



Van Meter Public Library Board of Trustees      Regular Board Meeting

Date: April 21, 2021      Time: 6:00 PM      Place: Van Meter Public Library (505 Grant Street)

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
  - A. Minutes March meetings
    - 1) March 10 Regular Meeting
    - 2) March 23 Director Interview
    - 3) March 25 Director Interview
    - 4) March 31 Director Hiring
  - B. Finances & Claims
5. Discussion Items
  - A. Proposed Re-opening Plan
  - B. Review of 2020 – 2025 Strategic Plan
  - C. Review 2020 City Goal Setting Session
  - D. Review of Summer Reading Plan
  - E. Public Survey Summer 2021
  - F. Proposed Revisions of Financial Policy
  - G. Proposed Revisions of Bulletin Board Policy
  - H. Proposed Revision of Line-item allocations for FY21 Budget.
6. Action Items
  - A. Proposed Re-opening Plan
7. Director's Report
8. President's Report
9. Adjourn

Van Meter Public Library

3/10/2021 Board Meeting Minutes

On March 10<sup>th</sup> 2021, the Van Meter Public Library Board met virtually due to COVID-19 precautions.

The meeting was called to order at 6:01pm by President Backstrom.

In attendance were Backstrom, Warwick, and McCombs. Miller and Kendall were absent.

President Backstrom asked for an approval for the agenda, McCombs motioned, Warwick seconded. Passed unanimously.

President Backstrom reviewed the consent agenda; Warwick motioned to approve, McCombs seconded; passed unanimously.

Discussion Items:

A facilities update was presented by Backstrom, discussion was held.

A director search update was presented by Backstrom, discussion was held.

There were no action items.

Director and President reports were given.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, McCombs seconded. Passed unanimously. Adjured at 6:36 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, April 21st at 6:00pm.

Van Meter Public Library

3/23/2021 Board Meeting Minutes

On March 23<sup>rd</sup> 2021, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:59pm by President Backstrom.

In attendance were Backstrom, Warwick, and McCombs. Miller and Kendall were absent. Nancy Studebaker was also in attendance.

President Backstrom asked for an approval for the agenda, Warwick motioned, McCombs seconded. Passed unanimously.

Discussion Items:

Library director interview and discussion was held.

There were no action items.

Having no further business, President Backstrom asked for a motion to adjourn. McCombs motioned, McCombs seconded. Passed unanimously. Adjured at 8:09 pm.

Van Meter Public Library

3/25/2021 Board Meeting Minutes

On March 25<sup>th</sup> 2021, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 7:00pm by President Backstrom.

In attendance were Backstrom, Warwick, McCombs, and Kendall. Miller was absent. Laura Hanson was also in attendance.

President Backstrom asked for an approval for the agenda, McCombs motioned, Kendall seconded. Passed unanimously.

Discussion Items:

Library director interview and discussion was held.

Action Items:

McCombs motioned to make the offer of employment to Laura Hanson with a starting salary of \$41,500 per year starting on April 12th. Kendall seconded. Passed unanimously.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, Kendall seconded. Passed unanimously. Adjured at 8:31 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, April 21st at 6:00pm.

Van Meter Public Library

3/31/2021 Board Meeting Minutes

On March 31<sup>st</sup> 2021, the Van Meter Public Library Board met virtually.

The meeting was called to order at 6:12pm by President Backstrom.

In attendance were Backstrom, Warwick, and McCombs. Miller and Kendall were absent.

President Backstrom asked for an approval for the agenda, McCombs motioned, Warwick seconded. Passed unanimously.

Discussion Items:

Library Director offer of employment and candidates discussion was held.

Action Items:

Warwick motioned to make the offer of employment to Laura Hanson with a starting salary of \$44,000 per year starting on April 19th. In the event of a declined counter offer from Laura Hanson, we would offer employment to Nancy Studebaker with a starting salary of \$44,000 starting April 12th. McCombs seconded. Passed unanimously.

Having no further business, President Backstrom asked for a motion to adjourn. McCombs motioned, Warwick seconded. Passed unanimously. Adjured at 6:35 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, April 21st at 6:00pm.

**BUDGET REPORT**  
**CALENDAR 4/2021, FISCAL 10/2021**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	43,749.00	1,692.31	33,662.85	76.95	10,086.15
182-410-6020	WAGES - PART TIME	11,000.00	994.25	8,476.65	77.06	2,523.35
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	75.00	.00	.00	.00	75.00
182-410-6215	PROGRAMMING	3,500.00	126.93	1,467.20	41.92	2,032.80
182-410-6220	SUBSCRIPTION	750.00	.00	614.84	81.98	135.16
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	8.50	184.77	46.19	215.23
182-410-6371	UTILITIES	1,650.00	92.43	986.10	59.76	663.90
182-410-6373	TELEPHONE/COMMUNICATIONS	1,000.00	.00	539.39	53.94	460.61
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,000.00	235.89	2,245.34	44.91	2,754.66
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00	.00	1,200.00	100.00	.00
182-410-6502	LIBRARY MATERIALS	8,526.00	41.58	3,486.36	40.89	5,039.64
182-410-6506	OFFICE SUPPLIES	3,000.00	.00	941.00	31.37	2,059.00
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	LIBRARY TOTAL	80,000.00	3,191.89	53,804.50	67.26	26,195.50
182-910-6910	TRANSFERS OUT	.00	.00	10,000.00	.00	10,000.00-
	TRANSFERS IN/OUT TOTAL	.00	.00	10,000.00	.00	10,000.00-
	LIBRARY TRUST FUND TOTAL	80,000.00	3,191.89	63,804.50	79.76	16,195.50
	TOTAL EXPENSES	80,000.00	3,191.89	63,804.50	79.76	16,195.50

**BALANCE SHEET**  
**CALENDAR 4/2021, FISCAL 10/2021**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
182-000-1110	CHECKING - LIBRARY TRUST	2,692.83	38,236.59
182-000-1150	IPAIT	.00	.00
182-000-1160	SAVINGS/CD'S	.00	16,870.91
182-050-2020	ACCOUNTS PAYABLE	.00	957.48
182-050-2120	FEDERAL W/H PAYABLE	.00	73.90
182-050-2121	FICA W/H PAYABLE	.00	270.12
182-050-2122	STATE W/H PAYABLE	73.00	73.00
182-050-2123	IPERS W/H PAYABLE	422.59	422.59
182-050-2124	INSURANCE W/H PAYABLE	.00	30.92-
182-050-3950	FUND BALANCE	.00	42,368.75
		=====	=====
	PROOF	2,197.24	10,972.58
		=====	=====

G/L EXPENSE HISTORY REPORT  
FROM 03/2021 TO 4/2021

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 9/2021 TO 10/2021)			AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
182-410-6010	WAGES - FULL TIME				
3/05/21 PR1303				PR DT: 2/28/21	1682.66
3/19/21 PR1307				PR DT: 3/14/21	1682.66
4/16/21 PR1320				PR DT: 4/11/21	1692.31
	ACCOUNT TOTAL				5,057.63
182-410-6020	WAGES - PART TIME				
3/05/21 PR1303				PR DT: 2/28/21	420.25
3/19/21 PR1307				PR DT: 3/14/21	390.94
4/02/21 PR1314				PR DT: 3/28/21	502.25
4/16/21 PR1320				PR DT: 4/11/21	492.00
	ACCOUNT TOTAL				1,805.44
182-410-6030	WAGES - SEASONAL/TEMP				
182-410-6210	DUES				
182-410-6215	PROGRAMMING				
3/08/21 AP1908	SYNCB/AMAZON	2021-03		30132 LIB PROGRAMMING & MATERIALS	48.91
4/12/21 AP1926	SYNCB/AMAZON	2021-04		30182 LIB PROGRAMMING	126.93
	ACCOUNT TOTAL				175.84
182-410-6220	SUBSCRIPTION				
182-410-6230	TRAINING				
182-410-6311	OPERATION & MAINTENANCE				
3/08/21 AP1908	CULLIGAN	106220	106414	30110 WATER COOLER/WATER & AUTO RENT	8.49
4/12/21 AP1926	CULLIGAN	106513	& LIB	30153 LIB & CITY WA/AUTO RENEWAL	8.50
	ACCOUNT TOTAL				16.99
182-410-6371	UTILITIES				
3/12/21 AP1914	MIDAMERICAN ENERGY	2021-03		30140 GAS/ELEC	164.72
4/12/21 AP1926	MIDAMERICAN ENERGY	2021-04		30172 GAS/ELEC	92.43
	ACCOUNT TOTAL				257.15
182-410-6373	TELEPHONE/COMMUNICATIONS				
3/12/21 AP1914	VERIZON WIRELESS	9874603840		30141 LIB PHONE CHARGES	26.88
	ACCOUNT TOTAL				26.88
182-410-6408	INSURANCE				
182-410-6413	PAYMENTS - OTHER AGENCIES				
182-410-6419	TECHNOLOGY				
3/08/21 AP1908	VC3 INC	59172		30135 IT N BOX	217.44
4/12/21 AP1926	VC3 INC	60178		30184 IT N BOX	235.89



**G/L EXPENSE HISTORY REPORT**  
**FROM 03/2021 TO 4/2021**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 9/2021 TO 10/2021)			AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION
182-410-6419		TECHNOLOGY			
		ACCOUNT TOTAL			----- 453.33
182-410-6424		COMMUNITY INTERSET			
182-410-6499		OTHER CONTRACTUAL SERV			
182-410-6502		LIBRARY MATERIALS			
3/08/21	AP1908	SYNCB/AMAZON	2021-03		30132 LIB PROGRAMMING & MATERIALS 65.93
3/08/21	AP1908	BAKER & TAYLOR	2035741076		30105 LIB MATERIALS 39.51
3/08/21	AP1908	BAKER & TAYLOR	2035760930		30105 LIB MATERIALS 29.10
3/08/21	AP1908	BAKER & TAYLOR	2035771756		30105 LIB MATERIALS 490.69
4/12/21	AP1926	BAKER & TAYLOR	2035793305		30148 ADULT MATERIALS 41.58
		ACCOUNT TOTAL			----- 666.81
182-410-6506		OFFICE SUPPLIES			
182-410-6511		MEMORIAL MATERIALS			
182-910-6910		TRANSFERS OUT			
3/03/21	GL0353	LIBRARY BUILDFUND TRANSFR			10000.00
		ACCOUNT TOTAL			----- 10,000.00
182-999-9999		PROFIT HANDLER			
				REPORT TOTAL	=====
					18,460.07

**TREASURER'S REPORT**  
**CALENDAR 4/2021, FISCAL 10/2021**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	52,414.67	5,389.13	3,191.89	495.59	55,107.50
Report Total	52,414.67	5,389.13	3,191.89	495.59	55,107.50

**TREASURER'S REPORT**  
**CALENDAR 4/2021, FISCAL 10/2021**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	15,678.34	.00	.00	.00	15,678.34
Report Total	15,678.34	.00	.00	.00	15,678.34

## Nancy Studebaker

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**From:** Library  
**Sent:** Thursday, April 8, 2021 2:00 PM  
**To:** Nancy Studebaker  
**Subject:** FW: Your purchase on Amazon.com has been approved by Kyle Michel

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**From:** Amazon Business <no-reply@amazon.com>  
**Sent:** Wednesday, April 7, 2021 4:19 PM  
**To:** Kathleen Nubel <knubel@vanmeteria.gov>  
**Subject:** Your purchase on Amazon.com has been approved by Kyle Michel



**Order approved**

Your purchase order request for **City of Van Meter** was approved by **Kyle Michel**([kmichel@vanmeteria.gov](mailto:kmichel@vanmeteria.gov)).

## Order Summary

Order number	<b>112-2122220-0776216</b>
Approved by	Kyle Michel ( <a href="mailto:kmichel@vanmeteria.gov">kmichel@vanmeteria.gov</a> )
Deliver to	Bill Daggett 310 MILL ST VAN METER, IA 50261-9605, US
Items in order	4
Total	<b>\$182.10</b>

## Approved items

VASGOR 15" x 6" Acrylic Floating Bookshelf (4 Pcs), 5mm Thick Crystal Clear Wall Ledge Shelf . Wall Mounted Shelves for Books, Pictures, Phones, Small Toy Storage  
**\$26.97** | Qty: 2



Command Large Picture Hanging Strips, Heavy Duty, Black, Holds up to 16 lbs, 14-Pairs, Easy to Open Packaging  
**\$12.22** | Qty: 2

Clear Empty Plastic Storage containers with Lids - Square Plastic Containers - Plastic Jars with Lids - BPA Free Plastic Jar - Food Grade Air Tight with Easy Grip Handles (6 Pack 32

Oz)

**\$17.50** | Qty: 2

Roysili Spice Rack Magnetic Spice Rack Durable Magnetic Shelves For Refrigerator Easy To Use 2 Pack with Hook (White)

**\$17.18** | Qty: 4

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[Your Account](#) | [Amazon.com](#) | [Help](#)

## Nancy Studebaker

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**From:** Amazon Business <no-reply@amazon.com>  
**Sent:** Saturday, April 10, 2021 8:53 AM  
**To:** Kathleen Nubel  
**Subject:** Your purchase on Amazon.com has been approved by Kyle Michel



**Order approved**

Your purchase order request for **City of Van Meter** was approved by **Kyle Michel**([kmichel@vanmeteria.gov](mailto:kmichel@vanmeteria.gov)).

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## Order Summary

Order number **112-5343949-3641026**  
**112-7517972-8172213**

Approved by Kyle Michel ([kmichel@vanmeteria.gov](mailto:kmichel@vanmeteria.gov))

Deliver to Bill Daggett  
310 MILL ST  
VAN METER, IA 50261-9605, US

Items in order 5

Total \$415.37

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## Approved items

[Recycle Trash Office Supply Sticker / Decal for Trash Can Recycle Bin \(Paper\)](#)  
**\$3.99** | Qty: 2



[Cosco Outdoor Living 88333BGY1E BoxGuard Large Lockable Package Delivery and Storage Box, 6.3 Cubic feet, Black/Gray](#)  
**\$72.42** | Qty: 1

[Nicesh 2.6 Gallon Swing Top Trash Can, 10 L Plastic Garbage Can with Swing Lid \(Grey\)](#)  
**\$17.99** | Qty: 2



[BISSELL Pet Hair Eraser Lithium Ion Cordless Hand Vacuum, Purple](#)  
**\$69.99** | Qty: 1

[Shark Rotator Powered Lift-Away TruePet Upright Corded Bagless Vacuum for Carpet and Hard Floor with Hand Vacuum and Anti-Allergy Seal \(NV752\), Bordeaux](#)

(Renewed)  
**\$229.00** | Qty: 1

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**Nancy Studebaker**

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**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Saturday, April 10, 2021 2:58 PM  
**To:** Kathleen Nubel  
**Subject:** Your Amazon.com order of "Well Woven Modern Rug..." and 1 more item.



[Your Account](#) | [Amazon.com](#)

## Order Confirmation

Order #112-4397343-7914661

Order #112-8925865-9903439

### Hello Kathleen Nubel,

Thank you for shopping with us. We'll send a confirmation once your items have shipped. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

Your purchase has been divided into 2 orders.

This order is placed on behalf of City of Van Meter.

### Order Details

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Order #112-4397343-7914661

Placed on today, April 10

Your estimated delivery date is:

**April 26-  
Tuesday, April 27**

Your order will be sent to:

**Bill Daggett  
VAN METER, IA  
United States**

Your shipping speed:



**FREE Shipping**

[Order Details](#)



Gorilla Grip Original Durable Indoor Door Mat, 47x35,  
Large Size, Heavy Duty Doormats, Commercial  
Waterproof Stripe Doormat, Easy Clean, Low-Profile Mats  
for Entry, Garage, Busy Areas, Black  
Kitchen  
Sold by [GORILLA COMMERCE](#)  
Condition: New

**\$31.99**

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**Order Total:**

**\$31.99**



The payment details of your transaction can be found on the [order invoice](#).

Order #112-8925865-9903439

Placed on today, April 10

Your estimated delivery date is:

**April 19-  
Thursday, April 22**

Your shipping speed:



**Standard Shipping**

Your order will be sent to:

**Bill Daggett  
VAN METER, IA  
United States**

[Order Details](#)



Well Woven Modern Rug Squares Multi Geometric  
Accent 5' x 7' Area Rug Entry Way Bright Kids Room  
Kitchn Bedroom Carpet Bathroom Soft Durable Area Rug  
Home  
Sold by [Rug Lots](#)  
Condition: New

**\$69.99**

**Order Total:**

**\$69.99**

The payment details of your transaction can be found on the [order invoice](#).

To learn more about ordering, go to [Ordering from Amazon.com](#).  
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.

**Amazon.com**

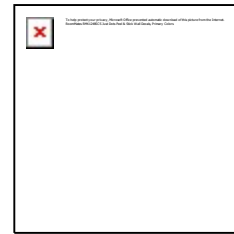
Customers who bought Well Woven Modern Rug Squares Mu... also bought



Well Woven Squares Soft Multi  
Geometric Accent...  
\$19.98



Well Woven Modern Rug  
Squares Multi Geometric...



RoomMates RMK1248SCS Just  
Dots Peel & Stick...  
\$11.56

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a

seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about [tax and seller information](#).

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April 12, 2021; Office Supplies; \$44.98  
Outdoor Mat and Children's Rug

**Nancy Studebaker**

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**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Monday, April 12, 2021 12:19 PM  
**To:** Kathleen Nubel  
**Subject:** Your Amazon.com order of "Lovinland Outdoor Mat..."



[Your Account](#) | [Amazon.com](#)

## Order Confirmation

Order #111-9229708-8474611

**Hello Kathleen Nubel,**

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. The payment details of your transaction can be found on the [order invoice](#). If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of City of Van Meter.

Your estimated delivery date is:

**Friday, April 16-  
Wednesday, April 21**

Your shipping speed:



**Standard Shipping**

Your order will be sent to:

**Bill Daggett  
VAN METER, IA  
United States**

[Order Details](#)

## Order Details

Order #111-9229708-8474611

Placed on today, April 12



Lovinland Outdoor Mat Rubber Drainage Mat Non-Slip  
Mat 60 x 35 Inch Commerical Heavy Duty Mat for  
Resturant Kitchen Bar Garage Garden Industrial Indoor  
Use Black  
Lawn & Patio  
Sold by [Lovinland](#)  
Condition: New

**\$44.98**

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**Order Total:**

**\$44.98**

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To learn more about ordering, go to [Ordering from Amazon.com](#).  
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.

**Amazon.com**

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Customers who bought Lovinland Outdoor Mat Rubber Dra... also bought




Envelor Home and Garden Anti  
Fatigue Commercial...  
\$32.99



Lovinland Outdoor Mat Rubber  
Floor Mat Drainage...  
\$27.55



Lifewit 2 Pack Indoor Mat Door  
Mat Heavy Duty...  
\$22.99 

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The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about [tax and seller information](#).

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**Nancy Studebaker**

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**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Monday, April 12, 2021 3:43 PM  
**To:** Kathleen Nubel  
**Subject:** Your Amazon.com order of "Don't Let the Pigeon Drive..." and 3 more items.



[Your Account](#) | [Amazon.com](#)

## Order Confirmation

Order #111-0696622-5976261

### Hello Kathleen Nubel,

Thank you for shopping with us. We'll send a confirmation once your items have shipped. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of City of Van Meter.

Your guaranteed delivery date is:

**Monday, April 19**

Your shipping speed:



**FREE Shipping**

Your order will be sent to:

**Bill Daggett  
VAN METER, IA  
United States**

[Order Details](#)

### Order Details

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Order #111-0696622-5976261

Placed on today, April 12



[Don't Let the Pigeon Drive the Bus! \(Big Book Edition\) \(A Pigeon Series Book\)](#)  
Willems, Mo; Paperback  
Sold by Amazon.com Services LLC

**\$19.99**



[You Are a Lion!: And Other Fun Yoga Poses](#)  
Yoo, Taeun; Hardcover  
Sold by Amazon.com Services LLC

**\$14.62**



[The Best Joke Book For Kids: Illustrated Silly Jokes For Ages 3-6.](#)  
McSilly, Rather; Paperback  
Sold by Amazon.com Services LLC

**\$8.99**



Iowa (A True Book: My United States)  
Squire, Ann O.; Paperback  
Sold by Amazon.com Services LLC

**\$7.95**

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**Order Total:**

**\$51.55**

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To learn more about ordering, go to [Ordering from Amazon.com](#).  
If you want more information or need more assistance, go to [Help](#).

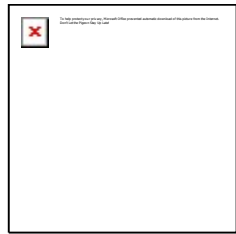
Thank you for shopping with us.  
**Amazon.com**

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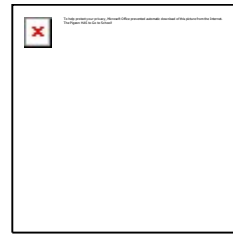
Customers who bought *Don't Let the Pigeon Drive the B...* also bought



The Pigeon Finds a Hot Dog!  
\$15.28



Don't Let the Pigeon Stay Up  
Late!  
\$11.15



The Pigeon HAS to Go to  
School!  
\$7.78

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By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about [tax and seller information](#).

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[Send confirmation email](#)


 [Print this page](#)

# Thank you for ordering from iREAD

A confirmation email has been sent to [nstudebaker@vanmeteria.gov](mailto:nstudebaker@vanmeteria.gov) with the information below. [Print this page](#)

Your order will be shipped according to our [standard shipping schedule](#). If you purchased a download, you may access it below.

## Summary

Item	Price	Quantity	Subtotal
 <b>Timed Reading Logs</b> Timed Reading Logs SKU: 21-106	<b>\$8.00</b>	3	<b>\$24.00</b>
<b>Shipping &amp; handling</b>	<b>\$11.10</b>		<b>\$11.10</b>
		Total	<b>\$35.10</b>
		Balance due	<b>\$35.10</b>

## Billing information

Order Date: April 12, 2021 at 12:54 PM  
Order Number: 525TYAV9  
Invoice Number: 196917

## Shipping information

Nancy Studebaker  
Van Meter Public Library  
505 Grant Street

**Remit payment via check with a copy of this page to:**

Van Meter, IA 50261  
United States

**iREAD**

33 W. Grand Ave, Suite 401  
Chicago, IL 60654-6799

**Remit payment via credit card:**

Contact iREAD Customer Service at  
(312) 644-1896 or toll free at (877) 565-1896.

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iREAD READING PROGRAMS  
**Contact us toll-free: (877) 565-1896**

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799 (312) 644-1899 fax [iread@ila.org](mailto:iread@ila.org)

**STAY CONNECTED**



[!\[\]\(e1c624d4757f08486e89482c18364c17\_img.jpg\) Sign up for iREAD email updates >](#)

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Presented to the Library Board of Trustees on April 21, 2021

### **Director's Recommendation for ReOpening**

The library will resume normal operations beginning May 10, 2021 with the following exceptions and restrictions:

Hours: Monday & Wednesday 10:00am – 5:00pm  
Tuesday & Thursday 12:00pm – 8:00pm  
Friday By registration/appointment only  
Saturday 10:00am – 3:00pm

- Continue offering curbside pick-up.
- Occupancy limited to 15 people in the library at any time.
- Time in library limited to half-hour (with exceptions for Friday Films).
- Summer programming outdoors to the greatest extent possible.
- Facemasks required by all persons (staff and public) over the age of 2 years old.
- Staff encouraged to wear gloves while serving the public.
- Provide hand sanitizer for public and staff.
- All surfaces wiped down as needed (at least twice daily).
- Restrooms closed to the public (with exceptions compassionate use and for Friday Films).
- Only "active" library use. Chairs not available for use.
- Note: no special precautions regarding returned items.
- Review plan each month.

The following are some of the resources I used in developing the library's ReOpening plan.

[See results of State Library's March 2021 survey regarding reopening](#)

#### **Re-Opening Considerations**

The State Library has developed the following list of questions for library boards and directors to consider while developing plans for re-opening their libraries. This is not an exhaustive list and should not be considered official recommendations from the State Library. Each library will have different

needs, and decisions should be made on a local level in consultation with city officials, keeping state and federal guidelines in mind. The primary goal should be to re-open cautiously in order to protect the health and safety of library staff and patrons.

#### Re-opening Logistics

- Can you allow staff time in the building prior to opening to deal with returns and make needed changes?
- Will you plan for a gradual offering of services rolled out over time- a “phased plan” determined by your situation?
- Honor social distancing guidelines; the number of patrons in the building at one time must not exceed 50% of the building's maximum legal occupancy. See the [State Fire Marshal Guidance for Estimating Occupant Capacity During COVID-19](#).

#### Social Distancing and Disinfection

- Do you have a supply chain for protective equipment for staff and patrons? (masks, gloves, sanitizers, etc.)
- Can you provide masks and gloves for staff to wear? Will use be required or voluntary?
- Do you have the ability to provide hand sanitizer or disinfectant wipes available at service points, entrances, exits and at all restrooms?
- How frequently will you disinfect counters, public computers, self-check machines and touchpoints during the day?
- Can you install plexiglass shields at service locations?
- Is it possible to put holds out for patrons to retrieve and check out themselves (if you have self-checkout capability) to limit physical interactions with staff? (Do your best to protect the confidentiality of patrons' reading choices.)
- Will you limit the number of people in the library at one time?
- Is it possible to have a separate entrance and exit from the building? Or to use different stairways for up and down traffic?
- How will you handle returned items? Can you instruct patrons to use book drops or automated returns only?
- How will you handle money safely, if at all?
- Is it possible to be open at special hours for at-risk populations such as the elderly or immunocompromised?
- Can you limit hours open to the public to allow for extra cleaning of the building?
- Can you limit use of bathrooms?
- Will you provide direct access to the copier/printer? Is wireless printing an option? Is there another way to provide copies and printing to patrons?
- Can you arrange for directional signs/one-way signs on floors, down the aisles, around service points? Can you create one-way traffic patterns?
- Will you post signs about washing hands frequently?
- Is it possible to rearrange, remove, or cover furniture to limit seating or allow for socially distanced use?
- How can you separate computer stations or allow access on every other station? Do you have the capacity to move computers to other areas of the library and use Wi-Fi access?
- How will you clean and disinfect computers after each use?
- Will you limit time patrons can use computers or require appointments to use computers to control crowding and allow for disinfection between uses?
- Can you provide laptops or devices that can be used in other areas of the library and disinfect between uses?
- Do you have a process to disinfect returned materials? Is it possible to consider keeping areas of library closed, or use meeting rooms to quarantine returned materials before re-shelving?
- Will you remove toys, puzzles, puppets, Legos, etc. that are difficult to clean to discourage close play or interaction?
- Will you continue to encourage staff and patrons who feel sick to remain at home?

#### Online Tools and Resources

- Will you encourage online or phone renewals or holds of items? How will you get the message out?
- Can you provide tutorials or links to tutorials on how to use your online resources (such as how to renew items, place holds, access Bridges ebooks and audiobooks, and how to use the online resources in the State Library package including Gale, Brainfuse, Opposing Viewpoints, Transparent Language, etc.)?
- What is your plan to use your library's social media accounts and website to inform, promote, and provide access to tools and programming?

#### **Programming and Meeting Rooms**

- Will you limit the use of meetings rooms? Under what conditions will meeting room re-open?
- What number will you allow for library gatherings, programs, meeting rooms, etc.?
- Can you provide passive programming?
- Can you provide make and take crafts or grab-it bags of supplies?
- Will you remove access to VR headsets or gaming consoles, if you have them?
- How will you reinstitute in-person programming while keeping in mind limits of gatherings?

#### **Interlibrary Loan and IA Shares Delivery**

- Will you update your library's status in SILO when ready?
- Will you mail items as needed or wait for IA Shares delivery to start again?
- Can you slowly increase the volume of materials for delivery once IA Shares is reinstated?

#### **Community Needs and Outreach**

- Can you provide Wi-Fi access outside your building?
- Is it possible to designate specific computers or laptops only for patrons with needs related to unemployment, such as filing, reports, resumes, applying for business loans, applying for jobs, etc.?
- Can you partner with a local organization to provide additional access to computers?
- Can you provide additional hotspots or Wi-Fi access within the building?
- If your library has a bookmobile, could you use it to provide internet access in areas of your community that lack access?

#### **Continuation of Services Offered While Closed**

- Will you continue curbside services, or consider starting them in a limited capacity?
- Can you develop or continue to allow online registration and renewal of library cards?
- Will you continue to deliver items to at-risk patrons?
- Will you continue to provide online programming?

#### **Long-Term Plans**

- Have you considered revising or developing a policy for emergency management?
- Have you thought about revising or developing a personnel plan to adapt to remote work or leave during a pandemic or other disaster?
- Will you review and/or revise your Meeting Room Policy?

Van Meter Public Library  
Strategic Plan 2020-2025  
Approved by Library Board of Trustees February 19, 2020

**Development of plan:** The library director and members of the library board and met with the State Library’s Central District Consultant on Tuesday, November 19 for a 3-hour planning session. During this time, the director, trustees, and District Consultant reviewed demographic information from the State Data Center, statistical data from the library’s past annual survey reports, and current trends in libraries. From these reviews, the following three areas of service were chosen as focus areas for the library’s 2020-2025 strategic plan:

- Spaces and Places
- Civic & Community Engagement
- Digital Learning

The board and director then scheduled work sessions on December 18th, January 15th, and February 19th to draft details of the plan. The plan was approved by the board of trustees on February 19th.

**Mission Statement:** The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

**Service Response #1: Spaces & Places**

**Goal 1:** The community will have access to a new, larger library facility.

**Objective 1:** The fundraising committee will coordinate with ISG Architect to develop marketing materials and begin using them by early spring 2020.

**Activity 1:** Follow ISG’s recommended marketing blitz strategy beginning in February 2020 to build public support for the project in the community and solicit donations.

**Activity 2:** The library board and the fundraising committee will work together to create teams to conduct neighborhood canvassing based on ISG’s marketing materials and recommendations by summer 2020 with the goal of increasing community awareness and soliciting donations.

**Activity 3:** The fundraising committee will utilize ISG’s marketing materials to create targeted solicitations and library director and trustees will participate as needed.

**Objective 2:** Beginning in 2020, the library will work with the fundraising committee, Library Foundation, and Public Safety to develop collaborative fundraising events.

**Activity 1:** The fundraising committee will meet at least once per month and a library representative will report back to the library board on meeting details and progress

**Activity 2:** Gather information from other libraries’ successful fundraising processes

**Activity 3:** Coordinate with the library foundation and fundraising committee to plan a minimum 4 fundraising events annually

**Objective 3:** The library will consider options for community input during 2020 and 2021

Activity 1: Host an open house with the public and the architect to discuss the library layout and solicit community input

Activity 2: Conduct in person and online surveys to gauge community wants and needs in new library facility

**Goal 2:** Internet searchers will discover a vibrant library website.

**Objective 1:** The library will consider ways to further develop its web presence.

**Activity 1:** The director will meet with city personnel to discuss website development options in mid 2020.

**Activity 2:** The director will talk with the State Library about possibilities for a state-sponsored website.

**Activity 3:** Have new or improved website by beginning of 2021.

### **Service Response #2: Civic & Community Engagement**

**Goal 1:** The public will have opportunities to attend more library programming.

**Objective 1:** The library will offer specialized (one-time) programs quarterly beginning fall 2020.

**Activity 1:** Using community surveys, the library director will determine programs that meet community needs and interests.

**Activity 2:** The library director will research what programs are being offered by other local libraries that attract local interest.

**Goal 2:** The library will increase attendance by 100% on average from FY20 numbers at library programs

**Activity 1:** Library staff will spend more time advertising programs on social media

**Activity 2:** Library staff will work on creating more engaging marketing materials for programs

### **Service Option #3: Digital Learning**

**Goal 1:** Community members will develop internet literacy and online safety skills

**Objective 1:** The library will develop and implement a blueprint in order to improve digital literacy in the community

**Activity 1:** Trustee Shannon Miller will research & recommend a digital literacy blueprint for the library by mid-2020.

**Activity 2:** The library director and library board will discuss and vote on Trustee Shannon Miller's digital literacy blueprint by Fall 2020.

**Objective 2:** Kids and parents will learn how to safely navigate the online world

**Activity 1:** The library will coordinate with local groups to offer family-oriented online safety programs with qualified speakers, with informal surveys about safety knowledge to measure learning

**Activity 2:** The library director will look into adding online safety tips for parents to the city newsletter

**Goal 2:** The library will provide community members with opportunities to learn more about technology

**Objective 1:** The library will maintain technology to meet public needs

**Activity 1:** The library director will complete the Edge 2.0 evaluation

**Activity 2:** The library director and library board will explore opportunities to add new technologies to the library, including circulating technology

**Objective 2:** The library will provide library patrons with opportunities to learn how to operate different devices, software, and applications

**Activity 1:** The library director will reevaluate the content of Tech Tuesday programs to better meet community needs

**Activity 2:** The library director and the library board will look into the feasibility of acquiring an online learning database with technology courses

### **Evaluation**

This plan will be reviewed and evaluated by the library board and director at least biannually. Formal methods of evaluation may include quantitative through the use of statistics and graphing, and qualitative through the use of surveys and tools such as Project Outcome.

# Library Overview

## Major Accomplishments

- Updated policies to reflect current operations
- Created a new book display
- Started new Launchpads library collection
- Reorganizing efforts to add additional space

## Major Issues & Opportunities

- Lack of programming space
- Lack of study and meeting rooms for patron use
- Lack of staffing results in lapses in service
- Need to expand circulating collection to include more nontraditional items

# Needs and Constraints



## Constraint

Lack of space for additional programming separate from collections



## Need

Need study rooms and meeting rooms for patron use



## Need

Need sustainable funding for additional and sufficient staffing levels



## Constraint

Lack of space for expanding circulating collection to include more nontraditional items.



# Priority Project

The priority project for the Library over the next two fiscal cycles will be to expand the circulating collection to include more nontraditional items. This project will include reaching out to other libraries to review their nontraditional circulating collections as well as working with the Library Board and residents to determine the nontraditional needs of the community.

# Needs from Council

- ▶ Support grant funding opportunities to assist with implementation, such as Dallas County Foundation grant
- ▶ Sustain public funding of the Library and the Library Building Project

## **CHILDREN'S SUMMER READING PROGRAM 2021**

### **THEME: READING COLORS YOUR WORLD**

Dates: June 1 – August 4

Activities aimed at ages 2-12.

All activities will take place outside in the park area except for Friday Family Films.

### **Reading Incentive Program**

Weekly reward for reading every day

Prizes will be grab bags using leftover materials from past summers

### **Take & Make Crafts**

Created by: Jennifer

A new take & make craft every other week. Each craft bag will include instructions and materials to create a craft along with recommendations for books that relate to the craft.

### **Tuesday Summertime Storytime**

Presented by: Nancy in the park

9:00am Storytime aimed at ages 2-4.

7:00pm Storytime aimed at ages 2-4.

7:30pm Storytime aimed at ages 5-7.

Focus on pre- and early literacy skills:

- \* Print motivation      \*Print awareness
- \* Vocabulary            \* Narrative
- \* Letter knowledge    \* Phonetic awareness

### **Thursday Chapters and Chips Sampler**

1:00pm Book recommendations for readers age 8-12. With a variety of chips available for snacking.

### **Saturdays in the Park**

Presented by: Nancy

Weekly fun in the park. Available all day Saturdays

Have volunteers in the park to oversee and report any issues

Book Give-a-way June 5 for individuals who have (or sign-up for) a Van Meter library card; July 31 for children who participated in any part of SRP programming.

Story walks changed every other week.

Special Activities Each week. Examples: Bubbles, Sidewalk Chalk, Noise Makers etc.

### **Special Programming**

Jennifer is taking the lead on scheduling three to five special programs offered through the summer. Examples: Juggler, Zoo Presentation etc.

# Financial Policy

Van Meter Public Library  
505 Grant Street, PO Box 160  
Van Meter, IA 50261  
(515) 996-2435



---

## PURPOSE

This policy is established by the Library Board to ensure fiscal accountability and appropriate use of funds in compliance with state statutes and municipal ordinances.

## AUTHORITY

The Library Board of Trustees, herein referred to as “the Board”, has final authority over all equipment, materials and property owned by the library and over the expenditures of all funds available to the library. See Chapter 22.44.060 of the Code of Ordinances of the City of Van Meter, Iowa, 2007.

## ANNUAL OPERATING BUDGET

The Board delegates to the Library Director the responsibility for the preparation of the preliminary draft of the annual budget with necessary supporting data which shall be presented to the Board by December 31st each year. The Board reviews, revises, and approves the proposed budget before it is submitted to the City Administrator. The City Council approves the total annual operating budget while the Board approves allocation and expenditure of those funds on a line item basis.

To ensure ongoing monitoring of the budget and to meet requirements of the local ordinance, all disbursements must be approved by the Board and signed by the President and Secretary at monthly Board meetings. The Library Director shall provide at least quarterly reports to the Library Board on the status of the current year's budget.

## PURCHASING

Only the Library Director is authorized to make purchases. ~~The Library Director shall not exceed a monthly spending limit of more than 8.33% of the annual allocated budget per line item without prior~~

~~approval from the Board.~~ The Library Director shall provide written explanation of any spending which exceeds 8.33% of the annual allocation in a single month. It is the Library Director's responsibility to research alternative suppliers on a regular basis to ensure that library materials are purchased at a competitive price.

#### GIFTS AND BEQUESTS

All donations accepted for a special purpose shall be honored and used for these purposes. The Library Director shall keep detailed records to show the expenditures of these restricted funds. If any gift carries a request for a restricted use on the funds which does not meet the Library's current goals and objectives, the Library Director shall seek the approval of the Board before accepting the gift. The Library Director shall report on the activity of the Gifts and Bequests at least quarterly. All expenditures from the Gifts and Bequests shall be listed on the disbursement list at the monthly Board meetings. All monetary donations that are not allocated to a special purpose shall be deposited to the Library Foundation.

#### CONTRACTS FOR SERVICE

Both new and renewing contracts shall be presented to the Board for approval.

#### GRANTS

The Library Director is responsible for identifying grant opportunities and writing grant applications. Applications for grants shall have the approval of the Board before submission. The Library Director is also responsible for ensuring grant monies are received, tracked and allocated appropriately.

Page 1 of 2

#### DISPOSAL OF PROPERTY

Surplus property valued at less than \$500 shall be disposed of by any of the following methods at the Library Director's discretion: sold to a resale shop, donated to a local non-profit organization, or given to the Library Foundation for sale to benefit the Library. Surplus property valued at \$500 or more shall be disposed of by sale at public auction or sale by sealed bid following approval by the Board. All monies

received from the sale of surplus items shall be returned to the fund from which it was purchased and reported at monthly Board meetings.

Books shall be withdrawn from the Library's collection as outlined in the Library Board's Collection Development Policy and shall either be donated to local nonprofits or sold to a resale book store at the Library Director's discretion. ~~A detailed list of the books along with the donation slip and cash receipt shall be reported at the monthly Board meetings.~~ All monies received from the sale of withdrawn library books shall be deposited to the "Library Materials" fund line of the budget.

#### ANNUAL REPORT

The Board delegates to the Library Director the responsibility for the preparation of the Annual Report during the Board's monthly July Board meeting. The Library Director and Board President shall present the annual report to the City Council at the Council's August monthly meeting. 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.

Library Board of Trustees

Adopted: April 17, 2019

Page 2 of 2

# Bulletin Boards Policy

Van Meter Public Library  
505 Grant Street, PO Box 160  
Van Meter, IA 50261  
(515) 996-2435



Van Meter Public Library bulletin boards exist to announce library services and programs, as well as city events or activities that are educational, recreational, **nonpartisan or bipartisan**, cultural, civic, and/or intellectual taking place in or near Van Meter. The Library reserves the right to refuse to post and the right to refuse items which do not meet these criteria. Display of items that meet these criteria is subject to the following conditions:

1. No item shall be displayed without prior permission from the library director.
2. Preference will be given first to VMPL and VMPL-related postings, then to postings from other city departments, then to community events.
3. The library reserves the right to limit the size or number of items on display by any individual. Items may be rejected for lack of space even if the item would have otherwise been permitted.
4. Materials will remain posted, as space allows, until the event or registration deadline has passed. Materials with no end date will be posted for a maximum of one month, as space allows.
5. All notices must have the name of the sponsoring organization and provide a method of contact for interested people.
6. The following postings are prohibited:
  - a. Materials which promote **a specific candidate or political issue.** ~~specific viewpoint, or which promote an event that promotes a specific viewpoint. However, announcements for free nonpartisan or bipartisan political events (such as candidate forums or debates) are encouraged.~~
  - b. Advertisements designed for individual or commercial profit or gain, including promotional materials for for-profit organizations.
  - c. Materials promoting fundraisers not related to the library or to another city department. ~~Fundraisers for individuals or non-profit groups may be allowed on a case-by-case basis, space permitting.~~
  - d. Materials that violate the library's conduct policy, including materials that are profane or discriminatory.
  - e. ~~Materials promoting paid admission events. Exceptions may be allowed on a case-by-case basis.~~

Acceptance of materials for display does not imply approval or disapproval by the Library of the ideas or opinions expressed, nor does it imply endorsement of events or services.

Approved 8/28/19

Proposed Revision of Line-item allocations for FY21 Budget.



April 21, 2021

Proposed Revisions to the Line-Item Budget Allocations

**Wages PT:** I am proposing an increase in this line item because Jennifer worked additional hours during pandemic

**Programming:** I am proposing an increase in this line item because I feel it is important to have a very robust and successful summer reading program this year. My goal is to draw people back to the library.

**Technology:** I am proposing a decrease in this line item because I do not believe we will need as much as is allocated.

**Materials:** I am proposing a decrease in this line item because I am unable to effectively spend the amount currently allocated between now and the end of the fiscal year.

**Office Supplies:** I am proposing an increase in this line item because I spent a good deal of money organizing and improving the physical appearance of the library.

	Current Budget	Proposed Budget
Wages FT	\$43,749.00	\$43,749.00
Wages PT	\$11,000.00	\$13,000.00
Wages Seasonal	\$0.00	\$0.00
Dues	\$75.00	\$75.00
Programming	\$3,500.00	\$4,000.00
Subscriptions	\$750.00	\$750.00
Training	\$150.00	\$150.00
Operating & Maintenance	\$400.00	\$400.00
Utilities	\$1,650.00	\$1,650.00
Telephone	\$1,000.00	\$1,000.00
Insurance	\$0.00	\$0.00
Payments- Other Agencies	\$0.00	\$0.00
Technology	\$5,000.00	\$4,500.00
Library Materials	\$8,526.00	\$6,000.00
Office Supplies	\$3,000.00	\$3,526.00
Memorial Materials	\$0.00	\$0.00
	\$80,000.00	\$80,000.00



Director’s Report

Submitted by Nancy Studebaker, April 21, 2021

Statistics for March 2021

	<b>This Month</b>	<b>Year to Date</b>	<b>Last Year to Date</b>
<b>VISITORS</b>	0	2	
<b>CIRCULATION</b>			
Books- Adult	50	136	247
Books- Teen	10	33	25
Books- Juvenile	59	167	486
Misc	40	129	177
Audio	0	0	0
DVD	9	58	366
E-Books & Audio Books	159	413	270
<b>Total Circulation</b>	<b>168</b>	<b>523</b>	<b>1301</b>
<b>PROGRAMMING</b>			
Juvenile Programs Offered	0		
Juvenile Program Attendance	0		
Adult Programs Offered	0		
Adult Program Attendance	0		
<b>Total Attendance</b>			
<b>OTHER SERVICES</b>			
Reference Questions	0	4	
Wireless Usage	0	5	
Computer Usage	0		

**The following reflects work accomplished April 6 – 16**

**Spaces & Places: The library will be attractive and well maintained.**

Spaces and Places Accomplishments

Organized office area to provide improved work space

Cleaned and de-cluttered public area to be more welcoming to visitors





Replaced all signage on front door to insure a welcoming first impression

Removed unnecessary signage in public area to make space less cluttered and more inviting

Re-did the bulletin boards to be more attractive

Ordered colorful carpet for children's area

#### Spaces & Places Next Steps

Need to get rid of donated and withdrawn books before we can re-open to public

See about getting a recycling cart or dumpster

**Civic & Community Engagement: The library will have a deep understanding of the community we serve. The library will be a resource for community information.**

#### Civic & Community Accomplishments

Attended April 10 City Goal Setting meeting

Attended April 12 City Council meeting

Met with Maryann Mori April 14

#### Civic & Community Next Steps

Community Survey to determine what community satisfaction with current services and programs, and to gauge interest in potential new services and programs

**Collection Development & Maintenance: The library will maintain a collection of materials for recreational reading and information needs.**

#### Collection Development & Maintenance Accomplishments

Enrolled in Baker & Taylor Automatically Yours program to get most popular authors on the shelves ASAP

All Baker & Taylor books will now come with a book jacket; this will allow us to no longer purchase book jackets in bulk, which takes up considerable space

Began cataloged children's tablets for circulation

#### Materials & Services Next Steps

Establish weeding and inventory schedule

Establish schedule for when the library accepts donations



**Information and Learning Opportunities: The library will provide access to online information resources and in-person learning opportunities.**

Information & Learning Opportunities Accomplishments

Jennifer prepared bird house Take-n-Make craft for May

Planned Children's Summer Reading 2021

Information & Learning Opportunities Next Steps

Order and/or prepare all materials for June programming by mid-May

**Administration: The library will be run efficiently and be financially sound.**

Familiarized myself with library's finance practices and policies.

Signed the Iowa Enrichment Agreements (see attached) which is essential to receiving our state aid allocation.

# ENRICH IOWA AGREEMENT - PUBLIC LIBRARY

FY22 (JULY 1, 2021 - JUNE 30, 2022)



The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

## 1. GENERAL PROVISIONS

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library, Des Moines office, by April 30, 2021.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

## 2. ASSURANCES

- A. Our public library named below was established on or before July 1, 2019, in accord with the *Code of Iowa*.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY22 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

**IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM;  
YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW.**

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit. Tier 0 libraries are not eligible to participate in the Open Access program.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name Van Meter Public Library City Van Meter


Phone (with area code) 2693256404 E-mail nstudebaker@vanmeteria.gov

Signed:   
eSigned via SeamlessDocs.com  
Key: 5ffa88f3a73efaa585adoF247510777

Print name: Nancy Studebaker

Title: Director

Date: 04/15/2021

Signed:   
Michael Scott, State Librarian  
State Library of Iowa

Date: March 5, 2021

**DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2021** Page 43 of 43