

Donna – After doing leg work with the board, I knew the board approved the Circulation Clerk Lead job description which I updated in the minutes so I am attaching them for you along with the job description for the council to review and adopt.

Thank you

AB

Item # 5F
Date: 6/23/25

Amanda Brewer

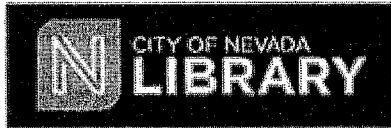
Library Director

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📍 631 K Ave, Nevada, IA 50201





Position Description
LIBRARY CLERK LEAD

Department: Library

Reports To: Library Director

FLSA: Non-exempt

Purpose of Position

Under direct supervision of the Library Director, performs duties essential to the daily operation of the Library. An entry-level position, incumbent performs duties primarily relating to circulation and organization of materials, and patron assistance. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the overdue process including notices, personal contacts, and record keeping.
- Checks materials in and out.
- Replaces returned items to shelves; periodically inspects shelves to ensure items are in their proper place.
- Assists with check in and processing of new magazines and newspapers.
- Adds and deletes items on the reserve lists.
- Receives and sorts mail and shipments.
- Assists patrons with microfilm reader, computer and copier operation.
- Performs clerical duties such as answering the phone, and using a fax machine and copier.
- Assists patrons with reference questions using a variety of sources.
- Oversees clerk interns; monitors their performance and reports any significant problems to the Library Director.
- Opens and closes the library when scheduled.
- Attends staff meetings and workshops to improve self and library services as required.
- Manages Interlibrary Loan Functions

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs miscellaneous clerical duties as necessary.
- Other duties as apparent or assigned.
- Reads reviews of books and/or other materials and recommends purchase. Performs reader advisory functions.
- Processes, covers, and repairs books as needed.

Minimum Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D. and twelve months to two years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- None.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions using several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence; ability to interview, counsel or advise people; ability to evaluate technical data.
- Ability to direct and supervise circulation clerk interns.
- Ability to file, post and mail materials.
- Ability to interview to obtain basic information such as name, addresses and reference need, etc.
- Ability to guide patrons and provide basic information related to the library.
- Ability to learn the library circulation/catalog programs as well as basic Windows functions.
- Knowledge of public library operation including the Dewey Decimal System.
- Ability to establish and maintain proper working relationships with superiors, co-workers and the public.
- Knowledge of personal and network computer operations. Proficient with Microsoft Office programs, internet browsers, and familiarity with mobile devices.
- Ability to maintain confidential information.
- Knowledge and understanding of reference tools, research skills, general literature, and basic library principles, procedures, technology, goals and philosophy of services.
- Knowledge of English grammar, spelling and composition.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Circulation/catalog computer software, network computers, database software, spreadsheets, word processing software, calculator, microfilm reader/printer, photocopier, fax machine, telephone, and a variety of library and commercial software programs including Windows software and the internet.

Supervision

Circulation Clerk Interns.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must

regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve evening and weekend workhours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Library Director

Date

Library Board of Trustees, Chairperson

Date

LIBRARY BOARD OF TRUSTEES MONDAY, May 19, 2025, 5:00 P.M.

Vice-Chairperson Theresa Presley presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, May 19, 2025 at 5:00 p.m. at the Nevada Public Library, 631 K Avenue, Nevada, Iowa. The agenda was posted on the official bulletin board in compliance with the open-meeting law.

The roll was called indicating that the following named Trustees were present and absent. Present: Emma Cassabaum, Emily Fulton, Priscilla Gammon, Tim McLaughlin, and Theresa Presley. Absent: Allison Severson and James Woodard (both arrived at 5:07 p.m.).

Others in attendance were Library Director Amanda Brewer and Balinda Ellsworth.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emily Fulton, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Gammon, and Presley. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried.

There was no one present who wished to address the Board at this time.

Library Director Amanda Brewer reported on:

- Changing the email domain for the library. Each employee would have their own sign-on.
- AC unit has been repaired by Neighbors.
- Chair and Vice Chair elections to take place in June.

Continuing Education: Director Brewer discussed using the State Library Continuing Education links. Board discussed using the State Library links for half of their required credits and group training during meetings for the second half.

Motion by Board Member Priscilla Gammon, seconded by Board Member Tim McLaughlin, to approve the following consent agenda items as submitted:

- (1) Approve **minutes** of the April 21, 2025 regular meeting
- (2) Approve May 2025 **claims** totaling \$14,659.81 (see attached list)
- (3) Accept and place on file the Director's **memo** dated May 15, 2025
- (4) Accept and place on file April 2025 financial report

The roll being called, the following named board members voted. Ayes: Cassabaum, McLaughlin, Presley, Woodard, Fulton, and Gammon. Nays: None. Vice Chairperson Theresa Presley declared the motion carried.

Circulation Lead Clerk Job Description: Questions and concerns about whether this position should be part time or fulltime? What would the schedule look like? What would their specific supervisory responsibilities be? Following discussion, Board Member Cassabaum moved to

approve the job description, seconded by Board Member James Woodard. The roll being called, the following named members voted. Ayes: Fulton, McLaughlin, Presley, Woodard, Cassabaum, and Gammon. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried.

The next step would be to have City Council review.

Replacement of Projector Screen: Board decided that the quotes ate too high. Looking for new ideas. Motion by Board Member Tim McLaughlin, seconded by Board Member James Woodard, to deny quotes as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Gammon, and Presley. Nays: None. Vice Chairperson Theresa Presley declared the motion carried.

Conduct Policy: Accepted as presented. Motion by Board Member James Woodard, seconded by Board Member Priscilla Gammon, to approve the policy as presented. The roll being called, the following named members voted. Ayes: McLaughlin, Cassabaum, Fulton, Gammon, and Presley. Nays: None. Vice Chairperson Theresa Presley declared the motion carried.

Motion by Board Member Emily Fulton, seconded by Board Member Tim McLaughlin, to approve the Tablet Use Policy. The roll being called, the following named members voted. Ayes: Fulton, McLaughlin, Presley, Woodard, Cassabaum, and Gammon. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried.

There being no further business to come before the Board, it was moved by Board Member Tim McLaughlin, seconded by Board Member Emma Cassabaum, to adjourn the meeting. The roll being called, the following board members voted. Ayes: Cassabaum, Woodard, Fulton, Gammon, McLaughlin, and Presley. Nays: None. Vice-Chairperson Theresa Presley declared the motion carried. At 5:55 p.m. she adjourned the meeting.

ATTEST:

Priscilla Gammon, Secretary

Theresa Presley, Vice-Chairperson