

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, June 23, 2025
Board Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
 - a. Employee Introduction: Youth Services Librarian
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
- X. New Business
 - a. Administrative Coordinator Job Description
 - b. Election of Officers for FY26
 - c. Appointment of Liaisons to Other Boards (Friends/Foundation)
- XI. Adjournment

Next Meeting: Monday, July 28, 2025 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

May 27, 2025

I. Call to order/Roll Call

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:34 p.m. on May 27, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), Sue Messerly (LA I), Merrily Dixon, Brittney Hindman, and Deb Kelleher.

II. Approval of Agenda

A motion to approve the agenda was made by Kelleher and seconded by Griffith. Motion carried.

III. Approval of Minutes

A motion to approve the April meeting minutes was made by Griffith and seconded by Dixon. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a. Kelleher moved payments in the amount of \$2,558.26 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- b. Griffith moved payments in the amount of \$9,208.81 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

- a. Employee Introduction – Part-Time LA I
 1. Sue discussed her various duties working at the circulation desk, the coloring program, Books on the Go and decorating the display case.
- b. Iowa Public Libraries FY24 Statistics – There are some decreases but they have been seen statewide for the most part. Hoopla is not included in the collection amounts. The differences between hoopla and Libby were discussed.

VII. Committee Reports

- a. Friends of the Library – There are 4 new board members but they are still looking for 3 more. The book sale made about \$2006 and the book store made \$782 that week. Monday night they had 20 new memberships (14 single, 6 family) with 40 people attending. There were 160 attendees for the April Brown Bag meetings.

VIII. Director's Report

Programming/Services

- The Summer Reading Programs kick off June 2nd.
- The Iowa Adventure Pass program has sent out information on the new marketing materials. The new site is more user friendly and should be ready before June.

Building

- The main drain for the sprinkler system will be replaced by Viking Sprinkler Co.

Remodel/Renovation

- David Vinjamuri was here May 12th & May 13th to conduct the space audit of our building. We should have his final report by sometime Mid-July. There will be suggestions for the renovation and ideas to implement now.

State Library News

- Schmidt signed the Enrich Iowa paperwork for FY26.
- The State Library will be discontinuing funding of the tutoring resource BrainFuse HelpNow as of June 30th. FDPL may purchase the resource on its own.
- IAShares, the free statewide delivery service, will be cut to one delivery day instead of two.
- The statistics for Iowa public library for FY24 were published.

Budget

- Schmidt is working with Jamie to determine what the best option is for reducing our budget by \$51,000 for FY26 since we still have some unknowns with all of our staff changes.
- The library received notice from the Deardorf Foundation in early May that they were able to fund \$25,000 of our \$50,000 request this year.

Personnel

- Bill Westin has been hired as our new custodian.
- Schmidt offered Anastasia Peratopoulos the Youth Services Librarian position and she has accepted. She will start hopefully in late June.

Miscellaneous

- The library will be closed Thursday morning, May 29th for staff training. We will be reviewing safety/security procedures, important policies, and information on the summer reading programs.
- Schmidt will renew her term on the Ann Smeltzer Charitable Trust Board of Trustees.

IX. Old Business

X. New Business

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:13 p.m.

**FDPL Memorial Account
Ending June 30, 2025**

Accounts	Beginning Balance	June Income	June Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	10,349.40		2,661.81	11,080.71	7,687.59	59%
Adult Programing	821.92		780.83	1,766.64	41.09	98%
YA Programming	2,059.06		470.37	549.75	1,588.69	26%
Magazine/Newspapers	3,178.34			6,539.33	3,178.34	67%
General Donations & Gifts	2,154.30	196.00	443.60	5,783.97	1,906.70	75%
Donation Box	4,196.40	1.25		646.00	4,197.65	13%
Vend Print	10,469.43		559.00	1,413.08	9,910.43	12%
Meeting Room	2,789.36		41.14	41.14	2,748.22	1%
Lost & Paid/Processing Fees	2,338.61	194.57	167.42	2,054.37	2,365.76	46%
Interlibrary Loan	3,926.19			76.97	3,926.19	2%
Library Cards	54.00	7.00		464.55	61.00	88%
Administrative Programming	474.03			155.52	474.03	25%
Ann Smeltzer Charitable Trust	6,072.51			5,497.69	6,072.51	48%
Maxine Hillesland Trust	54,806.63		1,943.85	14,371.72	52,862.78	21%
Dolores Schermer Estate	713.44		450.00	8,653.98	263.44	97%
	104,403.62	398.82	7,518.02	59,095.42	97,284.42	38%
Scharfenberg Monies	723,038.17			-	723,038.17	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Amount</u>	<u>Line Item</u>
4996	6/10/2025	Absolute Science/Rick Brammer Laser Show	001604	\$ 400.00	Ch Prg (Friends)
4997	6/10/2025	WellsFargoVisa# 3327,2989 supp, ch prg, summer rdg	070440	\$ 1,119.44	\$470.37 YA Prg, \$280.83 Adult Prg, \$327.10 Ch Prg (Friends), \$41.14 mtg rm
4998	6/17/2025	Absolute Science/Rick Brammer Butterfly Tents	001604	\$ 400.00	Ch Prg (Friends)
4999	6/23/2025	Amazon Capital Services gift book, summer programming	002348	\$ 441.74	\$419.24 Ch Prg (Friends), \$22.50 general gifts
5000	6/23/2025	Ingram gifts/memorials, L&P	056900	\$ 708.99	\$421.10 general gifts, \$167.42 L&P, \$120.47 Ch Prg (Friends)
5001	6/23/2025	ELM USA new disc repair machine	130615	\$ 1,943.85	Hillesland
5002	6/23/2025	Plasticards, Inc/Rainbow Printing new patron cards	002248	\$ 559.00	vendprint
5003	6/23/2025	Science Center of Iowa Adventure pass x 2	130305	\$ 450.00	Schermer
5004	6/24/2025	Absolute Science/Rick Brammer Bubble Stations	001604	\$ 550.00	Ch Prg (Friends)
5005	6/25/2025	Dino O'Dell Summer Adventure performance	002306	\$ 445.00	Ch Prg (Friends)
5006	6/25/2025	Happy Faces Entertainment murder mystery performance		\$ 500.00	Adult Prg (Friends)

\$ 7,518.02

Accounts Payable Invoice Report

G/L Date Range 06/01/25 - 07/01/25

Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 747 - ACCESS SYSTEMS									
39424098	copier lease	Edit		06/10/2025	07/25/2025	06/23/2025			330.44
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		\$330.44
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01021238	misc bldg supp	Edit		05/27/2025	06/24/2025	06/23/2025			861.00
307981	misc bldg supp	Edit		06/18/2025	07/18/2025	06/23/2025			216.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	2		\$1,077.00
Vendor 16156 - CENTRAL IOWA WATER INC.									
8683	water testing fee	Edit		06/12/2025	06/24/2025	06/23/2025			250.00
			Vendor 16156 - CENTRAL IOWA WATER INC. Totals			Invoices	1		\$250.00
Vendor 130515 - FORT DODGE FIBER									
FDF060125	internet services	Edit		06/01/2025	07/15/2025	06/23/2025			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		\$55.00
Vendor 40455 - FRONTIER COMMUNICATIONS									
60725	line charge	Edit		06/07/2025	07/01/2025	06/23/2025			86.32
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		\$86.32
Vendor 73975 - MIDAMERICAN ENERGY									
567916610	electricity charges	Edit		06/12/2025	07/07/2025	06/23/2025			3,292.64
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		\$3,292.64
Vendor 1032 - MIDWEST ALARM SERVICES INC									
503221	annual fire alarm inspection	Edit		06/08/2025	07/08/2025	07/01/2025			351.36
			Vendor 1032 - MIDWEST ALARM SERVICES INC Totals			Invoices	1		\$351.36
Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO									
1025-F421091	investigate leak	Edit		05/22/2025	06/24/2025	06/23/2025			365.00
			Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO Totals			Invoices	1		\$365.00
Vendor 2253 - WOODRIVER ENERGY LLC									
454193	#6323	Edit		06/17/2025	07/02/2025	06/23/2025			965.19
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		\$965.19
			Grand Totals			Invoices	10		\$6,772.95

Director's Report – June 2025

Programming/Services

- Our summer reading program kicked off Monday, June 2nd and the Library has been busy! Circulation numbers and registrations for kids' and teens' reading logs are both up compared to this time year. Our first Adventure drew an impressive 292 people and the first adult/teen program had 36 attendees. I'm hopeful these trends will continue throughout the summer.
- The Iowa Adventure Pass program has returned, and patrons are excited about using it again. The booking system is still experiencing some issues with verifying eligible patrons through TLC but the vendor is working on a fix. In the meantime, staff are reviewing registrations daily to confirm eligibility.
- Advantage Archives has returned our microfilm and is nearly finished uploading the digitized newspapers to our new database. We'll be adding a link to the archive on our website soon.
- The State Library has selected Mometrix as the new online test preparation resource for Iowa libraries. It will replace BrainFuse (HelpNow/JobNow/VetNow), which will be discontinued as of June 30th.

Building

- Midstate Plumbing & Heating will be here Tuesday, June 17th to grease and inspect the belts and bearings on one of the air handler system motors.
- The high-pitched noise that tends to occur in the board room during hot, humid weather has returned. I'm hoping Woodman Controls will be able to identify and fix the issue this time when they are here next.
- The Fort Dodge Police Department will be holding their Night to Unite event on the Square on Thursday, June 26th from 5:00 p.m. – 7:00 p.m. They will be using our meeting rooms and refrigerators to store supplies ahead of the event and I agreed to leave the lobby open so our restrooms will be available for use.
- IowaWorks is relocating from their current space at ICCC to a new office in the Wells Fargo building. However, renovations at their new location won't be done before they need to vacate their current space. They reached out to request temporary use of one of our meeting rooms for 6-8 weeks so they could continue to provide services to the public. Since our lobby conference room was available, I agreed to their request.

Budget

- This year we will be using our Deardorf Foundation grant monies for adult materials (\$15,000) and hoopla (\$10,000).

Personnel

- Included in this month's board packet is a revised job description for the Administrative Specialist position. I have changed the job title to Administrative Coordinator and the minimum/preferred qualifications have been revised to align with those used by some of the other city departments.

- Alexis recently interviewed for the Administrative Coordinator position with the Airport. She was offered the job and has accepted it. Her last day at the Library will be Wednesday, July 2nd. I will be working with HR to begin the hiring process for her replacement soon. Alexis has been an outstanding employee and a tremendous asset and we will miss her. I am confident Alexis will do great work at the Airport and that she and Sarah will make for a formidable team.

Miscellaneous

- FDPL is one of the designated locations selling copies of Paul Stevens' book *Spotlight 2.0*. All proceeds from copies sold here will directly benefit the Library.
- Earlier this month, I received a search warrant from the U.S. Marshals Service requesting server log data associated with one of our IP addresses. However, since our system only retains this information for 24 hours, we were unable to provide the requested data.

Fort Dodge Public Library – May 2025

Circulation

2025: 6,710

2024: 6,045

Gate Count

2025: 4,874

2024: 5,022

Internet Computers Use

Total Number of Logins: 330

Total Time Used: 10 days 19 hours 5 minutes

Average Time Used: 47 minutes

Public WiFi Use

Number of Unique Users: 20

Total Session Count: 11

Total Time Used: 39 hours

Avg. Session Time: 1 hour 20 minutes

Library Programs - Adults

Number of Programs: 4

Total Participation: 48

LSC Programs: 3

LSC Views: 2219

Library Programs - Children

Number of Programs: 6

Total Participation: 846

Adventure Pass Use

Paused

Hoopla Use

New Patrons: 19

Unique Patrons: 207

Avg. Circs/Patron: 4.9

Checkouts: 1,009

Avg. Circ Price: \$2.45

Amount Spent: \$2,460.26

Overdrive/Bridges Use

New Users: 22

Unique Users: 344

Checkouts: 1,631

ScanEZ Usage

Total Number of Jobs: 179

Total Number of Pages: 1,479

Scan to Copy: 867 pages (\$91.40)

Scan to Fax: 160 pages (\$38.00)

Scan to Email: 451 pages

Scan to USB: 1 page

Total Payments: \$129.40

Ending June 30, 2025

FDPL Foundation Fund

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	5,313.22	510.00	3,439.24	2,383.98	1,873.98	65%
248 Adult Programming	11,152.67	934.20	4,441.34	7,645.54	6,711.34	40%
___ Young Adult Programming	4,200.80		785.94	3,414.86	3,414.86	19%
260 Technology	106,825.20	8,999.00	77,510.44	38,313.76	29,314.76	73%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51		2,937.45	2,342.06	2,342.06	56%
301 Building Supplies	2,901.69	34.00	2,006.82	928.87	894.87	69%
321 Operating Supplies	2,223.87		1,645.81	578.06	578.06	74%
610 Adult Materials	73,667.20	4,305.05	27,683.73	50,288.52	45,983.47	38%
620 Children Materials	46,135.50	2,095.38	9,099.93	39,130.95	37,035.57	20%
640 Young Adult Materials	21,483.81	837.44	8,994.28	13,326.97	12,489.53	42%
Fawkes Monies	31,049.31	163.77	6,761.64	24,451.44	24,287.67	22%
	325,458.49	17,878.84	145,306.62	198,030.72	180,151.88	45%

FDPL-F Deardorf

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
510 Adult Materials	22,544.95	55.98	22,543.85	57.08	1.10	100%
520 Children's Materials	9,205.02		8,945.80	259.22	259.22	97%
540 Young Adult Materials	42.83		36.06	6.77	6.77	84%
568 Adult Audio/Visual Materials	39,674.89	572.34	10,905.68	29,341.55	28,769.21	27%
570 Childrens' Audio/Visual Materials	7,494.62		174.88	7,319.74	7,319.74	2%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12		402.12	-	-	100%
Games Programs Project	30.58		-	30.58	30.58	0%
FD Writers' Workshop	1,823.30	273.00	874.81	1,221.49	948.49	48%
Public Art Monies	9,489.66		3,624.68	5,864.98	5,864.98	38%
	92,158.04	901.32	47,507.88	45,641.48	44,740.16	51%

FDPL-F AXY Fdn Grant

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	4,657.46		1,462.02	3,195.44	3,195.44	31%
	4,657.46	-	1,462.02	3,195.44	3,195.44	31%

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	912,553	38,078	826,519	90.57%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	26,017	517,616	93.35%
(43915) WEBSTER CO- LIBRARY	142,000		125,454	88.35%
(44810) LIBRARY CHARGES, FEES	5,000	350	6,088	121.75%
(46010) INTEREST - LIBRARY	1,500	1,841	7,647	509.82%
(47148) MISC REVENUE	-	9,871	10,405	
(49110) LIBRARY EMPL BENEFITS REIMB	209,545		159,309	76.03%
	Budget	MTD	YTD	% Expended
Expenses	912,553	56,444	793,058	86.91%
PERSONNEL SERVICES	805,153	47,235	700,094	86.95%
(6100) ALL PERSONAL SERV	595,608	37,364	515,083	86.48%
(6129) FICA CONTRIB	36,929	2,283	31,100	84.22%
(6130) MEDICARE CONTRIBUTION	8,637	534	7,273	84.21%
(6131) CITY CONTRIB FOR IPERS	55,478	3,527	48,369	87.19%
(6137) GROUP INSURANCE	108,501	3,527	98,268	90.57%
CONTRACTUAL SUPPLIES & SVCS	94,900	8,550	84,604	89.15%
(6207) PROFESSIONAL FEES	1000	0	694	69.39%
(6249) POSTAGE	1,500	500	1,500	100.00%
(6251) FREIGHT	150	0	74	49.39%
(6259) MAINTENANCE CONTRACTS	23,000	420	19,786	86.03%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	5,083	15,474	154.74%
(6268) INTERNET SERVICES	3,000	55	1,855	61.82%
(6271) TELEPHONE SERVICE	800	86	853	106.58%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	2,406	44,370	80.67%
COMMODITIES	12,500	659	8,360	66.88%
(6301) BUILDING SUPPLIES	7,500	166	4,028	53.70%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	493	4,333	86.65%

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46024) BOND PROCEEDS	550,000	0	0	
Expenses				
(6431) BUILDING RENOVATION	586,693	-	30,080	5.13%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,361	112.05%
Expenses				
(6480) BOOKS, ADULT	3,000	0	3,242	108.06%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	7,000	0	7,653	109.32%
Expenses				
(6480) BOOKS, ADULT	7,000	0	7,580	108.29%

Administrative Coordinator

Fort Dodge Public Library

Code: 370
Grade: 14 Non-Exempt
Effective Date: July 1, 2025

Description of Work

General Duty Statement

Performs a variety of accounting, administrative, and customer service responsibilities to maintain efficient operations and continuous workflow of the Fort Dodge Public Library.

Distinguishing Features of the Class

Provides essential staff support to the Library Director and professional librarians, assisting with administrative and operational functions. Responsible for preparing, distributing, and presenting financial reports to the Library Board of Trustees, as well as recording and maintaining the official minutes of all Board meetings. Performs all accounting tasks and budget tracking as well as varied complex clerical tasks associated with operations of the Library. Works at the public service desks, offering direct assistance to library patrons.

Supervision Received

Works under the guidance and direction of the Library Director with independence in decisions related to assignments.

Supervision Exercised

None.

Essential Functions & Competencies

- Provides high-quality customer service and promotes equitable access to library resources.
- Prioritizes tasks and manages workload with minimal supervision.
- Performs a variety of accounting functions in compliance with generally accepted accounting principles and Library/City policies, including cash handling, deposits, purchase requisitions, budget monitoring, purchase reconciliation, and expense reporting.
- Maintains accurate financial records and assists with the preparation and submission of financial and statistical reports to the Library Board and the State Library.
- Supports the preparation and administration of annual budgets for the City, Library Foundation, and Friends of the Library.
- Attends and participates in monthly Library Board meetings.
- Composes, prepares, and distributes correspondence, reports and other official documents.
- Continuously seeks opportunities to improve services, increase efficiency, and collaborate to deliver high-quality, seamless customer experiences.
- Assists with maintaining and updating the Library's website and social media accounts; assists with developing and posting content in coordination with management.
- Maintains confidentiality and demonstrates high ethical standards and professionalism.
- Orders office supplies, tracks inventory, and coordinates service and repair of equipment.
- Acts as a point of contact for vendors regarding billing and financial matters.
- Provides reference and reader's advisory services; assists with interlibrary loan activities.
- Contributes to library programming and outreach initiatives.
- Assists in the selection, maintenance, and promotion of library collections.
- Participates in relevant professional development activities, including meetings, workshops, and training sessions.
- Supports the planning and execution of special projects as assigned.
- Assists in promoting library services and programs through marketing efforts.
- Assists with designing and preparation of signs, flyers, handouts, and in-house displays.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Supports cataloging and processing of materials for library circulation.
- Performs other related duties as needed to support the library's mission.

Required Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills, demonstrating tact, patience, empathy, and courtesy when working with internal staff, external partners, and the public; skilled in resolving conflicts diplomatically.
- Strong written and organizational skills with the ability to create and maintain accurate records and reports.
- Attentive listener with the ability to follow directions, learn new procedures quickly, and apply policies and instructions effectively.
- Proficient in using computer systems, software applications, and office equipment relevant to assigned duties; able to troubleshoot basic issues and support digital communication platforms.
- Skilled in maintaining detailed financial records, preparing accurate reports, and applying business math, bookkeeping practices, and standard banking procedures using computerized financial systems.
- Knowledgeable in fundamental library principles such as intellectual freedom, freedom of speech, copyright, patron confidentiality, and censorship.
- Familiar with reference interview techniques, information retrieval strategies, and reader's advisory services; proficient in using diverse information resources including print, online databases, integrated library systems (ILS), and supporting hardware.
- Effective in leveraging social media and digital tools to promote library services and programs.
- Strong time management skills with the ability to prioritize tasks, meet deadlines, and maintain accuracy in a fast-paced environment with frequent interruptions.
- Demonstrates sound judgment, problem-solving skills, and the ability to develop logical and creative solutions.
- Works independently and contributes to a positive team environment through collaboration and professionalism.

Essential Physical & Mental Abilities

Requires the following with or without reasonable accommodations:

- Ability to communicate effectively with staff and the public, including clear speech and sufficient hearing.
- Visual acuity to read written materials and computer screens, including depth perception, color distinction, and peripheral vision.
- Manual dexterity and hand-eye coordination sufficient to operate office equipment, manipulate small objects, and perform tasks requiring precision.
- Sufficient mobility to move about the workplace and access materials at various heights, including the ability to occasionally climb ladders or step stools.
- Majority of work is performed in an office environment, with some activities conducted outdoors.
- Capability to sit, stand, walk, and balance for intermittent periods in sedentary to light/medium work.
- Capacity to occasionally bend, stoop, reach above and below shoulder level, grasp objects, and push/pull carts (20–35 lbs.)

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Ability to lift and carry up to 25 pounds.
- Mental and emotional capacity to make sound decisions, exercise good judgment, demonstrate resilience, and contribute positively to team dynamics.
- Honesty and openness in communication, with the interpersonal skills necessary to motivate and influence others.
- Regular, dependable attendance during standard business hours, with the ability to work occasional evenings or weekends.

Minimum Qualifications

- High school diploma or GED, preferably supplemented by some college level coursework in administrative support, accounting or business-related field and five (5) years of responsible administrative support experience; or two (2) year degree in administrative support, accounting, or business-related field and two (2) years of customer service experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must pass a post-employment offer background check, physical examination and drug screen.
- Operation of a motor vehicle may be required, therefore, must possess a valid Iowa Driver's License or have the ability to obtain prior to employment and meet the requirements of the City's motor vehicle policy.
- Must be able to effectively communicate (orally, in person, over the telephone, and in writing using electronic devices and handwriting) in English with others.

Preferred

- Associate's degree.
- Previous library experience.
- Experience in the public sector.
- Fluency in a language other than English a plus.