



**VILLISCA PUBLIC LIBRARY**

204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864

712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |

## **TABLE OF CONTENTS**

### **Administration**

- Villisca City Ordinance
- Villisca Public Library Bylaws
- Mission Statement and 5-year Strategic Plan
- Emergency Contact Form
- Staff Contact Information
- Trustee Application and Job Description
- New Trustee Orientation Plan

**TITLE V HUMAN DEVELOPMENT – EDUCATION AND CULTURE**

**CHAPTER 1 LIBRARY SERVICES**

5-1-1 Public Library	5-1-6 Contracting with Other Libraries
5-1-2 Library Trustees	5-1-7 Non-Resident Use
5-1-3 Qualifications of Trustees	5-1-8 Expenditures
5-1-4 Organization of the Board	5-1-9 Annual Report
5-1-5 Powers and Duties	5-1-10 Notice Posted

5-1-1 PUBLIC LIBRARY. The public library for the City is known as the Villisca Public Library. It is referred to in this chapter as the Library.

5-1-2 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of four (4) resident members and one non-resident member. All members are to be appointed by the Mayor with the approval of the Council.

5-1-3 QUALIFICATIONS OF TRUSTEES. All resident members of the Board shall be bona fide citizens and residents of the City. The non-resident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of eighteen (18) years.

5-1-4 ORGANIZATION OF THE BOARD. The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for three (3) years, except to fill vacancies. Each term shall commence on July first.
2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a non-resident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies on the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

5-1-5 POWERS AND DUTIES. The board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.
2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. Charge of affairs. To direct and control all affairs of the Library.
4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
5. Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.
6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationary and supplies for the Library within budgetary limits set by the Board.
7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.
8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.
9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all money available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.
10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the

- Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.
11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devices and bequests accepted by the City on behalf of the Library.
  12. Record of Proceedings. To keep a record of its proceedings.
  13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgement of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

5-1-6 CONTRACTING WITH OTHER LIBRARIES. The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.  
(Code of Iowa, Sec. 392.5 & Ch. 28E)
2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

5-1-7 NONRESIDENT USE. The Board may authorize the use of the Library by persons not residents of the city or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payments of a special nonresident Library fee.

2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

5-1-8 EXPENDITURES. All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary. (Code of Iowa, Sec. 384.20 & 392.5)

5-1-9 ANNUAL REPORT. The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

5-1-10 NOTICE POSTED. There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law. (Code of Iowa, Sec 808.12)

Editor's Note: The Council may retain the power to hire, discharge, set salaries, expend funds unless the library board was in existence prior to July 1, 1974. (See Sections 5-1-5(4), 5-1-5(5), 5-1-5(9) and 5-1-8.

City of Villisca, Iowa  
Code of Ordinances

Any proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the City. See Code of Iowa, Sec. 392.5

## VILLISCA PUBLIC LIBRARY BYLAWS

I. NAME AND PURPOSE

- A. The Villisca Public Library Board of Trustees, hereafter referred to as the Board.
- B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

II. BOARD MEETINGS

- A. The Board shall meet on the second Monday of every month at 5:00 p.m. in the Villisca Public Library.
- B. A quorum shall consist of 3 members (from its total membership of 5 trustees).
- C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Villisca Public Library shall be present and participating at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

III. OFFICERS AND COMMITTEES

- A. Officers shall be the Board president, vice president, and secretary, and shall be elected at the annual meeting in July.
- B. The president shall preside at all meetings, appoints all committees, and generally performs all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.

IV. MAJOR FUNCTIONS

- A. Hire and evaluate the library director.
- B. Set salaries and benefits for the library's personnel.

- C. Participate in the budget process and secure adequate financial support for the library's operations and services.
  - D. Set policies for the library's operations and services.
  - E. Engage in planning for the library's future.
  - F. Ensure library director and staff participate in training and continuing education.
  - G. Participate in Board training and educational opportunities.
  - H. Ensure the library's involvement in State Library and Regional System initiatives.
- V. AMENDMENTS
- A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.





VILLISCA PUBLIC LIBRARY  
204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864  
712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |



*The mission of the Villisca Public Library is to inform, enrich, and empower our community.*

**2019-2024**

# **Villisca Public Library Strategic Plan 2019-2024**



**Approved by the Villisca Public Library Board of Trustees  
February 25, 2019**

The Villisca Public Library was constructed in 1908 and dedicated in 1909. It was built in the classic Carnegie style. Most of the interior has remained unchanged over the years, with the original dark oak built-in bookshelves, woodwork, and trim. The Library serves as an education, recreation, and technology center for the community with the main focus being programs that support children's educational needs and the technological and social demands of the adult patrons. The Library also houses several historical collections in the basement. The Library is challenged with creating a comfortable environment for our patrons and maintaining our 110+ years-old building.

### **Background and Data**

Villisca is located in Montgomery County in Southwest Iowa. The population of Villisca has decreased slightly from 2000, which according to the 2010 Federal Census is 1,252, but the age makeup of the community remains relatively stable. The residents of Villisca are nearly all white. Latino, Native American, and African American populations are present as well. English is the predominate language spoken in the community.

There are 3 home-based daycare providers in Villisca. The children of Villisca attend school in the Southwest Valley School District (SWV), with the Enarson Elementary and Southwest Valley Middle School (SWVMS) located in Villisca, and the Southwest Valley High School (SWVHS) located in Corning. It is estimated that there are 4 home-school families in the community, which is typical for a community of this size. Excluding preschoolers, approximately 20 percent of the population is school-age.

Citizens have access to information in a variety of formats including a local newspaper, two area radio stations, a satellite TV provider, and fiber-optic, high-speed Internet and television available from the local telephone company.

The community's main employers include Villisca Good Samaritan Society, SWV Community School District, Casey's General Store, Johnston Communications, the City of Villisca, and United Farmers' Cooperative Elevator and Tire/Gas Shop. Because of the central location of Villisca and equal distances of other communities, such as Atlantic, Red Oak, Creston, and Clarinda, a number of residents choose to commute. Median income is below both state and national averages. Unemployment is an ongoing issue countywide.

The community boasts many amenities. Villisca is proud of our swimming pool, golf course/Country Club, and fitness center. A good variety of services are available: 2 medical clinics and emergency services, a pharmacy and gift shop, café, 3 body shops, post office, laundry mat, a convenience store, and a Dollar General Store in progress. Local organizations include Lions Club, Villisca Community Betterment Association, 4-H, American Legion, Boy and Girl Scouts, Villisca Alumni and Friends Association, Friends of the Villisca Public Library, Villisca Interchurch Council and Food Pantry, Villisca Historical Society, Villisca Community Gardens, Villisca Yard and Garden Committee, and Feed the Pack Program.

The citizens take pride in the many amenities provided by their community, varied community groups, and a dedicated school district among other things.

The Library staff and Trustees wish to extend a generous thank you to the community members that took time to participate in the McClure Placemaking meetings and library survey portion of this planning process. A special thanks to the Friends of the Villisca Public Library and also to the dedicated Villisca Public Library Trustees for all of their input and help with this strategic plan.

### **Strategic Plan 2019-2024 process**

Discussions for a revision of the 2015-2019 Strategic Plan began in the fall, 2018. Also that fall, the city of Villisca participated in a community meeting facilitated by the McClure Placemaking group. Data from that meeting was used for the community assessment portion of this plan.

### **Community Assessment- Community Meeting**

During the community meeting, the citizens of Villisca were asked to reflect on the current conditions of the City of Villisca, and participated in various brainstorming activities designed to assist in the identification of the community's current challenges and opportunities, and envision ways in which the City of Villisca could improve local services or inspire growth.

The Community identified the following:

#### **Challenges**

- Financial- Small tax-base & infrastructure limits attraction of large industry & small business entrepreneurs. Residents find higher paying jobs elsewhere. Example: Loss of local grocery store. Local shopping & service revenues are lost to larger neighboring communities.
- Recreational- Public outdoor recreation areas are underutilized: walking trail, Frisbee golf course, swimming pool, and fitness center. Limited cultural recreational activities.
- Community Engagement- Small size, limited funding, lack of "new" volunteers, and available resources impact community perception of equity in public services.
- Organizational/Infrastructure- Limited or lack of public transportation, limited or lack of available, affordable housing, limited or lack of affordable child care. Example: Sidewalk limitations near the elementary school.

#### **Opportunities- New Conditions Which Could Meet Local Need**

- Increase technology resources: Re-establish a local public access cable channel.
- Increase recreational & social activities for the community.
- Increase cultural recreation, including public art events, activities, exhibitions & displays.

- Encourage community enrichment and engagement through an atmosphere of volunteerism & decrease in partisanship which will serve to advance the general well-being of all residents.
- Reinforce the local economy through the identification & pursuit of outside funding sources, as well as the efficient coordination of local services & resources by those in positions of community “leadership”.

### **Aspirations- Potential for Growth**

- Foster the intellectual & social development of the local youth population, while providing appropriate meeting places & activities for teens, increase awareness of current recreational areas, encouraging the development of community engagement & ownership.
- Continue community’s growth through the expansion of industry & tourism while balancing the needs of the residents/businesses, maintaining excellent public services, and retaining a strong sense of local history.
- Provide residents & visitors with access to technology & information resources; attractive retail & artisanal businesses; advancements of tourism-based initiatives.

### **The Review Process**

The Library’s review process began with a final review of the current Strategic Plan. The review consisted of naming all the goals and objectives that were accomplished and a discussion of the goals and objectives that were not accomplished to see if those goals were still relevant and achievable within a revised plan. The 2015-2019 plan included information from the Villisca Placemaking community meeting and discussions with the Board of Trustees. The current plan is a review and re-shape of the 2015-2019 plan, and was formulated by the staff, Board of Trustees, and Friends members at the Villisca Public Library, with additional input from patron surveys collected in the fall of 2018.

The team members were Martha Herzberg, Director; Bonnie Berggren, Assistant Director; Trustees Patsy Gibler, John McKean, Becky Sunderman, Robert Marsh, Jake Burgess; SWV MS Reading Teacher Marla McAlpin; and Gloria Jones, Friends member.

### **Mission Statement Revision**

The first objective decided by the group was to update our Mission Statement. This had not been updated since before 2012: *To provide quality and up-to-date reference and popular materials for patrons of all ages and education and economic levels, through written, visual, and technological materials. To increase community use and pride in the Library and its unique qualities of museum displays, antique collections, and meeting space.* This mission statement didn’t inspire patrons or staff, and was too lengthy.

After much reflection and review of wording samples of mission statements from several other libraries, we chose the following:

*The mission of the Villisca Public Library is to inform, enrich, and empower our community.*

The main target areas of the Strategic Plan 2019-2024 relates to our patron's experiences with the Library. This culminated in five major goals that include:

**GOAL A: OFFER PROGRAMS THAT MEET A RANGE OF AGES AND INTERESTS.**

Objective 1. Continuously evaluate and, as appropriate, implement programs which spark creativity and support learning and literacy for patrons of all ages.

- Offer at least 10 programs per year on a variety of topics including but not limited to hands-on activities, crafting, STEAM (Science, Technology, Engineering, Art, and Math), Maker Space, etc.

Objective 2. Evaluate opportunities and, as appropriate, collaborate with the City, community agencies and/or community businesses to provide one community sponsored programming event held at or sponsored by the library by FY2020.

- Library will participate in community events as appropriate.
- Library will maintain its meeting space for use by the community and Library Board.

**CHILDREN'S PROGRAMS**

- Meet each August with classroom teachers to coordinate reading schedule for classrooms at Enarson Elementary, preschool, and daycare programs.
- Initiate a pajama story hour in the evening twice a month by Sept. 2019.
- Implement reading and STEAM activities with the elementary school's After School Program twice monthly by FY2020.

**TEEN PROGRAMS**

- Increase attendance for Teen Summer Reading Program by 3% by FY2020, and maintain that level of attendance by FY2024.
- Promote Inter Library Loan (ILL) and utilize ILL to borrow popular and in-demand Young Adult books for SWVMS student monthly visits to Library.
- Annually promote the free summer audiobook program for teens sponsored by SYNC and the use of BRIDGES for borrowing digital titles available from our library.

**ADULT PROGRAMS**

- Utilize ILL to choose books and audiobooks for monthly book discussion.
- Weekly display new books and *New York Times* Best Sellers Lists books prominently in the entrance of the library.

- Quarterly participate in the SW Iowa Large Print (LP) Rotation program to bring new LP books into the Library.
- Submit articles to local newspaper and social media to inform patrons and public about events and services offered by the Library twice monthly.
- Rotate selection of LP books and audiobooks monthly to the local nursing home for residents' use.
- Create a Library policy on Homebound Services by FY2020.

**GOAL B: MEET STANDARDS OF QUALITY TO MAINTAIN STATE ACCREDITATION AT TIER 3 AND DIRECTOR CERTIFICATION.**

Objective 1. Complete an evaluation of the library services to assure criteria for continued state accreditation are met. Annual evaluation by November Board of Trustee meeting.

- Director will attend County and State library meetings as scheduling allows.
- Director will maintain appropriate number of continuing education credits to hold current certification.
- Director will conduct annual professional development review (PDR) with staff members.
- Library Board of Directors will conduct annual PDR with the Director.
- Library Board of Directors will conduct annual PDR self-evaluation.
- Staff and Trustees will participate in statewide educational opportunities as appropriate.

Objective 2. By the end of FY2022, assure that three-fourths of the state accreditation standards are met.

- Director and staff will continue to implement library policies and inform patrons and public as needed.

Objective 3. By the end of FY2022, complete the ADA Checklist for Existing Facilities.

- Quarterly apply for grants to help support the mission of the Library and continue upkeep of the building.

**GOAL C: SUPPORT TECHNOLOGY NEEDS OF THE COMMUNITY**

Objective 1. By May 2019, develop and implement a technology advancement plan to assure the library maintains, replaces and appropriately adds technology assets.

- Annually purchase and install virus protection on patron computers to protect current resources.
- Annually evaluate and designate one computer in Children's section for games.

Objective 2. By the end of each fiscal year, obtain/replace one computer used by library patrons.

- Apply for technology grants quarterly to purchase computer programs and hardware as needed.

Objective 3. Annually evaluate how the wireless internet needs of the community are being met by the Library and implement changes as appropriate.

- On an ongoing basis, seek and evaluate opportunities to improve the Library website and social media platforms.
- List new books and movie titles monthly on the Library website and social media platforms.

Objective 4. Twice yearly, offer a course to the public on Internet or computer use.

- Offer classes quarterly to inform patrons of online information and resources available.
- Offer classes quarterly to increase knowledge and utilization of ILL, BRIDGES, and Kindles available for checkout.

Objective 5. Continuously evaluate and at the end of each fiscal year, implement identified attainable opportunities to improve the Library's IT (Information Technology).

- Annually evaluate services available to public: black & white copies and printing, color copies and printing, fax, email, scanning, and WI-FI internet.
- Twice yearly, survey patrons and community members on ways to improve Library technology services through written and online surveys.

**GOAL D: EXPAND RELATIONSHIPS THAT BUILD COMMUNITY AND SUPPORT THE LIBRARY'S MISSION.**

Objective 1. Director will annually petition for increased funding at City, County, and State levels as appropriate.

- Director will present Library Report at monthly City Council meetings.
- Director will present an Annual Report to the City Council following the close of the fiscal year.
- Director will present an Annual Report to the Montgomery Board of Supervisors following the close of the fiscal year.
- Each January, the Director will petition the Montgomery Board of Supervisors for 3% increased funding.
- Each January, annual reports and funding request will be provided to adjoining county Boards of Supervisors.



- **GOAL E: ENSURE LIBRARY SPACES ARE FUNCTIONAL AND ATTRACTIVE.**

Objective 1. Continuously evaluate and, as appropriate, implement changes to the Library layout permitting more efficient and effective use of the physical space for best flow and accessibility.

- Staff will perform a general Space Needs Assessment of library space inside and out annually by FY2020.
- Staff will consider changing location of circulation desk and furniture by FY 2020.

Objective 2. Continuously evaluate and at the end of each fiscal year, investigate improving staff working area to include storage and efficient work spaces.

- Staff will investigate rearrangement of Director's office by November 2019.
- Staff will consider repurposing/obtaining new office storage by November 2019.

Objective 3. Continuously evaluate and, as appropriate, implement repairs and/or maintenance of the library building.

- The Friends of the Villisca Public Library and Director will quarterly apply for grants that will fund the following Library building and basement revitalization projects by 2024:
  - Replace seating for computer stations.
  - Replace Library upstairs light fixtures with energy-efficient LED lighting.
  - Repaint the Library entryway and install bulletin boards for displays.
  - Repaint the Teen Room.
  - Re-cover footstools and replace window seat cushions.
  - Repair cracks in plaster and repaint interior of the library.
  - Replace basement windows.
  - Replace basement window blinds
  - Repair and resurface cement Library steps.
  - Repair tuck pointing of exterior brick and seal Library's limestone front step.
  - Repair and repaint water-damaged basement plaster walls.
  - Partner with Friends of the Library and Villisca Historical Society to brainstorm ways to better utilize displays in the basement.
  - Update the basement meeting room for use by the community and Library:
  - Replace basement area carpet
  - Repaint basement floor
  - Repaint basement walls
  - Replace basement lighting
  - Investigate ways to augment basement heating



## EMERGENCY CONTACT INFORMATION

Employee First Name:

Last Name:

Address:

Home Phone:

Cell Phone:

- Emergency Contact Person

Name:

Relationship:

Phone:

Address:

- Alternate Contact Person

Name:

Relationship:

Phone:

Address:

Any allergies to FOOD OR MEDICINES?

NO

YES

Explain YES answer:



**VILLISCA PUBLIC LIBRARY**

204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864

712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |

**Staff Contact Information**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**APPLICATION FORM FOR VILLISCA BOARD OF TRUSTEES**

Please Return To:  
City Clerk's Office, 318 S. Third Ave. Villisca, IA  
Phone: (712) 826-2282

Date \_\_\_\_\_

Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

This form assists the Mayor and City Council in evaluating the qualifications of applicants for appointment to the Library Board of Trustees. State law requires political subdivisions to make a good faith effort to balance most appointive boards, commissions, committees, and councils according to gender by January 1, 2012, and each year thereafter.

Female    Male

**Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**■ How much time will you be willing to devote in this position?**

\_\_\_\_\_

**■ Interest in Appointment: Describe in detail why you are interested in serving as a public library trustee. Include information about your background that supports your interest.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**■ Contributions you feel you can make to the Board:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Direction/role you perceive of this Board:

---

---

---

■ In lieu of or in addition to the above, do you have any comments to add that may assist the Mayor in selecting you as a new trustee?

---

---

---

---

---

■ Please provide two references who may be contacted on your qualifications for this position.

Name	Address	Phone number	Email address	Relationship
------	---------	--------------	---------------	--------------

---

---

---

---

---

---

I certify that there is nothing that would prohibit me from serving on this board.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR  
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE REPRODUCED AND DISTRIBUTED FOR  
THE PUBLIC.**

## Villisca Public Library Board of Trustees Job Description

In order to provide quality library service to Villisca, the Villisca Public Library requires a working team of a Library Director and a Board of Trustees who are informed and make the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a trustee. Trustees receive no payment for their work.

The Library Board is composed of six resident members and one nonresident member. All members are to be appointed by city Mayor of Villisca with the approval of the City Council. The term of office is six years, and a Trustee may fill an unexpired term. Each term shall commence on July first. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of eighteen years. The Board will actively seek applicants to fill any vacancy that occurs.

### **Public library boards have five primary roles:**

1. Advocate for the library in the community and advocate for the community as a member of the library board. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions.
2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future and creating it to be responsive to what the community needs.
3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library board is familiar with the library's budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with the service received from the library.
4. Set library policies. The library board spends much of its time on policy issues - developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day-to-day basis.
5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.



**VILLISCA PUBLIC LIBRARY**  
204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864  
712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |

## **Board of Trustee Orientation Plan**

Materials to be given to new Board of Trustee Member:

- *Iowa Library Trustee's Handbook* (State Library of Iowa)
- *In Service to Iowa, Public Library Standards* (State Library of Iowa)—The manual for the State Library's Standards and Accreditation Program
- *Legislative Guide—Open Meetings and Public Records* (Iowa Legislative Services Agency)
- Current Financial and Statistical Reports
- A list of Board of Trustee members, indicating terms of office and Board officers
- Calendar of upcoming meetings

A meeting with the Director of the Villisca Public Library will be held before the new Board of Trustee member attends her/his first Board of Trustee meeting. At this time, these activities will occur:

- Introduction to Library Staff
- Tour of the library
- Tour of the Library's website

The following documents and policies will also be reviewed:

- Library's Strategic Plan
- Technology Plan
- Library Budget
- City Ordinances describing role of the Board of Trustees
- Job Description for Public Library Board members
- Library By-Laws
- Library Policies
- Library Director's Role
- Board/Staff Relationship
- Library Board's annual calendar, including deadlines
- Contact information for Library staff and Board members