for all youth services in concert with the library's mission of engaging all library users in lifelong learning and cultural enrichment.

Salary Range: \$51,311 - \$62,722 Full-time, Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science from an American Library Association accredited institution
2. Maintains a current Level VI Certification under the State Library of Iowa

Essential Functions of the Position:

Working in conjunction with the Library Director, the Assistant Director:

1. In the absence of the Library Director, the Assistant Director takes responsibility for staffing and building concerns of an immediate nature
2. Attends Library board meetings as needed
3. Assists in hiring of personnel
4. Evaluates the youth collections in all formats, acquires and withdraws materials, and arranges and catalogs them to provide maximum accessibility of the collection for the public
5. Oversees all programming for youth, including storytimes, summer programs, and outreach to youth and their families in the community
6. Provides reference assistance in the Youth Services Department and gives individual guidance in selecting library materials
7. Provides group instruction in the use of the library and the collection for classes, youth groups, and college students using youth collections
8. Makes recommendations to the Director regarding library operations
9. Participates in strategic planning process
10. Works with the Director to develop an annual budget for youth materials and programs and expends all funds allocated to the department
11. Supervises and appraises performance of the Youth Services Coordinator and Library Assistants assigned to work in the Youth Services Department
12. Supervises AmeriCorp/VISTA members and Grinnell College work study students when applicable

13. Coordinates library programs and services with local schools, preschools, home-schools, and home day-care providers
14. Works to build capacity through community partnerships while maintaining a positive public image and professional relationships with all outside entities
15. Provides assistance in overall policy development
16. Other duties as assigned

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | | X | | |
| Standing | X | | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion (keyboarding) | | X | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. | | | | |

Requires 6-7 hours/day at CRT screen, keyboard, or other office machines.
Requires fine motor hand and arm movement, manual dexterity, and coordination.
Requires near visual acuity.
Requires working around and operating departmental equipment.
Requires the ability to function in a professional manner under stressful circumstances.

Environmental Demands: Not applicable

07/2020

Drake Community Library, City of Grinnell, Iowa

Systems Administrator Job Description

Job Summary: Reporting to the Library Director, the Systems Administrator analyzes, coordinates and administers a wide variety of library technological services in the areas of automation, database management, Internet, LAN/WAN applications and emerging technologies. This position also shares in the customer service duties of Library Assistants.

Salary Range: \$23.97 – \$29.29 per hour; Non-exempt position.

Education and Experience Requirements:

1. A minimum of a Bachelor's degree
2. Three years of work experience at an administrative level performing systems support work
3. Significant knowledge of computer hardware and software applications; basic knowledge of LAN/WAN infrastructure; extensive knowledge of library automation practices
4. Excellent interpersonal and written communication skills in service delivery and as a member of the library team

Schedule:

1. Hours may include evenings and weekends to support a range of public service hours

Essential Functions of the Position:

1. Participates in strategic planning process
2. Maintains and configures the library's automated catalog and circulation system
3. Maintains all computers and peripherals in the library and instructs staff in their use
4. Evaluates software and hardware for library systems and recommends purchases
5. Prepares an annual technology plan, tracks technology expenditures and submits budget recommendations and projections
6. Installs and maintains library databases
7. Manages network infrastructure for internal wired and wireless networks as well as connections to Internet service providers
8. Monitors building control and security systems
9. Serves as liaison with outside Internet service providers and information technology consultants
10. Works in conjunction with the Adult Services Coordinator to manage and maintain the library's online presence (website, digital archives, social media)
11. Oversees telephone and other communications systems
12. Maintains audio-visual equipment for use by staff and library users
13. Prepares a monthly statistical report on library operations
14. Maintains tax-form services for the public
15. Performs other duties as assigned

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | | X | | |
| Standing | X | | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion (keyboarding) | | X | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, typewriter, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances. | | | | |
| Environmental Demands: Not applicable | | | | |

07/2020

Drake Community Library, City of Grinnell, Iowa

Job Description: Adult Services Coordinator

Job Summary: Reporting to the Library Director, the Adult Services Coordinator is responsible for assisting the Library Director in the planning, organization, and development of adult library services including adult programming, circulation of materials, and the receipt and preservation of archived collections. This position also shares in the customer service duties of Library Assistants.

Salary Range: \$40,500 - \$49,500 Full-time, Exempt position.

Education and Experience Requirements:

1. A minimum of a master's degree in Library Science and/or Information Science from an American Library Association accredited institution
2. A current Level VI Certification under the State Library of Iowa
3. Excellent interpersonal and written communication skills in service delivery and as a member of the library team

Schedule:

1. Hours may include evenings and weekends to support a range of public service hours as well as adult programming events

Essential Functions of the Position:

Working in conjunction with the Library Director, the Adult Services Coordinator:

1. Participates in strategic planning process
2. Plans and delivers programs and instructional workshops for adult audiences
3. Provides instruction in the use of library resources for individuals and adults through daily customer service and through program opportunities
4. Utilizes best practices to curate the physical archive of local history materials
5. Assists library users interested in accessing archived materials
6. Works collaboratively with the Systems Administrator to manage and maintain the library's online presence (website, digital archives, social media)
7. Participates in collection development of print materials and online resources
8. Works collaboratively with other staff to produce publicity in support of adult programming and library online resources
9. Provides supervision and instruction for Library Pages and work study students
10. Coordinates use of audio-visual equipment and provides instruction for its use
11. Provides reference and readers' advisory service
12. Performs other duties as assigned

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | | X | | |
| Standing | X | | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion (keyboarding) | | X | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances. | | | | |
| Environmental Demands: Not applicable | | | | |

Drake Community Library, City of Grinnell, Iowa

Job Description: Youth Services Coordinator

Job Summary: Reporting to the Assistant Director, the Youth Services Coordinator assists the Assistant Director, who also serves as the Youth Services Director, in planning and facilitating library services for children and young adults. This position also shares in the customer service duties of Library Assistants.

Salary Range: \$40,500-\$49,500 full-time, non-exempt position.

Education and Experience Requirements:

1. Minimum of a master's degree in Library Science from an American Library Association accredited institution
2. Current Level VI Certification under the State Library of Iowa

Schedule:

1. Hours may include evenings and weekends to support general library operations as well as youth programming events

Knowledge, Skills, and Abilities:

1. Knowledge of the developmental stages of children and young adults and the corresponding needs for library services and materials
2. Ability to maintain effective working relationships with co-workers, library users, volunteers, and groups of users
3. Knowledge of early literacy best practices including ECRR2
4. Exhibit attention to detail and strong aptitude in written and oral communication
5. Ability to identify and translate youth and family needs into effective library services and programs
6. Proficient with Microsoft Office applications
7. Knowledge of and proficiency in utilizing social media
8. Ability to learn new technologies

Essential Functions of the Position:

Working in conjunction with the Assistant Director, the Youth Services Coordinator:

1. Provides professional assistance and programming to support library users, birth through high school, and their caregivers
2. Works collaboratively to implement programming while promoting education and literacy for all ages of youth including weekly storytimes, afterschool, summer, and special event programming
3. Participates in assigned collection development duties

4. Catalogs assigned youth materials and assists in locating materials for all library users
5. Creates engaging and timely educational displays
6. Provides reference and readers' advisory service to youth and caregivers.
7. Evaluates youth programs and services to better serve community
8. Performs customer service as part of public desk duties such as library user registration, handling library receipts, scheduling use of meeting rooms and computers
9. Assists the public in use of Internet stations and audio-visual equipment
10. Maintains knowledge of the Library's digital resources by utilizing instructional webinars and participating in continuing education opportunities
11. Performs library closing duties when applicable
12. Other duties as assigned

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential functions of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|---------------------------------|------------|----------|----------|-----|
| Sitting | | X | | |
| Standing | X | | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion (keyboarding) | | X | | |

Pushing/Pulling 35 lbs.

Lifting minimum per day 20 lbs. Occasionally

Lifting minimum per day 10 lbs. Frequently

Lifting minimum per day 0 lbs. Constantly

Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending.

Requires 6-7 hours/day at CRT screen, typewriter, or other office machines.

Requires fine motor hand and arm movement, manual dexterity, and coordination.

Requires near visual acuity.

Requires working around and operating departmental equipment.

Requires the ability to function in a professional manner under stressful circumstances.

Environmental Demands: Not applicable

07/2020

Drake Community Library, City of Grinnell, Iowa

Library Assistant Job Description

Job Summary: Reporting to the Library Director, the Library Assistant assists library users in the use of library services and facilities and performs many support activities involved in the operation of the library. Due to extensive hours of operation, the Library Assistant is frequently the on-site person in charge of library environs in the absence of the Library Director and Assistant Director.

Education and Experience Requirements:

1. Minimum of a Bachelor's degree or equivalent experience

Salary Range: \$19.35 - \$23.65 per hour. Non-exempt, Part-time position

Schedule: Hours include evenings and weekends to support a range of public service hours.

Essential Functions of the Position:

All Library Assistants share in the responsibility for the following duties, which, because they are related to direct service to the public, come first in importance in each staff member's job description. Library Assistants must utilize excellent interpersonal and communication skills in service delivery and as a member of the library team.

1. Knowledge of library policy for effective implementation of library procedures
2. Assisting library users in selecting and locating materials and information, including instruction in use of the online catalog, computer databases, and the Internet
3. Fielding requests for information, in the library, over the telephone, and electronically; Library Assistants are expected to have a thorough familiarity with the Library's collection of approximately 70,000 items and to be able to guide library users in locating the kinds of materials they need. They must learn to use the collection of reference materials, the library's online resources, and the Internet to find information.
4. Handling reserves of library materials and notifying library users when materials are available
5. Circulating library materials
6. Shelving library materials
7. Physical processing of newly acquired library materials
8. Notifying library users of reserved materials
9. Cataloging of periodicals

10. Processing overdue notices
11. Performing clerical duties such as keeping library statistics, library user registration, handling library receipts, scheduling use of meeting rooms, public computers, and audio-visual equipment
12. Emptying book drop
13. Opening and closing the library requiring functional knowledge of the facility's security system
14. Other duties as assigned

Special Duties:

In addition to the above shared responsibilities, each individual Library Assistant has special duties. Special duties are assigned to individual library assistants to maintain a full range of library services for the community.

Special duties may include but are not limited to:

- Collection maintenance
- Cataloging of library materials
- Volunteer coordination
- Labeling and physical processing of library materials
- Ordering and receiving library supplies
- Material selection and purchasing
- Book delivery services
- Interlibrary loan services
- Producing library publications (content and graphic design)
- Preparing press releases
- Creating displays
- Facilitating programming for all ages
- Preparing cash deposits
- Processing invoices for payment

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | | X | | |
| Standing | X | | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion (keyboarding) | | X | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances. | | | | |
| Environmental Demands: Not applicable | | | | |

07/2020

Drake Community Library, City of Grinnell, Iowa

Circulation Clerk Job Description

Job Summary: Reporting to the Library Director, the Circulation Clerk is responsible for customer service activities issued from the Service Desk during his or her work shift.

Education and Experience Requirements:

1. Minimum of a High School diploma

Salary Range: \$11.97 - \$14.63 per hour, part-time position

Essential Functions of the Position:

All Circulation Clerks share in the responsibility for the following duties, which, because they are related to direct service to the public, come first in importance in each staff member's job description. Circulation Clerks must utilize excellent interpersonal and written communication skills in service delivery and as a member of the library team.

1. Receive incoming telephone calls, providing the caller answers or referrals to other library staff as necessary.
2. Checking out materials
3. Checking in materials
4. Placing holds and notifying library users of items on hold
5. Creating library user records
6. Locating materials within our collection using the library catalog system database
7. Facilitating other material requests by verifying the item using vendor finding aids and the State of Iowa online catalog.

Special Duties:

1. Cataloging periodicals
2. Emptying book drop
3. Creating meeting room cards
4. Withdrawing materials from library's catalog system
5. Other duties as assigned

Circulation Clerks will not perform the following specific duties:

1. Reserve Meeting Rooms
2. Handle reference questions beyond locating specific materials within the library by using the library catalog. Subject requests, readers' advisory and all other reference questions will be referred to library assistants and librarians.

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | X | | | |
| Standing | | X | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | X | | | |
| Kneeling | X | | | |
| Crouching | X | | | |
| Grasping | X | | | |
| Repetitive Motion (keyboarding) | | X | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances. | | | | |
| Environmental Demands: Not applicable | | | | |

Drake Community Library, City of Grinnell, Iowa

Job Description: Library Page

Job Summary: Reporting to the Adult Services Librarian, the Page efficiently and accurately shelves materials in all library collections and assists in other support tasks as assigned.

Education and Experience Requirements:

1. Must be at least 14 years of age
2. Must be 16 years of age if working past 7 p.m. during school year
3. Good communication and customer service skills
4. Accurate and efficient work habits
5. Basic computer knowledge and experience
6. Ability to work independently

Salary Range: \$7.35 per hour, part-time position

Essential Functions of the Position:

1. Performs alphanumeric sorting and filing tasks
2. Assists with customer service as needed from circulation desk(s)
3. Empties book drop
4. Performs check-in and check-out procedures when necessary
5. Arranges checked-in materials in preparation area and shelves them in correct order in various library collections
6. Shelf-reads and straightens materials in collections
7. Performs physical processing of library materials for circulation requiring use of lamination and sealing equipment
8. Refers reference and other non-directional questions to appropriate staff members
9. Assists with library programs and displays
10. Performs other work as assigned

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified

individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

| Physical Activity Requirements: | Occasional | Frequent | Constant | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|------------|
| Sitting | X | | | |
| Standing | | X | | |
| Walking | X | | | |
| Climbing stairs | X | | | |
| Bending | | X | | |
| Kneeling | | | | |
| Crouching | X | X | | |
| Grasping | | X | | |
| Repetitive Motion (keyboarding) | X | | | |
| Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly | | | | |
| Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 3-5 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances. | | | | |
| Environmental Demands: Not applicable | | | | |

07/2020

Drake Community Library, City of Grinnell

